



Introduction

Builth Wells Service Park is operated by Wales Rally GB and is located on land owned by The Royal Welsh Showground. Compliance with their site rules as set out in these guidelines is important to ensure the on-going co-operation with the site and the various government agencies that support our event.

The following rules and guidance notes relate to all sub-contractors, self employed persons, individuals, teams, rally teams, traders and concessionaires booked by International Motors Sports, Wales Rally GB, TRMG, and other event partners. For the purpose of this document all of the above will be referred to as 'Teams'.

- All vehicles must enter and depart the site through identified access routes only.
- Site vehicles must not exceed 5mph and must use hazard lights.
- Large site vehicles must not reverse unless supervised
- Fork lift truck users should have appropriate licences in their possession on site
- Accidents and incidents on site including near misses must be logged immediately at the site office. First aid assistance will be available on site according to the schedule shown later in this guide.
- No fires or barbecues

Security

Everyone on site will be issued with either an official Wales Rally GB identity badge, a WRC permanent pass or temporary access pass which must be worn at all times otherwise access to the site will be denied. Please display the badge to facilitate easy checking by stewards/marshals/security across the site.

A basic security provision will be in place on the event site during the build period, event days and de-rig of the site. However Teams are responsible for their own belongings while on site. We advise valuables and cash are removed from site whilst you are not present. Additional security for specific areas can be booked via the Facilities Booking Form.

Site Access

Access for vehicles during the build and de-rig period will be off the A470 - follow the Royal Welsh showground signposts.

The Service Park Manager's office is located near the main show ring (shown on plan) he can be contacted on +44 (0) 7702 440 633



Time Schedule

The Builth Wells Service Park will be operational from:

Sunday 6 th	09:00 - 19:00
Monday 7 th	09:00 - 19:00
Tuesday 8 th	09:00 - 19:00
Wednesday 9 th	06:00 - 21:00
Thursday 10 th	10:00 - 22:00
Friday 11 th	08:00 - based on event schedule
Saturday 12 th	06:00 - based on event schedule



Sunday 13th 05:00 - based on event schedule

Monday 14th 08:00 - 14:00

Outside these hours by arrangement with the Service Park Manager

Set up from 08:00 Monday 7th November

De-rig must commence on completion of the event. Vehicle access will only be granted once the site is considered clear of the general public. Further details will be provided on site to ease traffic flow and maintain a safe operation for all involved.

All teams must be clear of site by 12:00 Monday 14th November

Structures are to be removed by 17:00 Monday 14th November

The Event Medical Centre will be operational

Wednesday 9 November 09:00 - 13:00

Thursday 10 November Nil

Friday 11 November: 11:00 - 21:30

Saturday 12 November: 07:30 - 20:00

Sunday 13 November: 06:30 - 17:30

It will be equipped with 2 resuscitation trollies and one observation trolley, plus minor injuries capability. And staffed by nurse / paramedic, with paramedic crewed ambulance

At all other opening times there will be a Rescue Ambulance available with resuscitation trained paramedic. The Deputy Safety Officer will also be available throughout the event.

First Aid cover will be available from

Wednesday 9th November 08:00 - 16:00

Friday 11th November 09:00 - 21:00

Saturday 12th November 07:00 - 19:00

Sunday 13th November 06:00 - 15:00

All waste materials must be removed from site. Please ensure you contact the Service Park Manager prior to leaving the site as he will need to check that you have left your area in an acceptable condition.

Waste bins will be available in event areas, please ensure all materials are either removed from site or deposited as required in the waste bins. Dedicated bins can be ordered via the Facilities Form.

Hazardous Waste Units will be available (shown on the plan), please ensure you either take your waste away with you or place in the appropriate container.

Service Park Team Safety

- All teams at the event are expected to ensure that they provide a safe place and system of work, as is their legal duty under the Health and Safety at Work Act 1974.
- Teams are responsible for all activities that take place in their location throughout the event including build and de-rig. This includes the work of their sub-contractors.
- All teams are responsible for familiarising themselves with the site layout, entrance and exit routes as well as fire points, first aid locations and the 'Event Evacuation Plan' (all available at the Rally & RWS Site Office).
- All teams are responsible for their own safe working environment i.e. through company codes of practice e.g. clear access routes, trip hazards, overhead working, protection against the sun, etc.
- Teams are required to provide their own PPE for their staff/team members.



- Teams are responsible for ensuring that they and their staff take regular breaks.
- Teams are reminded that under the Management of Work Regulations you must co-operate with other teams sharing the workplace and co-ordinate the preventative and protective measures to undertake the operation in safe manner. Such co-operation should be included in any method statements. Should there be any conflict in co-operating with other teams the Service Park Manager must be informed.
- Teams must bring to the attention of the Service Park Manager any health and safety problem/hazard on the site that could affect the safety of employees, marshals, other teams or the public visiting the site.
- All teams must have available their electrical/gas safety certificates for equipment in use as well as method statements and Risk Assessments.
- All commercial teams must also have on site the following documents: Evidence of public liability insurance, and COSHH assessments. These should be available for inspection if required.
- The teams' employees must have suitable instruction and training for the type of operation being undertaken.

Risk Assessment

It is a requirement that EVERY team undertakes their own risk assessment prior to the event to cover activities to be carried out on site. This must document the tasks to be undertaken and identify the hazards present and all those at risk, before devising ways to minimise and control these hazards. The risk assessment must cover the entire period on site including the installation and de-rig of exhibition stands. Further guidance on 5 Steps to Risk Assessment is available from the HSE website www.hse.gov.uk.

Fire Safety

- Fire points will be identified on the site map (Appendix B) and at the location itself.
- Teams must advise the Service Park Manager of any specific fire risks involved with their installation/operations.
- Where teams' activities have specific risks, e.g. catering, the teams MUST provide adequate fire fighting equipment for their own use.
- Tent and marquee fabrics should be inherently flame retardant and conform to BS5438 Test2, BS7157 Annex A or BS7837. Curtains, drapes, etc must be flame resistant and comply with BS5867 Part 2. Wood boarding used as any part of a structure should not have a rating of less than Class 1.
- No petroleum spirit will be permitted within the event site except for the designated "Refuelling Area" and within the fitted tanks of motor vehicles and plant equipment operating on site.
- Movement of fuel is NOT permitted within the site.
- A fire should be notified to the nearest steward or marshal immediately.
- In the event of the service area being evacuated each team should appoint a person who can account for rest of the team and to be able to report to the Service Park Manager or Fire Service that all the team is clear of the service area.
- If an evacuation is required, teams & marshals must report any known missing personnel to the nearest steward.
- Fire Exits from buildings will be identified EXIT or FIRE EXIT, and will show the correct pictorial sign. They must not be obstructed or blocked in any way which will restrict unimpeded and immediate escape from the building. Teams must ensure that vehicles are not parked in a position which will obstruct fire exits.
- Generators (if required) must be diesel or LPG only
- Fire hoses are available in each corner of the main halls and centrally located within the Super 200 halls
- Fire Extinguishers are also available in the Carmarthen Hall



Electrical Equipment

- Teams are required to comply with the Electricity at Work Regulations 1989. Site electrical inspections may take place during the event.
- The electrical installation must be compliant with the IEE 17th Edition wiring regulations BS7671:2008, BS7909:2008 and be suitable for outdoor use.
- All electrical equipment should be at minimum IP44 rated to be suitable for outdoor use. “Domestic” 13A plugs and sockets will only be permitted when housed inside a suitable shelter, e.g. tent or trailer.
- All final circuits must be protected by 30mA RCD. Where deviation from this is intended, a specific risk assessment must be available.
- **Power can be supplied to the event site to avoid the need for separate generators. Power hook-up must be booked in advance.**
- Only diesel and LPG generators will be permitted. Generators must be fenced off to restrict access to only competent personnel.
- Where Teams are providing their own power and the generator exceeds 6kva the installation shall be inspected, tested and certified in accordance with the requirements of BS7671:2008 once it has been installed on site. This work shall be undertaken either by an Approved Contractor from the NICEIC roll or an ECA registered contractor. Smaller generators which form an integral part of a trailer unit and are tested as part of the trailer’s periodic inspection do not require a separate sign off. Copies of test results must be available for inspection.
- All electrical installations e.g. trailers and catering units must have a current, correct and legal installation test history. An NICEIC (or equivalent) Periodic Inspection Certification must be available for inspection.
- All electrical appliances must have a current, correct and legal portable appliance test history.
- Where power or lighting is attached to or sitting on a metal surface/structure, the metal structure shall also be earthed.
- The use of portable electrical tools should be minimised and where practicable battery operated tools or Compressed Air Tools should be used.
- Exposed cables must not be in public access areas unless covered by suitable matting or cable ramps.
- Useful/relevant documents are:
 - BS7671:2008 Requirements for Electrical Installations.
 - BS7909:2008 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes.
 - BS7430:1998 Code of Practice for Earthing.
 - HSE publication HSR25 Memorandum of Guidance on the Electricity at Work Regulations
 - The Code of Practice for In-service Inspection and Testing of Electrical Equipment
 - The Event Safety Guide (Purple)

Gas Installations

- No gas equipment will be used at the event without the prior permission of the event organiser.
- All gas equipment must meet current regulations and be accompanied by a current test certificate. Any work to make appliances safe to use will be charged to the contractor.
- All LPG cylinders whether in use, spare or empty shall be secured in an upright position and free from interference from others (particularly the public) preferably in a locked gas cage and away from sources of ignition.
- Only sufficient LPG for the days of the event may be brought on to site.
- Gas cylinders may not be changed during public opening hours of the event.
- No LPG cylinders should be kept inside any building. The gas from these cylinders should be piped to the appliances being used. All pipework should be rigid whenever possible with the shortest possible amount of rubber tubing used. All rubber tubing should conform to BS 3212. Hose connections should be secured with the correct hose clips at all times.



Food Safety

- All professional catering establishments on site are subject to food hygiene inspections
- Evidence must be provided of documented food management systems, temperature monitoring and training records.
- Professional catering establishments must provide adequate separate hand washing facilities within the food preparation area.
- Useful documents include:
 - The General Food Regulations 2004,
 - the Food Hygiene (Wales) Regulations 2006 and
 - Regulation EC 852/2004

Structural Safety

- Temporary structures should be monitored during the event in periods of adverse weather by team personnel, if necessary, event personnel will also monitor the situation.
- All awnings, pop-up tents, stage structures, signage etc must be designed and installed with adequate ballast to cope with the wind conditions. All structures deemed unsafe by the Service Park Manager must be dismantled and removed from use.
- All temporary structures shall be constructed and ballasted/staked in accordance with the manufacturers design requirements.
- Small Tents/Marqueses/Easy-ups will not require a specific wind load rating but the structures must have adequate ballast, suitably attached to the frame.
- The design wind speed of all structures of between 5m and 9m span must be supplied. The structure must have adequate ballast, suitably attached to the frame of the structure.
- For structures above 9m span Teams must provide structural information/calculations supplied by the manufacturer showing their wind load rating. A sign off certificate certifying that the structure has been erected and ballasted/staked down in accordance with the design requirements, signed by a competent person will be required for each structure.
- **All** inflatable structures must be properly considered before being brought on site to take full account of the site and the potential high wind speed levels there may be in this area. Evidence of an adequate safety system must be supplied

General Safety

Hazardous Substances

Some mineral oils may cause skin cancers. Where contact does occur, contamination should be washed off immediately. The wearing of any contaminated clothing should be avoided.

Other substances may cause ill health. Suppliers will have information about the possible effects of their products, on request. This information should be available for reference on site in case of need.

General Working Practices

All working areas should be kept clean and tidy. All waste and spillage should be cleared up immediately, removed by the entrant at the end of the event and disposed of in a responsible manner.

Trailing cables and hoses should not be allowed to create a trip hazard and must not be run across an access or roadway.

Whenever vehicle engines are being run, adequate ventilation must be in place.

All safety notices should be complied with.

Any personnel carrying out work should ensure that they adopt safe working practices at all times.

Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly



Manual Handling

Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants should ensure their personnel are trained in safe manual handling techniques.

Waste

Entrants should remove all waste from the venue, including containers, packaging, tyres, oils etc. They must dispose of it in a responsible manner.

Waste disposal

Hazardous waste must be removed from site by competitor

Oil waste disposal will be available in designated areas only (see attached plan appendix B)

General waste and recycling bins will be available; competitors must sort their waste appropriately in to the correct bin

First Aid

Any person sustaining injury or illness should seek treatment from the event emergency services, by initially reporting to the Service Park Manager who will ensure the appropriate response. Location of First Aid during the event is shown on the attached plan appendix B).

Public Safety

Entrants and their associated personnel should act in a manner so as not to put either himself or herself or any other person at risk of injury.

Further Regulations and Information

Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes should be read in conjunction with all relevant regulations.

Helicopters

Helicopters may have to land at the showground, please ensure all personnel keep clear of the helicopter unless specifically instructed to attend by one of the helicopter crew

Safety Procedures

- DO NOT APPROACH THE AIRCRAFT - unless specifically instructed to do so by a member of the aircraft crew.
- Keep yourself and ALL other people at least 100 metres from the aircraft.
- NEVER ALLOW ANYONE TO APPROACH THE REAR OF THE AIRCRAFT - the tail rotor which if turning cannot be seen - KILLS.
- Loading of the casualty will be carried out by the crew of the aircraft - if they need assistance from rescue crew or marshals they will tell you.
- AT ALL TIMES THE AIRCRAFT CREW ARE IN CHARGE OF THE SITUATION.
- During landing and take-off the aircraft generates considerable wind - be prepared to secure any loose items of clothing, hats, etc.
- REMEMBER - KEEP SAFE - KEEP YOURSELF AND OTHERS AWAY

References

All people working on site are obliged to adhere to the following main legislation and guidance:

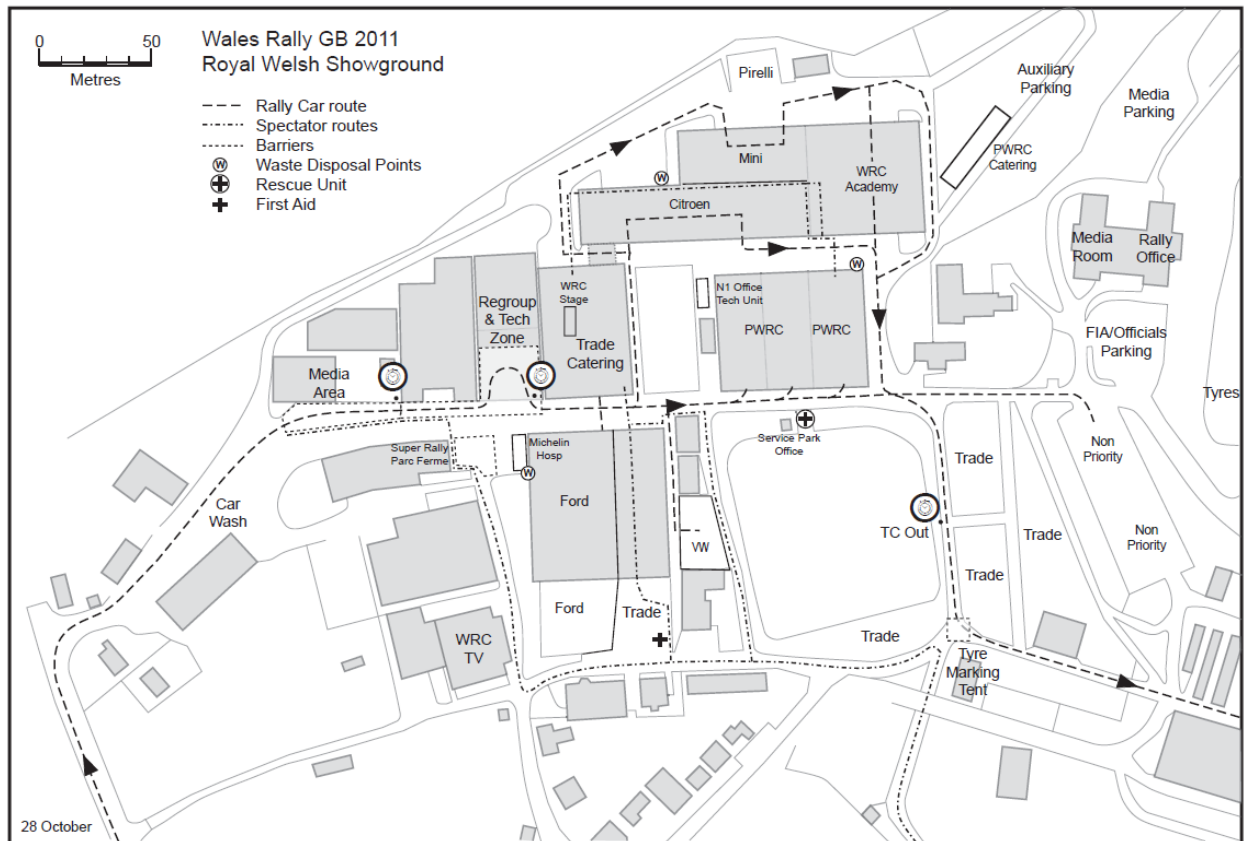
- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Event Safety Guide, HMSO publication
- Manual Handling Operations Regulations 1992

- Personal Protective Equipment at Work Regulations (PPE) 1992
- Noise at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) 1999
- Compressed Air Safety HSG39
- Use of Work Equipment Regulations 1998 (PUWER)
- Food Safety Regulations 2004

Useful Contacts

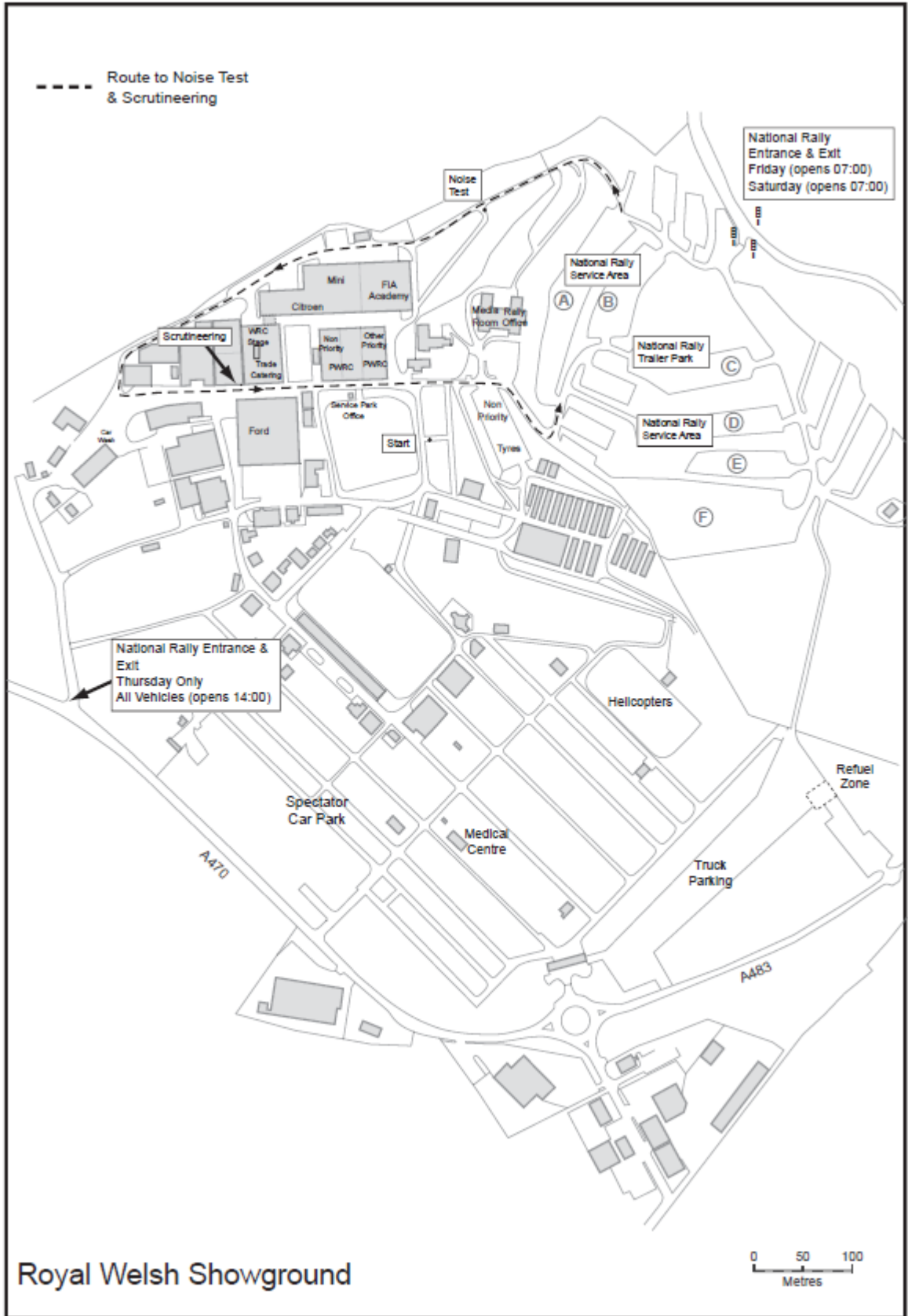
Service Park Manager	Tim Harding	+44 (0) 7702 440 633
Service Park Safety Manager	Roger Whitehouse	+44 (0) 7528 511 912
Service Park Deputy Manager	Kevin Witton	+44 (0) 7767 453 664
Trade & Display Coordinator	Tania Baker	+44 (0) 7753 689 821
Event Safety Coordinator	Sue Sanders	+44 (0) 7774 476 647
National Service Park Coordinator	Nigel Tucker	+44 (0) 7966 447 624
National Safety Officer	Matthew Tucker	+44 (0) 7794 180 611

Central Area Plan



National Pre - Event

Builth Wells Service Park Competitor Safety Guidelines 2011



National Event Route

