



The MotivAction Group PLC

Health and Safety Document for Contractors/Suppliers

1. Basic Requirements

1.1 Introduction

The MotivAction Group PLC (the Company) in addition to its statutory obligations has devised a number of safety rules of its own in order to establish and maintain a high standard of safety on its events.

This document is intended to familiarise those conducting work on the Company's events with the minimum standards of safety they are required to maintain at all times.

1.2 Objective

The objective is to ensure that contractors adopt a safe system of work which will not endanger the Company's employees, contractor's employees, visitors, guests, and members of the public. This document is not to be regarded as relieving in any way the contractors of their own statutory obligations.

If these health and safety rules are clearly understood at the outset, then contractors should find no difficulty in complying with them.

2. Company Representative

Note: The term 'Company Representative' is defined in 2.1 below.

Any reference to the Company Representative in this document shall be taken to include 2.2 and 2.3.

2.1 The member of staff who formally initiates and accepts a contractor's tender is to be known for the purpose of these rules as the "Company Representative".

2.2 Arrangements for particular event locations often involve the local Event Manager or similar who will act as a convenient channel of communication between the Company Representative and the Contractor's Representative.

2.3 Authority of the Company Representative

2.3.1 Contractors must obey written/verbal instructions and take account of advice given to them by the Company Representative or their deputy in respect of health and safety.

2.3.2 The Company Representative will retain the right to stop until rectified any operation, erection of equipment, or the action of any contractor's employees if it is considered that there is a hazard to the health and safety of Company employees, contractor's employees, visitors/guests or members of the public. In that event the Contractor's Representative will be notified verbally, with written confirmation following the event. The Company will not accept any liability for increased costs arising from such actions.

3. General Requirements

3.1 Basic Legal Requirements

Contractors must comply with the Health and Safety at Work Act, 1974 and any other statutory provisions. Steps must be taken to ensure the provision of adequate and suitable plant and equipment. Only those contractor's employees having appropriate training and experience (where required) will be allowed to work on the Company's programmes, projects and events. The Contractor's Representative must ensure the activities are properly supervised as well as arranging for spot-checking of any activities extending over a long period.

3.2 Dissemination of the Safety Document for Contractors:

The Contractor's Representative is required to ensure that all his employees, subcontractors and all their employees, whilst on the Company's events are informed of these health and safety rules. The Contractor's Representative is required to obtain completed Contractor's Receipt Forms (see Appendix 1) from subcontractors to show that they will comply with the terms of this document.

3.3 Period of Work

The contractor must notify the Company Representative in an appropriate way before commencing and upon completion of their task.

Registered office & business address:

The MotivAction Group plc
Church Farm, Ardeley, Stevenage
Hertfordshire, SG2 7AH

Online:

www.motivaction.co.uk
ideas@motivaction.co.uk

Phone:

T: +44 (0)1438 861 821
F: +44 (0)1438 861 620

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3.4 Security

The Company accepts no responsibilities for the contractor's equipment without prior written agreement.

3.5 Vehicles

Vehicles used by contractors or their employees are allowed on the Company's events for delivery, parking or collection, subject to local instructions. All drivers are requested to exercise maximum care when at Company events. Drivers of goods vehicles must ensure there is a vehicle marshal in attendance at all times to assist with reversing etc.

3.6 Delivery and Deposit of Material and Goods

No materials, goods or equipment shall be stored or placed so as to obstruct the general activity area, gangways or fire exit routes. All rubbish, especially dangerous or flammable materials must be removed from the premises every day

3.7 Contractor's Work Area:

The contractor's work area must where possible be clearly defined. The area may be marked by temporary bunting. The segregated area will then become the responsibility of the contractor. The contractor is responsible for providing suitable fire extinguishers which are required for any source of potential fire, such as petrol generators.

3.8 Smoking and Alcohol

The Company operates a no Smoking policy whilst in front of visitors/guests; smoking is only permitted outside in a designated crew area during breaks. This is subject to any local or venue policies for smoking areas for our crew and suppliers. We operate a no alcohol policy whilst on an event.

3.9 Plant, Tools and Equipment

All plant, tools and equipment brought on to the Company's events should conform to European standards and be in a safe well maintained condition. Particular attention must be given to checking the electrical and mechanical equipment. Earth leakage circuit breakers/Residual Current Device's should be fitted on all 240v cables where mains electricity is used and all portable electrical equipment must have a current Portable Appliance Test (PAT).

3.10 Safeguarding of Machinery

All equipment such as petrol generators must be guarded in accordance with the statutory requirements and must be cordoned off to prevent unauthorised/accidental access, they must also have in a suitable location the correct type of fire extinguisher.

3.11 Access Equipment

Where ladders, step ladders trestles and mobile elevating work platforms (MEWP's) are necessary they must be used in a safe manner for the work to be done. Ladders should be securely tied at the top or footed by a person at the bottom unless they incorporate suitable safety devices. The equipment should be of suitable construction and free from defect. Any operators of MEWPS must hold a current and valid competency card. Any work at Height is subject to The Working at Height Regulations 2005.

3.12 Contractor's Equipment Subject To Statutory Examinations

Before any lifting appliances and equipment, are brought on to the Company's events, a test certificate and current statutory thorough examination report must be obtained and will be required for inspection by the Company Representative.

3.13 Company's Equipment

On no account may the Company's equipment be operated or otherwise made use of without the permission of the Company Representative.

3.14 Safety Precautions

Anything provided for the safety of the Company's employees or others may not be interfered with.

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3.15 Personal Protective Equipment

All contractor's employees must be issued with, and make full use of all such protective equipment as required by statute or any regulations made there under. They must also meet any locally agreed requirements for protecting the employees, for example the use of hi visibility clothing and protective footwear.

3.16 Accidents

In addition to the statutory obligations for the Contractor's Representative to report certain dangerous occurrences and accidents to the appropriate authority, all such incidents must be reported to the Company Representative before the event closes.

3.17 Criminal Record Bureau (CRB) checks

We require CRB checks to be completed for all staff from external suppliers who will be instructing/working on equipment or activities open to children under the age of 16. A copy of the CRB check will be validated by the health, safety and environmental manager as in other H & S documentation. On the day of the event, the person will be checked against the CRB paperwork by the event manager or project manager.

Compliance with the requirements in this document will assist The MotivAction Group PLC compile an approved contractors/suppliers list. Many of the documents requested by The Company and submitted by your company will not necessarily be required again until such time as they expire or new equipment is purchased.

Copies of the following documents will assist us in adding you to an approved suppliers list:

1. Product and Public Liability Insurance minimum cover of £2,000,000
2. Certificates of Conformity (where required)
3. Certificates of Competence (where required)
4. Food Hygiene Certificates (From caterers)
5. Risk Assessments
6. Method Statements
7. Environmental Policy
8. Criminal Record Bureau checks (where necessary)

Should you require further information or assistance contact our Health, Safety and Environmental Manager Steve Mobius on 01438 861821 or email steve.mobius@motivaction.co.uk

Please see Appendix 1 on the next page for the supplier's receipt form



APPENDIX 1 CONTRACTOR/SUPPLIERS'S RECEIPT FORM

Company Name
Nature of Business:
Date(s) of Event:
Date Submitted:

1. I acknowledge receipt of the Company's Safety Document for Contractors - Basic Requirements.
2. I shall obtain completed Contractor's Receipt Forms from subcontractors to show that they will comply with the terms of this document.
3. I accept that the Safety Document for Contractors - does not in any way relieve the contractor of any statutory obligations.
4. I attach the Health and Safety Policy document prepared by the contractor in accordance with The Health and Safety at Work Act, 1974.
5. I have attached copies of the relevant risk assessments (and sub contractors if applicable) as required under The Management of Health and Safety at Work Regulations 1999 for all work processes and equipment being used.
6. I attach copies of current insurance policies held by the contractor (and subcontractors if applicable) in respect of Employer's Liability and Public Liability.
7. Also attached are all certificates (for all equipment used on the event) of Thorough Examination in respect of the governing bodies for that equipment. (ADIPS, PIPPA, MEWPS etc.)
8. I have attached copies of certificates of training/competence for all staff attending the event (if applicable).
9. I confirm that the contracted works do not involve any activities not mentioned in the Health and Safety Plan.

Name:
Position:
Signature:
Date:
Contact No(s).

Contractors please note this form may be copied for your use and to pass on to any sub-contractors for completion.