

Conditions of On-site Work

Rapid Flow Testing Site



1. This project managed by Number 8 Events Ltd.
2. Number 8 Events Ltd maintains high standards of health and safety and requires contractors and their staff to undertake their work in a safe way, which does not put themselves or others in danger.
3. Your safety is paramount to the operation. The following controls are in place for your safety:
 - Face Coverings for everyone onsite
 - Enforced hand sanitising regime onsite
 - PPE in line with NHS PPE requirements for this operation
 - Dedicated cleaners to the site
 - Social distancing onsite at all times
 - Designed workspace to give physical protection from public.
4. Number 8 Events Ltd reserves the right to require the removal from the premises any person who does not comply with these requirements or who puts themselves or others at risk.
5. Number 8 Events Ltd reserves the right to refuse admission to staff who do not provide contact details (required for NHS Test and Trace)
6. All work on-site must be undertaken within a safe working area
7. All crew and contractors **must** report to the Site Manager for an induction before commencing work.
8. You must let us know if something appears incorrect, or looks wrong.
9. DO NOT post any images or commentary which provides restricted insights or "behind the scenes" footage of any sites.
10. DO NOT post or share images privately with friends or family as these can be shared more widely within the public domain
11. DO NOT accept new friend requests from strangers. Removing identifiable personal information and making your profile private will help shield you
12. DO NOT get drawn into online commentary or speculation

COVID Specific

13. Before starting work please carry out the following Covid health self-assessment:

Can I go to work? (Self-assessment)			
1	I am self-isolating according to government or NHS advice?	NO. Next Question ↓	YES = DO NOT GO TO WORK
2	I have a high temperature/fever (+ 37.8 °C)?	NO. Next Question ↓	YES = DO NOT GO TO WORK
3	I have a new, continuous cough and/or find it difficult to breathe?	NO. Next Question ↓	YES = DO NOT GO TO WORK
4	I have a loss of sense of taste or smell?	NO. I CAN GO TO WORK	YES = DO NOT GO TO WORK

14. COVID Travel (Planning)

- Use private motor vehicles where possible
- If you need to use public transport, avoid peak travel times where possible
- Ensure you travel with alcohol hand rub and a face covering. Face coverings are mandatory on public transport

15. COVID Travel (During)

- Wash your hands regularly and stay at least two metres away from others
- Use a face covering on public transport or in enclosed spaces
- Contact Number 8 Events Ltd if you feel unwell or are unable to travel for any reason
- Comply with instructions from local authorities

16. COVID Travel (After)

- If you develop a new continuous cough and/or high temperature and/or a loss of sense of smell or taste you should stay at home (self-isolate) and try to book a test. This means avoiding close contact with other people.
- Contact NHS 111 and try to book a test
- Inform Number 8 Events Ltd

17. COVID On-site

- Please follow the instructions provided at all times

Personal/respiratory hygiene:

- Wear a face covering at all times on-site
- You should wash your hands frequently for at least 20 seconds. You may also use alcohol hand rub which will be available throughout the venue
- You should cough or sneeze into tissues. If you do not have immediate access to tissues, use the crook of your elbow
- Do not touch your face with unwashed hands
- Clean down high use touch points with a disinfectant wipe in sanitary facilities (as provided on-site) – handles etc after using them

Social Distancing:

- You must maintain social distancing (2m from any person) at all times. Where working closer than 2m is absolutely unavoidable the work task must be for the minimal duration, involve as few people as possible and all persons must wear a face covering. Face coverings reduce the likelihood of you spreading the infection to others.
- Give way to others by looking ahead when moving around the common areas

Equipment:

- To minimise the sharing of equipment, bring anything you think you may need (pens, paper, chargers etc)
- Share documents digitally where possible
- Only necessary equipment and personal belongings should be brought to site

Food and drink:

- To minimise the spread of infection, please bring your own food and drink where possible
- If purchasing food from a nearby restaurant/takeaway, check that they have displayed a COVID Secure sign and appear to be operating in a COVID Secure way
- You MUST dispose of any waste in suitable receptacles
- Only remove your face covering when sat at a table in the designated rest areas to eat or drink

Sanitary facilities:

- Maintain 2m social distancing at all times
- Do not interfere or attempt to open any cupboards or services which are locked shut. Please check with production if access is required
- Do not drink water from any taps on-site
- Use the alcohol wipes provided to wipe down contact points after using the toilet (handles etc)

PPE

- Please bring PPE with you if you have it (face coverings etc). Number 8 Events Ltd will have stock of spares on-site

Feedback

- Please provide feedback immediately to the site team.

GENERAL HEALTH AND SAFETY

18. Personal protective equipment (PPE). You must have the right equipment and clothing to do the job before you start - including such as safety footwear, gloves and eye protection. **There are no exceptions.** Speak with your line manager if you are unclear or have concerns.
19. You must not be under the influence of alcohol or drugs whilst working onsite.
20. Do not undertake any working at height.
21. Only undertake manual handling tasks if you are trained and competent to do so, and a manual handling risk assessment has been undertaken.
22. No hot works are permitted onsite.
23. Equipment must be cleaned and disinfected with BS EN 1276 or 13697 products on completion of install
24. Any accidents, incidents or near misses must be reported to the Site Manager.
25. No stereos, personal music devices or vehicle music systems should be used whilst working on-site.
26. First aid equipment and staff are available – the site manager will advise where.
27. No smoking within working areas. Remove any high-vis and smoke in designated smoking areas only.
28. There are a number of activities to be undertaken which involve lifting heavy loads; all persons undertaking manual handling work should be inducted prior to commencing this work. Do not lift anything heavy than that of which you are comfortable with. Always work as a team when lifting heavy loads.
29. Please leave the site safely and quietly with consideration for nearby residents.
30. Report all suspicious behaviour to security immediately.

STRICTLY PRIVATE AND CONFIDENTIAL

I have read and agree to the above conditions of working on-site.

I have no symptoms of Covid-19; I have not been in close contact with any individual with such symptoms within the last 10 days or to a country which is on England’s quarantine list.

Should symptoms present at any time, I will notify my supervisor, return/stay at home, try book a test and self-isolate according to current guidelines.

ONSITE EMERGENCIES

All overall venue emergencies will be managed by the venue with their staff.

Each area supervisor will be responsible for clearing their staff and area and reporting back to the site manager all clear.

If we are going to evacuate our area of the site we will issue the work RED ALERT that will mean that you need to evacuate immediately.
If we are going to stay put, because there is a situation going outside, we will issue the word BLACK ALERT. This means you stop what you are doing, and we close the doors to the venue.



IN THE RARE EVENT OF a firearms or weapons attack

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there’s nowhere to go, then...

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.

www.npcc.police.uk/staysafe

The information supplied below will be used should you be taken ill, or to pass on to public health authorities where requested. It will not be passed to anyone outside of Number 8 Events Ltd.

Name _____

Signature: _____

Role: _____

Line Manager: _____

Contact Number: _____

Time: _____

Date: _____