AELTC SITE RULES HANDBOOK

2017

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SITE RULES

This booklet is designed as a guide to working at the AELTC, as well as providing general health, safety and welfare information for all staff and contractors within the main Grounds. This also includes any other AELTC property (such as 271 Church Road, Southlands Pavilion, Raynes Park and Chessington), and any other areas that fall within the AELTC's control (such as the Bank of England Sports Centre and areas within Wimbledon Park Golf Club during The Championships).

It is designed to raise awareness of potential hazards that could lead to an accident or ill health in the workplace, and provide general best practice principles on safe systems of work.

As well as reading this booklet carefully it is imperative for your own health and safety in the workplace that you always identify and adhere to these rules to ensure you are not putting yourself or others at unnecessary risk.

You must never be afraid to ask questions if you are unsure about any substances, equipment or systems of work that affect you. Your work allocation, supervision and environment will be controlled, directed and monitored at all times by the AELTC Authorising Managers or their nominated site representatives.

The AELTC Site Rules may be superseded by Statute, Instructions or Codes of Practice, which may from time to time be issued under the Health & Safety at Work etc. Act 1974, or other relevant legislation.

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PART A – CODE & CONDUCT

1. DRESS

Appropriate work wear should be worn at all times.

All personnel working in the Grounds are expected to conduct themselves and dress to a standard which is commensurate with the prestige of the AELTC.

Shirts or T-Shirts must be worn at all times. Shorts are only acceptable where these are suitable for working tasks and must be smart and safe. However, for all construction works (see Definitions **page 51**) shorts are not permissible.

Clothing must by free of emblems, national flags, offensive/inciting images or slogans.

During The Championships no company logos or brands names may be displayed on clothing or equipment without the prior permission of the Championships Department. Any logos approved will be restricted to two square inches or five square centimetres in size.

2. EQUALITY, DIVERSITY & ACCESSIBILITY

The AELTC's commitment is to confront and eliminate discrimination by gender, age, sexual orientation, gender re-assignment, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

The AELTC will make reasonable adjustments, so far as practicable, to accommodate individuals' specific needs. Please ensure that you have contacted the AELTC Authorising Manager in advance to discuss such needs.

3. GENERAL BEHAVIOUR

Consideration must be given to the public and other workers:

- Be polite
- Do not shout or whistle
- Do not use offensive language.

4. HANDHELD RADIOS

Handheld radios are not to be used when driving any vehicle or plant in construction areas or in open areas of the Grounds.

5. HOUSEKEEPING

It is your responsibility to keep your work area tidy. As such, you must:

- Tidy up after yourself at all times
- Keep stairways and fire escape routes clear
- Not wedge open fire doors
- Remove scrap and waste to designated bins
- Clear up any spills immediately.

6. MOBILE PHONES

Mobile telephones must **NOT** be used when driving (even using a hands-free phone while driving will distract you). Drivers must safely pull over to the side of the road to receive or make calls.

DO NOT use mobile phones whilst undertaking **ANY** task where safety is a consideration and the use of the phone might interfere with the level of concentration required to undertake the task safely.

7. NOISE

Noise should be kept to a minimum, particularly early in the morning and when leaving the site.

8. PERSONAL HEADPHONES

Personal headphones must not be used in any working area. During the build-up, The Championships and de-rig period personal headphones are prohibited in any part of the Grounds.

9. RADIOS ON WORK SITES

Radios must not be played in any AELTC working areas.

10. SALVAGE

Any building materials or equipment salvaged from work carried out by staff or a contractor shall remain the property of the AELTC, unless otherwise agreed at commencement of contract.

11. SMOKING

As is required by the Smoke Free laws the AELTC does not permit smoking, which includes electronic cigarettes and similar devices, in any of the following areas:

- Inside any building or substantially enclosed areas, owned or used by the AELTC for the conduct of company business. This includes inside any of the courts.
- Outside buildings if the smoke can possibly drift through open windows, doorways or air intakes.
- Inside any vehicle owned or operated by the AELTC including hired/leased vehicles, as well as those operated by contractors within its Grounds.

All staff and contractors must only smoke in areas designated by the AELTC. Due to the changing nature of the site, the AELTC Authorising Manager will indicate where these designated areas are.

12. GAMBLING/BETTING

Betting, assisted betting or the use/supply of information for betting on Championships tennis matches and/or their outcomes, directly or indirectly, by anyone holding an AELTC/Championships accreditation may lead to loss of accreditation status for the current or future Championships, and/or further action.

13. OFF-SITE BEHAVIOUR

All staff and contractors, when off duty and off site, must behave in a manner which is acceptable to the AELTC's neighbours and the local community.

14. CONFIDENTIALITY

Confidential information about the AELTC and staff must not be disclosed or used at any time, whether during the contractual period or thereafter – this applies for all staff and contractors, and sub-contractors working on their behalf. Unauthorised photos, video still or video footage within non-public places must not be taken at any time.

No public statements to the media and without limitation, on social media websites, may be made without prior written authorisation from an AELTC Executive.

PART B – SECURITY

1. **RESPONSIBILITIES**
   Display your access pass and (if relevant) vehicle pass at all times when you are within the Grounds. In the absence of a photo pass, a temporary pass will be issued by security once access to the Grounds has been authorised.

   Please report anything which causes you a security concern (including any suspicious activity or packages in or immediately outside of the Grounds) in the first instance to Security either in person or to the control room (ECR) ext **2666/2380** or **020 8971 2666/2380** from an outside line.

2. **SECURITY AND SEARCHING**
   Please note that searching and security measures are in operation throughout the year. The AELTC reserves the right to search any vehicle or person entering or leaving its Grounds at any time.

3. **PROHIBITED ITEMS**
   The following items are prohibited from the Grounds:

PART C – WORKING CONDITIONS

1. **SAFEGUARDING & DBS**
   The AELTC is committed to the safeguarding and welfare of children and vulnerable adults regardless of their age, gender, language, religion, ethnic background or sexual identity, and expects all AELTC staff and contractors to share that commitment.

   All AELTC staff and contractors who work with or around children or vulnerable adults must have an Enhanced Disclosure through the Disclosure and Barring Service (DBS). They may also be required to attend regular first aid and safeguarding training.

   The AELTC has a Lead Safeguarding Officer who has overall responsibility for coordinating the safeguarding of children and vulnerable adults, and a number of Safeguarding Officers across other departments.

   Please raise all safeguarding concerns to the Lead Safeguarding Officer through the Health & Safety department.

2. **CHILDREN, YOUNG PERSONS AND WORK EXPERIENCE**
   The AELTC acknowledges the importance of giving young people (persons under 18 years of age) opportunities to develop skills, such as participation in work.

   The requirements of the Management of Health & Safety at Work Regulations 1999 (Regulation 19) should be observed when employing young people (including prohibition of certain work activities) due to their increase vulnerability at work.

   Work experience must be approved by Human Resources. The AELTC does not permit work experience during The Championships.

   Neither staff nor contractors may bring children (persons below school leaving age) onto site, without prior approval from the AELTC Head of Human Resources and the Health & Safety Manager.

3. **DOGS**
   Dogs must not be brought onto AELTC sites by anyone, with the exception of service dogs (i.e. guide dogs, hearing dogs, mobility dogs, seizure alert/response dogs, autism dogs).

4. **DRUGS AND ALCOHOL**
   Do not report for work under the influence of alcohol or drugs – you may be a danger to yourself and others.

   Whilst contractors are responsible for their own drugs and alcohol policies, the AELTC reserve the right to refuse entry and remove contractors' employees from AELTC sites if suspected to be under the influence of any intoxicating substances.

   The AELTC has a policy of random and 'with cause' drugs and alcohol testing. Employees and contractors may be requested to undergo such a test at any time. A refusal to carry out the test is deemed a failure and you would be either removed from the AELTC Grounds or subject to specific disciplinary proceedings. Any persons found in possession of illegal substances will also be handed over to the Police.

   Alcohol must not be brought into nor consumed in any working environment on the Grounds at any time.

5. GRASS COURTS

No staff or contractors, other than Grounds staff, are allowed on the grass courts unless under the authority of the Head Groundsman or Deputy Head Groundsman.

All departments and contractors must notify either the Head Groundsman or Deputy Head Groundsman of any proposed work or activities in the vicinity of any grass court prior to them commencing. This is either at ground level or relating to roof movement/works.

6. GYM

AELTC staff may use the gym following four weeks of employment and a gym induction by the gym instructor.

Use of the gym **DOES NOT** extend to any contractor.

7. OBLIGATION

Staff and contractors shall ensure that, in carrying out their work, they will comply with the requirements of Common Law and any Statute and all Statutory Regulations applicable, including the keeping of proper records, the production of Test Certificates and the appointment of competent persons to carry out work. They will observe all rules and instructions which the AELTC introduce, particularly those relating to Health & Safety.

8. PROTECTING THE PUBLIC

Protecting the public and adjacent occupiers is paramount, including:

- Guarding against falling materials, tools and equipment when working adjacent to or above public areas
- Control of all areas, routes, vehicle and plant movement, and extra vigilance at all interface areas
- Considering minimising nuisance factors (noise, dust, vibration, traffic movements) and ensure highway and pavements are kept clear of mud and debris.

9. RESPONSIBILITY FOR VISITORS

It is the responsibility of the AELTC to ensure the health & safety of visitors. If you invite visitors onto the site you are responsible for informing them of the basic health & safety rules and procedures.

10. SITE WORKING HOURS

YEAR-ROUND	THE CHAMPIONSHIPS BUILD AND DE-RIG PERIODS
Monday – Friday 08:00 – 17:00*+ Saturday 08:00 – 13:00+ No Sundays or Bank Holidays	Monday – Friday 08:00 – 18:00± Saturday 08:00 – 13:00± No Sundays or Bank Holidays

* All major projects continue to 18:00.
\+ All works outside this time must be approved by Facilities Management.
± All works outside this time must be approved by the Championships Director.

Hours of work at Raynes Park should be arranged with the AECCSG General Manager.

11. STAFF RESTAURANT & CONTRACTORS' CAFÉ

A Contractors' Café is available to all contractors on Level 3 of the Northern side of the Millennium Building (Press Café). Services will be provided as follows:

- 1 August 2016 – 28 April 2017: Open between 08:00 & 17:00 offering free tea and coffee, and facilities for contractors to refrigerate and heat their own food.
- 2 May – 30 June 2017: Open between 08:00 & 17:00 offering free tea & coffee. Between 08:00 and 14:00 Monday to Friday a selection of hot and cold food options will be available for purchase.
- 3-16 July 2017: Closed due to The Championships.
- 17-31 July 2017: Open between 08:00 & 17:00 offering free tea & coffee. Between 08:00 and 14:00 Monday to Friday a selection of hot and cold food options will be available for purchase.

The AELTC staff restaurant and services are for AELTC employees only and must not be used by contractors.

12. SUB-CONTRACTORS

The main contractor will be responsible for ensuring that any sub-contractor engaged by them is aware of and complies with these Site Rules.

13. VISITS BY THE HEALTH & SAFETY EXECUTIVE (HSE) AND LOCAL AUTHORITY (LA)

All staff and contractors must notify the Health & Safety Manager as soon as practicable of any visit by officers of the Health & Safety Executive (HSE) or Local Authority (LA). The Health & Safety Manager should receive a copy of any correspondence exchanged between the HSE/LA and the contractor.

14. WELFARE

Welfare facilities and toilets are provided for your convenience and your wellbeing.

These facilities should be kept clean and tidy and not used for storage of plant and materials. Always report any issues with equipment use or maintenance to Facilities Management.

Personal hygiene is very important. Always wash your hands before eating, as well as after using the toilet. Dry your hands well – do not wipe them on dirty rags or your clothes.

15. WORK PASSES & ACCREDITATION

Year-round, including The Championships, all staff and contractors must display a valid accreditation and, if required, a permit-to-work issued by the AELTC. This will be valid for the anticipated duration of the contract. It may be renewed if required. All accreditation must be returned at the end of the contract.

Contractors who require access to the Grounds for between one day and one month will be issued with a visitor's pass at Gate 5 or Gate 13 by gate security, with the exception of The Championships. If a permit-to-work is required, this can be obtained from Facilities Management and must be displayed at all times.

YEAR-ROUND

AELTC ACCREDITATION PASS CATEGORIES

AELTC staff and contractors will receive a pass in one of the following four categories:-

- S/TS – employees working under a contract of employment with the AELTC
- AS – employees recruited to the AELTC via an agency
- C – contractors who are primarily office based e.g. software engineers, trainers, consultants, etc.
- CP – contractors carrying out routine physical manual work around the site (e.g. repair, clean, service or maintain equipment or structures, gardens and grounds maintenance, signage contractors, catering, surveying, site investigations, etc).

AELTC PASS TYPES

Temporary Passes

Contractors and visitors who are on site for periods between one day and one month can request a temporary pass from their AELTC Authorising Manager. These passes are issued from Gates 5 and 13 by arrangement. Temporary year-round passes are not valid during The Championships.

AELTC Photographic Passes

Where contractors and staff require access to the Grounds for more than one month, photographic accreditation may be provided where the AELTC Authorising Manager deems this appropriate. These passes are not valid during The Championships.

THE CHAMPIONSHIPS (INCLUDING BUILD AND DE-RIG PERIODS)

BUILD AND DE-RIG ACCREDITATION

Contractors working on either The Championships build or de-rig must apply for a build and/or de-rig pass as appropriate. These passes will be valid for the duration of the work being carried out on site. Permits-to-work are still required for high-risk activities.

CHAMPIONSHIPS ACCREDITATION

All AELTC staff and contractors working at The Championships will require Championships Accreditation in order to gain access to the Grounds. Contractors must register in order to be accredited for The Championships. Forms can be requested via an AELTC Authorising Manager.

PART D – SAFETY RULES FOR OFFICE OR CONSTRUCTION WORKERS

1. YOUR LEGAL RESPONSIBILITIES

You have a legal obligation with regards to your own health and safety and that of others. It is important that you know exactly where your personal responsibilities lie.

Under the Health and Safety at Work Act 1974 personal responsibility is set out as follows:

- You have a duty to take reasonable care of your own health and safety and that of others who may be affected by what you do or do not do
- You have a duty to co-operate with your employer on health and safety matters
- You have a duty not to interfere with or misuse anything provided for your health, safety or welfare.

Every person, regardless of his or her job, may be prosecuted or even imprisoned for failing to carry out these duties. Penalties may include an unlimited fine and up to two years imprisonment.

2. SITE INDUCTIONS

Year-round, the AELTC requires that all contractors view the AELTC Health & Safety Induction Film. This does not replace work-specific inductions or briefings, or inductions given by contractors to their own staff.

Where instructed by the AELTC Authorising Manager, as required by CDM 2015, it is the responsibility of the Principal Contractor to conduct inductions for works within their own defined area of work.

During The Championships build the AELTC Health & Safety Induction Film should be incorporated into all Principal Contractors' induction processes.

All AELTC staff shall be inducted by their supervisor/manager.

3. HEALTH & SAFETY CHECKLIST

For your own health and safety in the workplace it is imperative that you familiarise yourself with the following when entering an AELTC site:

- ☐ Identify and adhere to the AELTC's rules on Health & Safety and its policies and procedures on safe systems of work
- ☐ The signing-in/attendance procedures in operation and the whereabouts of all emergency exits and routes
- ☐ The whereabouts of all fire extinguishers/fire blankets/sprinkler system and alarm activation points
- ☐ Identify the appointed fire marshal(s) and the designated assembly point in the event of a fire/emergency
- ☐ The designated day, time and frequency (i.e. weekly, monthly) for the testing of the fire alarm
- ☐ The whereabouts of the Health & Safety poster, which contains contact details for the HSE or the local Employment Medical Advisory Service

- ☐ The whereabouts of the First Aid attendant(s) and or the qualified First Aider(s)
- ☐ The whereabouts of the First Aid Kit and Accident Book
- ☐ The whereabouts of washroom and water facilities
- ☐ The whereabouts and rules surrounding the use of the kitchen and smoking facilities
- ☐ Make sure you have the right tools and equipment for the job
- ☐ Obey all warnings and hazard notices
- ☐ Resist the temptation to play practical jokes and do not indulge in horseplay. Such behaviour often leads to serious injuries
- ☐ Obey speed limits and traffic controls on site
- ☐ Mobile phones must not be used when undertaking any operation where safety is important.

4. FIRST AID

Year-round the AELTC has arrangements for first aid for its employees.

The AELTC Authorising Manager must brief the contractors' senior employee on site of the arrangements for first aid treatment.

All contractors must provide their own first aid facilities in the first instance.

FOR AN AELTC FIRST AIDER

- DIAL EXT 2666

IN AN EMERGENCY

- DIAL 999
- ASK FOR AN AMBULANCE
- GET THE NEAREST FIRST AIDER (DIAL EXT. 2666)

5. ACCIDENT REPORTING

Any accident which causes injury to an AELTC employee, member, visitor or to a contractors' employee must be reported to the AELTC Authorising Manager and entered into an Accident Book, and a copy send to the AELTC Health & Safety Department.

6. ACCIDENT INVESTIGATIONS

The main contractor will be responsible for ensuring that any sub-contractor engaged by them is aware of and complies with these regulations.

The scene of any accident or incident must be left intact for investigation.

7. RIDDOR

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. All incidents that require a RIDDOR must be submitted to the HSE in the following timescales:

Immediately: Major injuries, fatalities and dangerous occurrences – these must be followed up in writing within 15 days.

15 Days: Work related diseases and injuries that result in a worker's incapacitation for more than seven days

All AELTC RIDDORs are reported by the AELTC Health & Safety Department. Contractors are responsible for reporting their own RIDDORs and must submit a copy to the AELTC Health & Safety Department.

8. SICKNESS

Any outbreak of gastroenteritis infection year-round, including The Championships, would have disastrous impacts. The AELTC has procedures to try to contain the spread of any similar viruses, which are overseen and monitored on site and by clinicians at Public Health England.

YEAR-ROUND PROCEDURES

- If a member of AELTC staff or a contractor has a stomach upset, at work or home, they must inform their manager and discuss whether they should stay away from work for a minimum period of 48hrs after the symptoms have abated.
- Vomiting is the primary cause of the infection spreading, as a fine mist of virus particles can be introduced into the air.
- In the event of an incident anywhere on site, cleaners should be called urgently and the immediate area must be isolated. If a cloth is available, this should be used to cover up the mess.
- Special cleaning procedures have to be followed to avoid the spread of any virus, so it is important that no one, except specially trained cleaning staff, attempt to clean the area.
- In the lavatories, cleaners should be called immediately to clean up any vomit or faecal accident.
- Please remember to always follow good hygiene procedures – including washing hands well after using the toilet and before eating. Any food item can potentially transmit the virus if handled by a contaminated food handler, e.g. by hand contact during self service from a buffet (secondary food-borne spreads).

THE CHAMPIONSHIPS ADDITIONAL PROCEDURES

- During The Championships (including Practice Week) AELTC managers and contractors' managers will need to complete a daily summary report on any new cases of sickness absence and return it to the AELTC's HR Department by 12:00 daily.
- If a member of staff or contractor has a stomach upset, at work or home, they must inform their manager who must instruct them to leave the Grounds. The manager must immediately inform the AELTC Health & Safety Manager and discuss whether they should stay away from work for a minimum period of 48hrs after the symptoms have abated.
- The Health & Safety Manager and St John Ambulance will monitor overall absence to help assess any trends in sickness, at the earliest stage.

9. LEPTOSPIROSIS (WEILS) DISEASE

Animals known to be carriers of the leptospira bacteria include cattle, pigs, dogs and rodents, particularly rats. You can catch it by touching soil or water contaminated with the urine of wild animals infected with the leptospira bacteria.

The symptoms of leptospirosis usually develop suddenly around seven to 14 days after exposure to the leptospira bacteria. However, it is possible for symptoms to develop from between two and 30 days after exposure.

About 90% of leptospirosis infections only cause mild symptoms, including:

- High temperature (fever) that is usually between 38°C and 40°C (100.4 – 104°F)
- Chills
- Sudden headaches
- Nausea and vomiting
- Loss of appetite
- Muscle pain, particularly affecting the muscles in the calves and lower back
- Conjunctivitis (irritation and redness of the eyes)
- Cough
- Short-lived rash

These symptoms usually resolve within five to seven days. However, in about 10% of cases people go on to experience more serious symptoms.

See your GP if you are experiencing symptoms of leptospirosis and you have recently:

- Been exposed to a freshwater source, such as a river, lake, drain, canal, pond or flood water
- Been exposed to animal urine or animal blood.

Whilst this infection is most common in agricultural and veterinary workers, it is known to occur within construction workers. If visiting your GP please ensure that you detail the nature of your job.

A diagnosis of leptospirosis can be confirmed by running a series of blood and urine tests to check for specific antibodies.

10. FIT NOTE

If you are off work sick for more than seven days, your employer will usually ask you to provide proof that you have been ill. They will normally ask for a fit note from your GP. Fit notes may also be called medical statements or a doctor's note.

11. RISK ASSESSMENT & METHOD STATEMENTS

All contractors must submit risk assessments and method statements to their AELTC Authorising Manager before commencing works on site. **Submission of RAMS must occur 10 working days before commencement of the works.**

The AELTC Health & Safety Manager is able to provide guidance and assistance where required.

Where instructed by the AELTC, as required by CDM 2015, it can be the responsibility of the Principal Contractor to approve risk assessments and method statements within their own defined area of work.

12. PERMITS-TO-WORK

For AELTC purposes, it is necessary to operate the following specific permits-to-work, by either AELTC staff or a contractor:

- Asbestos
- Confined spaces
- Excavations
- Gas services
- High and low voltage electrical works
- Hot works (a suitable fire watch must be undertaken once hot works are complete)
- Pressure systems
- Work on lifts
- Working at height including suspended access equipment (erection and use) and MEWP operations
- Restricted/hazardous areas.

Restricted areas/hazardous areas are defined as:

- Lift motor rooms
- Electrical intake rooms and switch rooms
- Plant rooms
- Works on unprotected areas of roofs/elevations

- Works on all building roofs that have ventilation stacks
- Works on all roofs.

Contractors and staff must submit their RAMS a minimum of 10 working days before commencement of the works to allow these to be reviewed and for the permit to be issued.

ALL permits-to-work for the Grounds are issued ONLY by Facilities Management.

13. HAZARDOUS SUBSTANCES

Hazardous substances can be anything that could potentially cause harm to your health when you work with or use them. Some substances that may appear harmless that are in regular use should still have COSHH guidance available (i.e. furniture polish and bleach). For the more hazardous commercial chemicals a warning label will be present on the container itself. If you are in doubt please refer to your line manager or supervisor.

Prior to using any chemicals ensure you have been provided with information regarding their handling and use and relevant PPE.

Material Safety Data Sheets (MSDS) contains information on product appearance, composition, handling, spillage, waste disposal guidelines, relevant hazard warnings and first aid information.

In the event of a spillage please refer to MSDS and Facilities Management for spillage handling and:

- Always follow the instructions on a COSHH assessment
- Always wear the necessary PPE and protective clothing specified on the COSHH assessment
- Never put substances into unmarked or unsuitable containers.

Substances may cause harm to health by entering or contaminating the body in a number of ways, these include:

- Inhalation – e.g. breathing in the gas released from a dangerous substance
- Ingestion – e.g. accidentally eating or drinking a dangerous substance
- Absorption – e.g. through the skin, or contact with eye
- Injection – e.g. through a cut(s) from sharp tools/objects.

Suppliers are legally obliged to provide the MSDS with the product.

Acute toxicity
Fatal or toxic when inhaled, swallowed or on contact with skin.

Serious health hazard
Indicates more serious, long term health hazards: causing cancer; allergy or asthma symptoms.
If inhaled: causes or suspected of causing genetic defects; damage to the unborn child; damage to organs.
Fatal or harmful if swallowed and enters lungs on vomiting.

Health hazard/Hazardous to the ozone layer
Generally replaces the harmful and irritant X symbol; harmful when inhaled, swallowed or on contact with skin. Irritant on contact with skin.

Gas under pressure
Gas under pressure (compressed gas); covers hazards such as exploding if heated or cold hazard if gas is released.

Corrosive
Causing burns to living tissue e.g. eyes and skin; corrosive to non-living substances like metal.

Explosive
Substances that can explode under certain conditions, like when ignited, or heated, or in contact with certain other chemicals.

Hazardous to the environment
Very toxic to aquatic life with or without long lasting effects.

Oxidising
Such substances tend to be very reactive and release oxygen which may support/intensify fires or even cause explosions or fires.

Flammable
Extremely flammable, highly flammable and flammable gases, vapours, aerosol, liquids and solid; substances that might catch fire on heating or when exposed to certain substances or conditions.

Some substances are excluded from the COSHH regulations but are covered by their own specific regulations. These include:

- Radioactive materials
- Asbestos
- Lead products
- Material hazardous due to flammability only (these fall under Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)
- Substances used for medical treatment.

14. SLIPS & TRIPS

The single most common cause of injuries at work is following a slip, trip or fall; the majority of these occur when people are moving or carrying loads. It is important you are aware of potential hazards that could cause an accident e.g.:

- Ensure work spaces and their access routes (corridors/passageways) are free from unnecessary equipment, material and substances, which are liable to cause people to trip or slip. Waste materials and substances should be cleared away regularly
- Secure or move trailing leads
- Do not leave desk or filing cabinet draws open
- Clear up spillages quickly
- Put up respective signage for wet floors
- Do not climb or stand on unstable material
- Do not run or rush about
- Keep tools together in a box or bag when not in use
- Holes or openings in floors must be filled, or fitted with protective covers securely fixed in place
- Edges of floors, roofs and other working places from which people can fall more than two metres, or from which people can fall into a hazardous area (i.e. water), must be protected by suitable guardrails and toe-boards. If work is to be undertaken adjacent to water, suitable rescue equipment must be available
- If you work at a height, take care of the people working below. Let them know you are there and take steps to prevent things from falling. Precautions might include covers for floor openings, toe-boards, brick guards, barriers or safety nets and the use of tool belts.

0.5 million
Workers suffering from work-related musculoskeletal disorders (new or long standing)

1.3 million
Workers suffering from a work-related illness (new or long standing)

An estimated **8,784,000 working days** were lost due to work-related musculoskeletal disorders WRMSDs, an average of 16.3 days lost for each case

An estimated
621,000 Workers
sustained a non-fatal injury at work according to self-reports. (Labour Force Survey - LFS). Of these injuries: 200,000 led to over 3 days absence from work; of which, 152,000 led to over 7 days absence, Being injured handling, lifting or carrying (20%), slipping or tripping (19%), and being hit by a moving object (10%) were the main kind of non-fatal accident accounting for around half of all non-fatal injuries

25.9 million
Working days lost due to work-related illness

44 workers were killed
as a result of a workplace accident.

26% **19%** **10%**

Fall from a height (26%), being struck by a moving vehicle (19%) or being struck by a moving object (10%) were the main kind of fatal accident accounting for just over half of all fatalities

0.5 million
Workers suffering from work-related stress, depression or anxiety (new or long standing)

15. WARNING & SAFETY SIGNS

Health & Safety Signs and Signals Regulations:

Mandatory sign (e.g. 'Wear safety helmets in this area')
Round with solid BLUE background and white symbol

Warning sign (e.g. 'Danger Electricity')
Triangular with YELLOW background and black border

Prohibition sign (e.g. 'Strictly no admittance')
Round with WHITE background and RED border and cross bar

Safe Condition sign (e.g. 'First Aid Box)
Square/rectangular with white symbols on a GREEN background

16. MANUAL HANDLING

The majority of manual handling injuries are not attributed to a single handling incident but build up over a period of time. There is NO such thing as a completely 'safe' manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid any potential health problems.

If you are undertaking manual handling as part of your job and have not received manual handling training, please contact your line manager or supervisor. Please ensure you are fully aware of your employer's policy in relation to manual handling operations on site.

Wherever practicable you should make use of mechanical aids, however you must ensure that any automated plant is properly cleaned and maintained and that you are trained to use it.

Important points to consider before transporting or supporting any loads:

- Load: How heavy, bulky, unstable or intrinsically harmful (i.e. sharp or hot) is the load?
- Individual: Consider your physical condition. If you are pregnant or have a health problem would moving the load endanger your health? Do you need help with moving the load or do you need to get someone else to transport the load on your behalf. Do you need to use a mechanical aid?
- Task: Does it involve carrying over a long distance, a twisting, stooping or reaching upwards movement? Do you need to remove obstructions from your path?
- Environment: Is it a confined area creating restrictions on movement? Are there variations in floor levels, and is the ground wet or slippery?

Important good handling techniques to remember:

- Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally a hook grip is less tiring than keeping your fingers straight. For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip
- Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go
- When lifting from a low level, bend your knees but be careful not to overflex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips
- Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift
- Move your feet when you are turning to the side, do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position
- When pushing or pulling ensure the handling device you are using is suitable for the load. Try and push rather than pull a load, provided you can see over it and control steering and stopping. Keep your feet well away from the load and go no faster than walking speed. Do not move a load alone if you have to use excessive force. Enlist the help of another person if you have to negotiate a slope or ramp. Take care on soft or uneven surfaces as this can require higher force and the load balance could change – consider softer or larger wheels on your handling device.

17. PORTABLE ELECTRICAL EQUIPMENT

Defective plugs, sockets and leads cause more electrical accidents than the appliances themselves.

The AELTC PAT tests all its equipment. **The AELTC does not PAT test contractor's equipment**. Contractors must undertake PAT testing of their own equipment being used within the AELTC Grounds.

The AELTC reserves the right to remove and dispose of any equipment which has not been PAT tested.

No personnel should use their own electrical devices at work unless this has been approved by the AELTC Authorising Manager and the equipment has been PAT tested.

18. INTRUSIVE WORKS

No intrusive works (e.g. putting a screw or nail in the wall) must be undertaken without prior permission from Facilities Management. This is to ensure that persons do not come into contact with electricity, gas, asbestos etc.

19. CONTRAVENTION (YELLOW CARDS & RED CARDS)

Any practice likely to cause danger to contractors' employees or AELTC staff will not be tolerated.

Yellow Cards are issued for behaviour or acts which have the potential for harm or breach basic standards consistently or repeatedly. These require the offender and their supervisor to be re-inducted and be subject to Toolbox Talks or other training to recalibrate their behaviour. Yellow Cards are valid for three months.

Examples include: incorrect erection of access equipment; failure to observe PPE policy; speeding on site; forgetting to attach lanyard to boom type MEWP; failure to remove key from unattended plant etc.

Red Cards will be issued where there is a serious and immediate Health & Safety risk or offensive behaviour. This will result in removal from site. The contractor/ AELTC Authorising Manager will be expected to respond to the issue to prevent a reoccurrence or repeat of the issue.

Examples include: operation of excavators without quick hitch locking pin fitted to semi-automatic hitch; operation of boom MEWP without harness; operation of any plant without training; urinating on site; offensive, unruly or violent behaviour; smoking in a building, etc. Exclusion will normally be immediate.

Any member of the AELTC's management have the authority to take such immediate action as they consider necessary to ensure safe working conditions.

PART E – SAFETY RULES FOR OFFICE BASED WORKERS

1. DISPLAY SCREEN EQUIPMENT (DSE)/WORKSTATION

All staff and contractors are obliged to work under the conditions set out by the Display Screen Equipment (DSE) Regulations.

A DSE is categorised as a display screen, usually forming part of a computer and showing text, numbers or graphics.

In fact, only a small proportion of DSE users actually suffer ill health as a result of their work. Where problems do occur, they are generally caused by the way in which DSE is being used, rather than the workstation itself. Problems can be avoided by good workplace and job design, and the way you use your DSE and workstation.

By making full use of the equipment provided, and adjusting it accordingly to suit your requirements, you will get the best from it, which will help you avoid any potential health problems.

If you use DSE as a significant part of your normal job, and have not received DSE training, please contact your line manager or supervisor.

If you detect any symptoms related to the use of DSE, please contact your line manager/supervisor.

Posture and breaks

- Do not sit in the same position for long periods. Some movement is desirable
- Avoid repeated stretching to reach things you need; if this happens a lot, rearrange your workstation. Most jobs provide opportunities to take a break from the screen, (e.g. filing, photocopying etc.). Make use of them.

Workstation

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guideline, your forearms should be approximately horizontal to your keyboard and your eyes at the same height as the top of the DSE
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. You should be able to put your feet flat on the floor; a footrest may be helpful
- Make sure the chair supports the small of your back, you need to keep your back straight but supported and your shoulders relaxed
- Make sure you have enough workspace to accommodate the necessary documents and equipment needed
- Do not make repeated or awkward stretching movements; try different arrangements of keyboard, screen, mouse and documents to find the best combination for you
- Arrange your desk and DSE to avoid glare, or bright reflections on your screen this will be easier if you and your screen are not directly facing windows or bright lights, if necessary adjust curtains or blinds to prevent unwanted light/glare
- Make sure you are able to move your legs freely under your desk; if necessary remove any obstructions such as boxes or equipment.

Keyboards

- A good keyboard technique is important, adjust your keyboard to get a good keying position
- Try to keep your wrists straight when using the keyboard, keep a soft touch on the keys and do not overstretch your fingers. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying in
- A wrist rest may be helpful to some users.

Using the mouse

- Position the mouse within easy reach, use with the wrist straight
- Sit upright and close to the desk
- Support your forearms on the desk.

Reading the screen

- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (e.g. avoid red text on a blue background).
- Make sure the screen surface is clean; adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Individual characters on the screen should be sharply focused and should not flicker or move. Most VDUs have built in anti-glare. It is not technically feasible to eliminate flicker for all users as individual perceptions of screen flicker vary. A screen, which is flicker free to 90% of users, should be regarded as satisfying the minimum requirement.

DSE Eye Sight Tests
The AELTC will reimburse own staff who are defined as a DSE User (see Definitions) for the cost of a DSE eye sight test. The receipt must indicate that the test was for DSE and this should be presented to HR.

2. OUT-OF-HOURS WORK

Weekdays
Buildings will be considered as being occupied by staff between the hours of 07:00 and 19:30.

Outside of these times staff should notify security (Security Control Room (SCR) – ext. **2380**) giving location, contact number and start/finish times.

This notification need not be daily, if someone works consistently outside of these times. (e.g. Museum cleaners who start at 05:00 each day).

Exceptions: There are some exceptions to the notification procedures:

- Staff involved in functions – functions are automatically notified to various parties which include security
- Members' Kitchen – staff work up until 11:30 on Tuesday, Wednesday & Thursday evenings
- Members' Dressing Rooms (men's) – staff work until around 21:30
- Groundstaff – Duty staff who stay while evening play is in progress.

Members' Kitchen staff and Dressing Room staff need to notify security if they work later than the times set out above.

Weekends and Bank Holidays
Staff must notify security (ext. **2380**) if they are working at weekends or bank holidays. As above, staff should give location, times that they will be working and a contact number.

The Grounds and Facilities Management should supply security with duty lists and inform security of any changes.

Exceptions:

- Museum – security are already aware of the Museum and shop opening hours, but staff need to inform them if they work beyond the normal Museum start up/close down times
- Members' Dressing Rooms – if staff work later than 20:30, they should notify security
- Members' Dining Room – if staff work later than 19:00, they should notify security.

Practice Week and during The Championships

- No need to notify security of working hours.

ALL other out-of-hours works must be approved by the Senior Manager of the department, and inform Head of Security and Head of Human Resources.

PART F – SAFETY RULE FOR CONSTRUCTION WORKERS

1. PERSONAL PROTECTION EQUIPMENT (PPE) – GENERAL ADVICE

The AELTC staff and contractors' employees will be required to wear PPE or other protection as appropriate when working within those areas designated as specific hazard areas.

You must wear clothing appropriate for the job you do and if PPE is provided or requested – **PLEASE USE IT**.

Remember you have a legal responsibility not to interfere with or misuse anything provided to you for your health, safety or welfare.

If you are asked to supply any PPE, it must be suitable for the purpose, properly maintained and stored, and in good condition.

If PPE is damaged or faulty, please report this to your line manager/supervisor.

If you have any concerns that PPE has not been provided, or is not suitable, contact your line manager/supervisor.

The wearing and use of PPE should be covered within the risk assessments.

If you spend a large part of your working day in the open air, it is important you wear suitable clothing to prevent ill health/injury:

- Clothing that leaves the lower part of the back exposed to the cold can cause pain to the back – always wear clothing, which is warm and comfortable
- If you have to work in wet weather use waterproof clothing and in hot weather, always keep your skin covered
- You may sometimes be instructed to wear high visibility clothing – use it for your own safety
- Shorts are only acceptable where these are suitable for working tasks. However, for all construction work shorts would not be permissible.

The following provides guidance on different types of PPE:

Head protection

- Injuries to the head can be fatal. If you have been asked to provide, or have been provided with a safety helmet **ALWAYS WEAR IT IN HEAD PROTECTION ZONES**, and areas where you consider there is a risk of injury to your head, for example: construction sites, areas with the possibility of falling objects, low ceilings etc.

Foot protection

- Suitable footwear must be worn at all times. Many foot injuries occur because unsuitable footwear is worn
- As an example, on construction or industrial sites boots, shoes or gum boots with steel toe caps and protective inner plates in the sole offer ideal protection
- SB-P rating is the minimum standard accepted for any AELTC site.

Hand protection

- Suitable gloves must always be worn when handling rough, sharp, corrosive or hot materials
- Choose the correct gloves for the particular risk; for example leather gloves will protect against cuts and scratches but they will be absorbent; they will not protect your hands against liquids or solutions
- An effective way to reduce skin disorders is to wash your hands thoroughly at the end of each work period.

Eye protection

- It is a requirement to wear eye protection for some operations performed at work
- A generic form of eye protection is not available to give you overall protection. You must always ensure you are provided with the correct type of eye protection for the particular risks. For example, some eye protectors are suitable only for use against dust, others guard against flying particles, a third type gives protection against high speed flying fragments and a fourth will provide protection where hazards are from molten metal, chemicals or heat
- As an example, goggles to British Standards (BS) EN 166, 167 and 168 give suitable eye protection against impact, chemicals, dust and molten metal. Where there is an additional risk of facial injury, face shields should be used.

Hearing protection

- Long periods of exposure to relatively high noise levels can cause damage to your hearing, even short periods of repeated exposure can have a damaging effect. If the noise level is such that you need to shout to make yourself heard, then you will probably need to wear hearing protection
- If you suspect that you are being subjected to high levels of noise inform your manager/supervisor.

Respiratory protection

- When working in atmospheres in which hazardous dust, chemicals, vapours, gases or fumes are present, it is important that suitable breathing apparatus or a respirator is worn. Inhaling airborne dust, chemicals or fumes can endanger health
- It is imperative that you have the correct protection for the conditions present. For example, masks that are designated for use against dust particles will prove useless against gases or vapours
- Immediately inform your safety advisor if you suspect that harmful dust or fumes are present.

2. PERSONAL PROTECTION EQUIPMENT (PPE) – REQUIRED FOR SITE

Aside from your RAMS having identified PPE, the AELTC require all construction work operatives to maintain as a minimum of three points of protection.

High-vis waistcoat

Safety Footwear – this should be as a minimum of SB-P

Hard Hat – although not always needed, there will be works zones throughout the Grounds which require this.

The AELTC reserves the right to stop any works should the operatives not be wearing the correct PPE.

3. ASBESTOS

Although Asbestos has been banned from construction for some time, it may be found in historic buildings, in areas such as:

- Insulation on boilers and pipes
- Fire protection of steelwork
- Fire protective cladding on doors, walls and ceilings
- Roof sheeting
- Floor and ceiling tiles
- Internal insulation to kitchen equipment (e.g. ovens etc.) and office safes
- Storage heater blocks.

Work which involves asbestos in any form must only be carried out by a specialist contractor and all such work must be in accordance with current regulations and codes of practice.

Regard any unidentified/suspected material as being asbestos, leave alone, secure the area if possible and notify your supervisor/line manager immediately.

Facilities Management will provide information on the location of asbestos on site to staff and contractors, and must approve any works where asbestos is present.

To gain access to the AELTC Asbestos Register, please contact the Facilities Management Helpdesk at fmhelpdesk@aeltc.com / 020 3372 7373. You will then be provided with login details in order to access the relevant asbestos documents for a period of five days.

4. CONFINED SPACES

A confined space is defined as either:

- A place which is substantially, though not always entirely, enclosed, or;
- A place where there is reasonable foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Dangers associated with work in confined spaces include:

- Oxygen deprivation/enrichment
- Toxic atmosphere
- Flammable atmosphere
- Hostile environments/presence of heat
- Incoming liquids or solids

No confined space work can be undertaken without a valid permit-to-work from Facilities Management.

5. COMPLETION OF WORK

Before a contractor or sub-contractor leaves the site they must inform Facilities Management that the work has been completed satisfactory and the site has been left in a good, clean and safe condition.

6. DANGEROUS MACHINERY

Power driver grinding and cutting tools are dangerous items of machinery. So too are gears, chain drives, V-belt drives, fans and smooth revolving shafts and spindles such as those for starting handles. The traps between conveyor belts and drums can kill. Take the following precautions:

- Guards are fitted to plant and machinery to prevent you from coming into contact with moving parts. Always ensure that these guards are in position and secured before starting up plant and machinery
- Never remove or adjust guards while the machinery is in motion
- Make sure that machinery fitted with interlocks works correctly
- When using a starting handle, always keep your fingers and thumb on the same side of the handle
- Operating unguarded or badly guarded plant and machinery could cost you your life, so use guards properly
- Where machine guards are removed, the machine must be isolated, locked off and **DO NOT OPERATE** signs must be fixed to the relevant machine.

7. DUST

The duty of employers under the COSHH Regulations is, as far as is reasonably practicable, to prevent the exposure of employees and others to hazardous substances. They should:

- Avoid altogether processes or materials which cause hazardous dust
- Apply adequate control measures (e.g. using effective local exhaust ventilation in a workshop)
- As a last resort, issue respiratory protective equipment (appropriate CE- marked respirators). If respiratory protective equipment (RPE) is supplied, there must be:
  - Training in its use
  - Regular testing to check that it fits the wearer properly.

Dust can cause damage to:

- Lungs (e.g. asthma, bronchitis, emphysema, cancer)
- Nose and throat, leading to respiratory problems, infections, or even nasal cancer
- Skin, leading to dermatitis, ulcers, skin cancer
- Eyes (e.g. irritation and inflammation).

HSE sets out maximum exposure limits in respect of hazardous substances. Any risk assessment should take account of these.

8. ELECTRICAL WORKS

Electric shocks, burns, fires and explosions can all be caused by poor electrical standards. Simple common sense precautions can help to reduce the risks but if you use electrical equipment outdoors or in flammable, wet or harsh conditions you will need to get specialist advice.

The main points for general safety are covered below:

- Make sure that all electrical wiring and equipment is sound. If wiring is old or has not been checked for some time it should be inspected by a competent person and repaired if necessary. Portable Appliance Testing (PAT) is a good way of ensuring portable electrical equipment is safe, whilst this is not a legal requirement it is one which the AELTC expects all staff and contractors to abide by
- Check that cables and sockets can cope with the loads on them
- Make sure switches including the mains switches are clearly identified and readily accessible
- Take suspect or faulty equipment out of use and label it **DO NOT USE** until it is attended to
- If you extend or join cables use a properly insulated connector or coupler
- Do not use 'chocolate block' terminal connections – they are not safe except in certain situations.

In order to prevent these incidents occurring the following rules apply:

- Only **qualified electricians** are permitted to work on the AELTC electrical systems. This includes activities such as stripping out redundant electrical cables and electrical equipment
- Only Facilities Management is permitted to isolate/de-isolate electrical circuits
- If drilling through walls, ceilings or worktops is required, checks must firstly be carried out to ensure there are no cables behind any surface being drilled through. Such intrusive works must be approved by Facilities Management.

ALL electrical works must be approved by Facilities Management and the appropriate permit-to-work issued.

9. ELECTRICAL SAFETY MEASURES

Cut off the supply	Switch off or isolate all equipment/machinery before adjusting or maintaining.
Do not touch water	Or damp surfaces while you are touching unearthed metal or bare wires. Keep electrical equipment dry.
Check equipment	To ensure that the insulation is not broken or damaged. Ensure that the insulation sheath enters into both the plug and equipment.
Maintain equipment	Keep equipment in good condition and free from damage.
Damaged equipment	All electrical equipment must only be repaired by suitably qualified and authorised staff. Damaged equipment should be passed onto your supervisor/line manager to be taken out of use.
Housekeeping	Keep equipment clean and free from dust, oil and moisture. Always cover or tape down trailing cables.
Fire	Never use water on an electrical fire. Use a carbon dioxide or dry powder extinguisher.
Training	If unsure how to operate electrical equipment, stop and inform your supervisor/line manager. Never carry out tasks without the necessary authorisation.

Never carry out repairs or alterations to electrical equipment unless suitably qualified and authorised to do so.

Report all defects to your supervisor/ manager.

Never carry or drag electrical equipment by its cable/flex.

10. EXCAVATIONS

No excavation work is to be carried out without permission and a permit-to-work from Facilities Management who must ensure that such work will not endanger drains, gas, water, electrical supplies, communications systems or other services.

This will be done, as appropriate by:

- reference to site drawings and plans (if available)
- use of cable land/or pipe locating equipment
- excavation solely by hand.

Any excavation of a depth or condition that may give rise to a risk of collapse and a risk of injury must not be entered unless there is adequate support and/or other precautions in place. This also applies to the person(s) installing such support. Any excavation must be securely fenced or boarded and during the hours of darkness must be marked by sufficient warning lights. All sites where excavation is taking place must be kept in a tidy and safe condition.

No excavation work can be undertaken without a valid permit-to-work from Facilities Management.

11. FALLS OR FALLING OBJECTS

Secure fences must be provided where there is a risk of falling a distance liable to cause personal injury. The fencing should have at least two guardrails and an up-stand or toe-board to prevent objects falling from the edge.

Any openings in fences or floors should be covered. The covers should only be removed for access and be replaced as soon as possible afterwards.

12. GAS

All gas work can only be undertaken by a GasSafe® operative. There is a danger of fire and explosion from gas or production of toxic fumes if appliances are not working properly.

ALL gas works must be approved by Facilities Management and the appropriate permit-to-work issued.

13. HAND AND POWER TOOLS

Do not use any equipment unless you have received proper training and, where applicable, possess suitable qualifications.

Inspect the tool for damage; if there is any present, report it to your line manager/ supervisor – **DO NOT USE THE TOOL**.

The AELTC revised the right to remove and dispose of any equipment within its Grounds which are deemed dangerous

14. ISOLATION OF EQUIPMENT AND 'DO NOT OPERATE' SIGNS

When AELTC staff or contractors' employees are working on equipment, which has electrical, oil, water, gas, compressed air or chemical supplies to it, isolation and locking off of the equipment is essential to ensure adequate safety.

DO NOT OPERATE signs are also to be placed on the relevant switches and valves.

All specialised equipment must only be operated with management permission. No Contractors' employee shall commence work until all of these steps have been done.

No gas or electrical work can be undertaken without a valid permit-to-work from Facilities Management.

15. LADDERS AND STEP LADDERS

Work must only be carried out from ladders/step ladders which are light duty, short duration and low risk, and only after alternatives have been considered within a specific risk assessment, and staff competent to use them.

All AELTC ladders and step ladders shall be inspected by appointed persons within departments and recorded within the central Ladder Register managed by Facilities Management.

16. NOISE

Exposure to noise can cause long term damage to your hearing. Damage can be caused by a single, loud noise such as an explosion, or by longer exposure to loud noise such as machinery or music.

Any work activity or equipment which may result in noise must be assessed as required by the Control of Noise at Work Regulations.

Lower exposure action values	
Daily or weekly exposure of 80dB	Peak sound pressure of 135dB
Upper exposure values	
Daily or weekly exposure of 85dB	Peak sound pressure of 137dB
Maximum exposure values	
There are also levels of noise exposure which must not be exceeded:	
Daily or weekly exposure of 87dB	Peak sound pressure of 140dB

The AELTC Authorising Manager and contractor is responsible for ensuring the reduction of noise and protection of their employees, as required by the Regulations.

Where the lower exposure action level is likely to be reached or exceeded, the contractor must discuss this with the AELTC Authorising Manager.

Hearing protection should be worn at all times where required.

Normal headphones are not hearing protection.

17. REFURBISHMENT WORKS

Additional health and safety issues are applicable for any refurbishment works.

Before starting any activity check that:

- The public utility services have been disconnected
- Demolition materials should be removed immediately from the building, they must never be allowed to accumulate on floors or landings

- Where necessary temporary guardrails must be provided. If this is not possible, purpose made covers must be constructed for any holes in the flooring
- Make sure there is adequate lighting especially in stairwells
- **Always ensure there is adequate and appropriate access and egress.**

Additional requirements for occupied premises:

- Do not block fire exits
- Keep fire routes clear
- Ensure site has adequate lighting
- Do not leave dangerous materials or sharp tools unattended where members of the public and unauthorised personnel have access
- If it is necessary to remove floorboards, warn the occupants
- Never leave work unguarded that could cause harm to others
- If the fire detection system requires isolation ensure that a suitable "fire watch" system is in place
- Authorisation has been given from Facilities Management.

Authorisation must be given by Facilities Management for all refurbishment works.

18. ROOFS

Before a member of staff or contractor works on a roof of any of the AELTC's buildings, permission to do so must be given by Facilities Management. Where applicable crawling boards must be used.

Before commencing work, the contractor will provide RAMS Statement to Facilities Management.

19. SAFETY FENCING & PROTECTION

The AELTC Authorising Manager and the contractor are responsible for ensuring the safety and protection of all other users of the AELTC premises from the work they are carrying out – by means of suitable screening, barriers and markings or other methods as identified by the risk assessment.

All construction works areas should have suitable barriers and be clearly signed with the appropriate safety signage.

20. SERVICES AND PRODUCTION PROCESSES

Where the contractor or staff are required to carry out work which is connected with, or likely to affect other activities, permission must be sought from management in the area concerned before such work commences.

The contractor or staff shall not couple up to any service such as compressed air, vacuum, steam or electrical supplies, without permission from the AELTC Authorising Manager.

21. SCAFFOLD – FIXED and MOBILE

Removal, renewal or alteration of scaffold must only be carried out by a competent scaffolder working in accordance with NASC Guidance Note SG4:010 'Preventing Falls in Scaffold and Falsework'.

Never use unsafe scaffold. Report any issues to your line manager/supervisor immediately.

- Check that the platform is fully boarded out, all necessary guardrails and toe-boards are in position and you have a secured ladder that provides suitable access to the working platform
- Alterations to scaffold can only be carried out by persons who are competent to do so (e.g. trained scaffolder)
- You can only work on a tower scaffold when the wheels are locked
- You must not move a tower scaffold unless all the wheels are securely fixed to the standards and there is no one on the tower
- There are heights to base ratio restrictions for mobile tower scaffolds, check the manufacturer's construction manual
- Only authorised and trained personnel can erect, alter and dismantle scaffold towers in accordance with the PASMA Code of Practice
- The AELTC permits the use of both 'Through the Trap (3T)' and 'Advance Guard Rail (AGR) System' mobile towers within its Grounds
- All persons on a mobile tower must be in the direct supervision of personnel who hold as a minimum the 'PASMA Towers for Users Course'
- All towers should be inspected before use, when moved or altered, after a period of high winds, and ever seven days if in constant use.

All scaffold works must be approved by Facilities Management.

22. STACKING AND STORAGE OF MATERIALS

The following key points should be observed for all stacking and storage of materials:

- Ensure the base is stable in all conditions and is capable of taking the weight intended
- See that stacked materials do not hinder observation or cause obstruction, especially gangways, fire exits or fire safety equipment
- See that a fire hazard is not created
- When racking is used, ensure it is of good mechanical construction, sound material and of adequate strength
- On an open system of shelving see that cross racking is provided to prevent collapse. If practicable, see that shelving is secured to a fixed part of the building structure
- Do not overload racking
- Forklift trucks must be operated by properly trained personnel only (see – Part H).

23. TOOLS AND EQUIPMENT

Any tools, chains, ropes, lifting tackle or gear brought on to site by contractors must have any relevant test and examination certificates available for inspection by the AELTC Authorising Manager. The contractor must comply with the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER).

No equipment or tackle of any kind belonging to the AELTC may be used by the contractor without the permission of the AELTC Authorising Manager. Permission will only be granted on the understanding that contractors use the equipment at their own risk and are responsible for any loss or damage to it. Proof that the operator is qualified to use such equipment will be required.

The contractor must bring all necessary tools and equipment to enable the contract work to be completed and will be responsible for all their materials and tools on site.

When hand tools are not in use, make sure they are stored in a manner which is unlikely to be hazardous to others, always ensure that:

- Tools with cutting edges, teeth etc. are adequately sheathed
- You do not place or use tools where they might be damaged or create a trip hazard
- All tools are stored in the appropriate/designated containers or lockups provided.

Electrically operated tools

Electricity gives no warning of danger and it can kill instantaneously. Competent operatives should only use power tools with the required standard of training, skill/experience and knowledge.

- Inspect for signs of damage to the body of the tool, wires and cables. If there is any damage to the tool do not use it and report it immediately to your line manager/supervisor
- Has PAT label
- Make sure all tools are properly earthed, have the correct fuses and all guards are in place
- 110-volt supply should only be used on temporary supplies, approved transformers and distribution boxes. Plugs must be used
- **Do not** allow cables or wires to come into contact with water
- **Do not** carry or drag a tool by its cable
- **Do not** place or use tools where they might be damaged or create a trip hazard.
- **YOU MUST ALWAYS DISCONNECT** tools from the mains when they are not in use or when changing blades/parts
- Make sure all tools are stored in the correct manner.

The AELTC will remove and dispose off all defective or dangerous hand and power tools found within its sites.

24. WORKING AT HEIGHT

All work at height must be properly planned and organised and undertaken by competent persons. The following hierarchy should be applied to all work at height:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where they cannot avoid working at height
- Where they cannot eliminate the risk of a fall, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

Collective protection (work platforms, scaffolding, etc.) shall be the preferred option. Where this is not possible, a safety harness must be worn. Workers must receive the appropriate training and the anchorage points must be defined in advance by their manager. Harnesses must be inspected and disposed off in accordance with manufacturer's instructions, typically disposal is every five years. AELTC shall require documentational proof when requested.

Persons who are working at height, and using a harness, should have undertaken training which demonstrates they have a comprehensive knowledge of work at height safety, harness and lanyard pre-use inspection and fitting including:

- Safety legislation, work at height regulations
- Hazards and risks
- Fall prevention, fall restraint, fall protection & fall arrest
- Harness types and design standards
- Component parts of a fall arrest system (The A, B, C, D & E)
- Identifying correct tie-off and anchor points
- Pre-use inspection of harness & lanyard with practical exercise
- Correct wearing and fitting of harness with practical exercise
- Harness/lanyard storage, care and cleaning
- Rescue provision requirements
- Hazard analysis & risk assessment

If operatives hold relevant IPAF or IRATA training this will have been covered off.

Training records and further information may be requested by the AELTC.

Some working at height may be subject to a specific Permit-to-Work from Facilities Management. Please discuss this with your AELTC Authorising Manager.

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CAN YOU AVOID WORKING AT HEIGHT?

Do as much work as possible from the ground.

Some practical examples include:

- Using extendable tools from ground level to remove the need to climb
- Installing cables at ground level
- Lowering a lighting mast to ground level
- Ground level assembly of edge protection.

IF NO → GO TO 2

2

CAN YOU PREVENT A FALL OCCURRING?

You can prevent a fall by:

- Using an existing place of work that is already safe (e.g. non-fragile roof with permanent perimeter guard rail)
- Using work equipment to prevent people from falling.

Examples of collective protection when using an existing place of work:

- A concrete flat roof with existing edge protection, or guarded mezzanine floor, or plant or machinery with fixed guard rails around it.

Examples of collective protection when using work equipment to prevent a fall:

- Mobile elevated work platform (MEWPs) such as scissor lift or boom lift
- Scaffold towers
- Fixed scaffolding.

Examples of collective protection when using work equipment to prevent a fall:

- Using a work travel restraint system that prevents a worker getting into a fall position.

IF NO → GO TO 3

3

CAN YOU MINIMISE THE DISTANCE AND/OR CONSEQUENCES OF A FALL?

If the risk of a person falling remains, you must take sufficient measures to minimise the distance and/or consequences of a fall:

Examples of collective protection using work equipment to minimise the distance and consequences of a fall:

- Safety nets/soft landing systems (e.g. air bags installed close to the level of the work).

An example of personal protection used to minimise the distance and consequences of a fall:

- Industrial rope access (e.g. working on a building façade)
- Fall-arrest system using a high anchor point.

IF NO → GO TO 4

4

USING LADDERS/STEPLADDERS

For tasks of low risk and short duration, ladders and stepladders can be a sensible and practical option.

If your risk assessment determines it is correct to use a ladder, you should further minimise the risk by making sure workers:

- Use the right type of ladder for the job
- Are competent (you should provide adequate training and/or supervision to help)
- Use the equipment provided safely and follow a safe system of work
- Are fully aware of risks and measures to help control them.

Follow HSE guidance on safe use of ladders and stepladders at **hse.gov.uk/work-at-height/index.htm**

25. WORKING IN PLANT ROOMS

If you have to visit plant rooms in the course of your work, be aware that:

- All plant rooms are 'authorised persons only'. You must contact Facilities Management in advance
- Special protective equipment – such as ear protectors – may be needed in some rooms
- Areas not frequented by most members of staff may contain tripping hazards or obstructions which can cause injury
- Some areas may be excessively warm and have limited ventilation
- No person is permitted to touch or alter any AELTC plant without permission from Facilities Management.

26. WASTE

Dirt and rubbish from the work must be cleared by the contractor at regular intervals and the whole site left clean on completion. The contractor will arrange for their own skips as necessary.

Facilities Management must be notified of the location of skips and the skips must be protected underneath.

27. WINDOW CLEANING

Windows usually need cleaning periodically and cleaners will need safe access to windows. Where your windows cannot be cleaned from the ground you should make sure that one or more of the following is done:

- Make sure windows can be cleaned from inside e.g. pivot windows
- Provide access and a firm level surface for ladders or other mobile access equipment
- Where ladders over six metres long are needed provide points for tying or fixing the ladder
- Provide suitable anchorage points for safety harnesses
- If you have a high building, take specialist advice from Facilities Management and the Health & Safety Manager.

28. VACCINATIONS/IMMUNISATION

Immunisation as protection against infection at work is the last line of defense and other controls should be available. However, for workers potentially exposed to infections (caused by parasites, fungi, bacteria, prions or viruses) immunisation is an appropriate additional measure.

The AELTC will provide the following immunisation for its staff:

- Pneumonia vaccine (PPV) for employees exposed to welding or metal fume, such as welders
- Hep B and Hep A for staff working with untreated sewage, such as plumbers
- Tetanus for staff working with soil, such as groundstaff, plumbers and gardeners

Contractors should have a similar immunisation programme in place, where necessary, for their own staff.

PART G – FIRE PRECAUTIONS

1. FIRE INSTRUCTIONS

Staff and contractors shall observe the following AELTC fire precautions:

- Check that fire extinguishers are appropriate for the possible type of fires in the area
- Fire escape routes are to be kept clear at all times
- If any works in the area will generate dust or heat then you must contact Facilities Management to see if detectors should be isolated
- All buildings, undercroft, stores, plant rooms, tunnels, ramps and circulation routes around Show Courts are NO SMOKING areas and must be strictly observed. Only designated smoking areas may be used
- If you discover a fire, raise the alarm by operating the nearest fire alarm
- Leave the building by the nearest exit route and report to the designated assembly point for roll call:
  - Year-round, unless otherwise specified, at the Tea Lawn (between Gate 4 and Gate 5) – without using the lifts, or Car Park 1 for the Covered Courts
  - During The Championships, at the direction of the staff or public address system – without using the lifts
  - At Raynes Park and Chessington this is indicated with "Assembly Point" signs
- Do not re-enter the building until instructed by the appointed fire marshal or alternative authorised person (i.e. Fire Brigade)
- The contractor's senior employee on site will be required to account for all the contractor's personnel.

You Must Remember:

- Only endeavour to tackle a fire with appliances provided and you are confident to do so, if you are certain there is no risk of danger to yourself or others and you have been trained in the use of the appliances
- Do not use lifts
- Do not stop to collect personal belongings
- At all times act quickly, quietly and keep calm.

2. FIRE ALARM TESTS

Fire alarms are tested:

- Year-round on each Monday at 09:30
- The Championships everyday at 09:35.

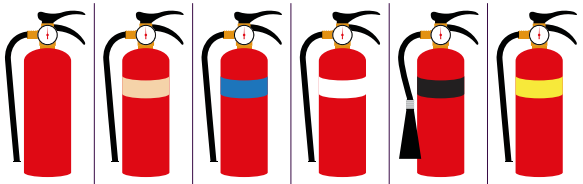
3. HOW TO USE A FIRE EXTINGUISHER

- Remove the fire extinguisher from the hanging bracket
- Direct the hose of the extinguisher at the base of the fire
- Remove the pin and squeeze down onto the handle

- Only hold the extinguisher by the handle: Do not touch the hose, the neck of the bottle or the base
- CO2 extinguishers freeze when activated and can cause serious frostbite burns.

The gases released from a CO2 or POWDER fire extinguisher can be fatal if released in a confined area, and should ONLY be done so by the Fire Brigade.

4. TYPES OF FIRE EXTINGUISHERS



	Water	Foam	Dry Powder ABC	Dry Powder Special	CO_2	Wet Chemical
SOLIDS such as paper, wood, plastic etc	✓	✓	✓	✗	✗	✓
FLAMMABLE LIQUIDS such as paraffin, petrol, oil etc	✗	✓	✓	✗	✓	✗
FLAMMABLE GASES such as propane, butane, methane etc	✗	✗	✓	✗	✗	✗
METALS such as aluminium, magnesium, titanium etc	✗	✗	✗	✓	✗	✗
Fires involving **ELECTRICAL APPARATUS**	✗	✗	✓	✗	✓	✗
Cooking **OIL & FAT** etc	✗	✗	✗	✗	✗	✓

5. FIRE PREVENTION

The main contributory factor for fires is poor housekeeping. Make sure you are tidy in your work, do not allow rubbish to build up and always dispose of it in the correct manner. Remember:

- Do not overload or use damaged electrical equipment
- Report hot, smelling, sparking or damaged electrical equipment
- Avoid sparks and hot slag from welding, cutting or other hot equipment
- Do not block vents on equipment
- Keep the use of flammable liquids to a minimum and always store away from any heat source and in a designated or secure area
- Only smoke in designated areas
- Do not leave combustible rubbish where an arsonist could have access
- Do not leave cooking unattended
- Do not conduct any hot work (i.e. welding, soldering etc.) without permission from Facilities Management
- Do not leave engines running during a re-fuelling operation.

PRE AND POST CHAMPIONSHIPS – EMERGENCY:

If you discover an accident, fire or suspect package etc.

CONTACT A MEMBER OF STAFF OR A SECURITY OFFICER IMMEDIATELY and/or telephone ext. **2666** or **020 8971 2666** from an external line,

OR

use one of the emergency red telephones located around the Grounds.

USE BREAK GLASS UNIT FOR FIRE ONLY

Give your name, the nature of the incident and the location.

The relevant emergency service(s) will be contacted immediately.

THE CHAMPIONSHIPS – EMERGENCY:

If you discover an accident, fire or suspect package etc.

CONTACT A MEMBER OF STAFF OR A SECURITY OFFICER IMMEDIATELY and/or telephone ext. **2666** or **020 8971 2666** from an external line,

OR

use one of the emergency red telephones located around the Grounds.

USE BREAK GLASS UNIT FOR FIRE ONLY

Give your name, the nature of the incident and the location.

The relevant emergency service(s) will be contacted immediately.

EVACUATION:
Any evacuation will normally be through the AELTC public address system.

If you are asked to evacuate a court or the Grounds, please leave by the nearest suitable exit or as directed by uniformed stewarding staff, taking all your personal belongings with you.

6. GENERAL EMERGENCY EVACUATION PLAN (GEEP) AND PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

The AELTC will develop a PEEP for any employee who has self-disclosed their needs. The AELTC Authorising Manager should liaise with the Health & Safety department.

As disclosure does not always occur, it is important that the evacuation plan has some level of contingency or general accommodation for those people who have not been identified and not had an individual PEEP developed (including injured, pregnant or emergent disability).

The AELTC has strategies in place to ensure that any person not familiar with the emergency management procedures can safely evacuate a building, these are referred to as GEEPs.

PART H – VEHICLES AND PLANT USE

The following rules apply to any form of lift truck, mobile elevating work platform, road-going vehicles being used permanently on site, buggies, tractors, wheeled or tracked excavators, cranes or any similar mobile plant. If in any doubt about the procedures to follow contact Facilities Management.

1. PRIVATE GROUNDS NOT PRIVATE ROAD

The AELTC sites ARE NOT defined as private roads, as the public and pedestrians have access to them.

2. SITE SPEED LIMIT

The speed limit everywhere within the Grounds is 5 MPH for any vehicle. This is equivalent to a brisk walking pace only. Anyone driving at excessive speed may have their permit to drive on the Grounds cancelled or be denied future vehicle access.

3. CAR PARKING

Staff and contractors' vehicles and cars must be parked either in the official car parks or as agreed by the appropriate authority.

Staff and contractors' vehicles/cars are parked on the AELTC's premises at the owner's risk. The AELTC reserves the right to search all vehicles entering or leaving the site.

4. YEAR-ROUND CONTRACTOR DRIVING PERMIT

Year-round, including The Championships, all drivers, including staff and contractors, must hold an AELTC driving permit issued by Facilities Management.

5. BICYCLES

Year-round all cyclists are to dismount when within the Grounds. Ask security for the location of bicycles racking.

During The Championships bicycles are not permitted within the Grounds, except St John Ambulance. Bicycle racks are located within Car Park 8 and at Gate 20 on production of a Championships Accreditation.

6. HUMAN-POWERED TRANSPORT

The AELTC does not permit the use of human-powered transport (i.e. push scooters, rollerskates, skateboards, heelys etc.) anywhere within its Grounds, without the permission of Facilities Management and/or the Health & Safety department.

7. BE AWARE OF PEDESTRIANS

The AELTC Grounds are open year-round to members, and the public, including weekends. A number of visitors will be children, either as casual visitors or in organised groups, so all drivers must remain vigilant at all times.

There are a number of public tours organised by the Museum daily, with groups of visitors being shown around the site.

8. RULES FOR USE OF VEHICLES WITHIN GROUNDS

Other than private cars and one-off delivery vehicles, only vehicles, plant and equipment registered with, and approved for use by the AELTC, will be permitted on site. Full details of each vehicle shall be given to Facilities Management, along with a statement of the intended use of the vehicle, and the area of operation.

These requirements do not apply to plant and vehicles operating wholly within the secure boundary of a construction area, but will apply if operating in open AELTC Grounds.

Registered vehicles, plant and equipment used on site must be easily identifiable by:

- A vehicle identifying plate or signage issued by the AELTC
- The driver wearing a high visibility (hi-vis) jacket/waistcoat/top with the company name on the back with the company clearly identified
- Vehicular permits are also issued for a specific period, but may be renewed if appropriate. Contractors must notify the AELTC if they intend to use any vehicle or mobile plant on the AELTC Grounds, and must obtain a permit from Facilities Management
- The requirement for permission does not apply to drivers making deliveries to the Grounds in a road going vehicle, for example Royal Mail, couriers, food suppliers
- Vehicles, plant and equipment that are to be used during the hours of darkness must be fitted with suitable working lights which must be used when appropriate
- All vehicles, plant and equipment shall be kept in a roadworthy condition and be suitable for the task they are employed in. They shall be maintained in accordance with the manufacturers' instructions. Records of all services and checks must be produced if requested by the AELTC
- Contractors wishing to leave vehicles on the Grounds overnight must get approval and agree a location with Facilities Management
- Battery powered vehicles must only be recharged within the designated charging bays. These bays must be kept clear of all other materials, plant and goods.

9. DRIVER AND OPERATOR LICENCES AND PERMITS FOR WORK

- **All AELTC and non-AELTC staff driving or using vehicles, plant and equipment will hold as a minimum standard a current full driving licence category B**
- **A licence for motorcycles only (category A, A1, P or B1) or provisional licence is not acceptable**
- Where applicable any personnel using plant and equipment will have been adequately trained in its use and hold a current permit or similar document issued by a relevant training authority for that type of plant and equipment. At any time a driver of any vehicle, plant or equipment may spot-checked by the AELTC
- All licences will be produced for verification to the AELTC Authorising Manager before any personnel will be permitted to operate plant or equipment on the AELTC Grounds
- All personnel operating vehicles, plant or equipment must carry with them their permit or other documents authorising them to do so. Drivers must be aware that a permit is required if the vehicle is being used in an area shared with AELTC staff, and/or public. This requirement operates year-round, including The Championships period
- The permit is issued to the driver **ONLY**, and is not transferable to any other person
- Notwithstanding any operating instructions or contractors' policies, drivers/operators will be expected to comply with the AELTC Site Rules for operating plant and machinery on site
- Any accident, incident, or 'near miss' must be reported to Facilities Management, in addition to the driver's company and the main contractor if applicable.

10. FORKLIFT TRUCKS (FLTs)

No employee or contractor's employee must operate a lift truck unless:

- 18 years or older
- Medically fit as defined in the HSE Approved Code of Practice
- Trained and examined in FLTs
- In possession of a valid permit-to-operate or 'licence' for the type of FLT being operated
- Hold as a minimum standard a current full driving licence category B
- At the beginning of each shift, carries out an examination of the lift truck.

Forklift truck drivers must:

- **NEVER** attempt to lift or manoeuvre a load beyond the truck's rated capacity
- **NEVER** operate a truck, which is known to be faulty
- **NEVER** omit to carry out the daily check. Report all faults immediately
- **NEVER** stack loads on an incline

- **NEVER** carry a load which is insecure or unstable
- **NEVER** carry passengers
- **NEVER** leave a truck parked with the forks raised
- **NEVER** move a truck with the forks raised whether loaded or unloaded
- **NEVER** move a loaded truck with the mast in a forward tilting position
- **NEVER** look away from the direction of travel. A load which obstructs vision forwards means driving in reverse: never drive in a direction you cannot see
- **MAKE** sure the ground conditions are suitable and capable of carrying the weight
- **SOUND** the horn at every potential danger spot but remember that sounding the horn does not give automatic right of way
- **STOP** before doorways – sound the horn and go through slowly
- **NEVER** run over cables or flexible pipes etc on the floor unless suitably protected
- **BE CAREFUL** when braking, braking violently when loaded may cause the load to fall off or the truck to tip
- **DRIVE** in reverse when a high load restricts forward vision, except when going up an incline
- **NEVER** pick up a load if someone is standing close to it
- **STOP** people from walking underneath the load when loading and unloading
- **WHEN LOADED** always travel down or up slopes with the fork facing uphill, taking extra care if vision is obstructed
- **WHEN UNLOADED** travel down slopes with forks facing downhill. At the bottom of slopes, the forks may have to be slightly raised
- **WHEN DESCENDING** slopes, travel slowly
- **NORMAL** travel is with the forks 100 – 150mm above the ground.

11. MOBILE PLANT

You should not attempt to use any plant or other equipment unless you have had suitable and appropriate training. If in doubt, please refer to your site manager or supervisor.

- Never attempt to operate mobile plant unless you have received suitable, sufficient training, which is certificated
- Make sure you know and observe the AELTC Site Rules, especially those relating to the reversing of plant
- Inspect your machine before you commence work for defects and obstructions. Report any defects to your supervisor
- Carry out and record statutory inspections and routine maintenance

- Never allow passengers to ride on a machine which is not designated to carry passengers. When working with a banksman, never move off unless you can see they are clear of your machine
- Never drive with the vehicle body in a raised position. Be aware of overhead power lines and other obstructions
- Park only on level ground with the brakes applied and buckets, blades, shovels and other attachments resting on the ground. Always make sure you remove the ignition key
- Carry out and record brake testing to manufacturer's specifications. If the load prevents you from seeing where you are going, get help to see that the way ahead is clear
- Make sure you **DO NOT** overload your machine.

If you work in the vicinity of mobile plant:

- Make sure the driver can always see you – wear high visibility clothing
- Keep away from moving vehicles, especially those reversing
- Never ride as a passenger on a mobile plant, which is not designated to carry passengers.

12. REVERSING OF VEHICLES AND PLANT

You must identify and adhere to any specific rules applying to reversing. In general this will include the use of a trained banksman. Where these rules apply, no reversing is allowed except under the direction of a banksman.

- All drivers intending to reverse must check that the reversing path is clear and will remain so
- If for any reason, you lose sight of the banksman, stop immediately and check behind your vehicle
- Remember to keep away from plant and vehicles, because you will not always be visible to the drivers
- Persons working with the plant and vehicles must wear high visibility clothing (BSEN 471) and should not stand close to vehicles or plant where they are not visible to the driver. Banksman reversing vehicles should also wear a distinguishing helmet.

13. CRANES AND OTHER LIFTING MACHINES

Never attempt to operate a crane, excavator, forklift or similar lifting machine unless you hold a Certificate of Training Achievement (CTA). You must:

- Carry out and record brake testing to manufacturer's specifications
- Inspect the respective machine before commencing work for defects and obstructions. Report any defects to your supervisor
- Carry out and record statutory inspections and routine maintenance

- Make sure that you know the 'Safe Working Load' of your machine and the weight of any load you are required to lift. Try the load by lifting it slightly and halting to see if the machine can take the load. Never leave the cab whilst the load is suspended
- Ensure only persons trained in slinging practice and signalling systems may act as a slinger or a banksman
- Never stand under a load whilst it is suspended.

14. MOBILE ELEVATING WORK PLATFORM (MEWP)

These are specialised items of equipment – operatives must receive IPAF training and hold a valid IPAF card for the type of MEWP in operation.

MEWPs should be used in a safe manner, the following are minimum requirements:

- Harness and work restraint lanyard required attached to anchor point in basket
- In areas where there are likely to be pedestrians an exclusion zone must be formed:
  - Marked off with barriers or warning tape
  - Cover as a minimum the maximum outreach of the boom
- Maintained by a standby man (who should also be trained in how to manually lower the MEWP should it break down)
- Operators should wear high-visibility tops and hard hat (with chin straps).

All MEWP operations should be discussed with your AELTC Authorising Manager and Facilities Management.

15. DELIVERIES

There can be a large number of pedestrians walking around the site at any one time (staff, members, visitors including children). **Unfortunately pedestrians often do not pay attention to traffic**. Visitors also often wear earphones whilst walking around the Grounds and cannot hear traffic properly.

- Pedestrians are at risk from speeding vehicles or vehicles being reversed in an unsafe manner
- Staff and contractors therefore need to be very vigilant when driving vehicles around the site, a banksman should be used when reversing larger vehicles (unless the vehicle has onboard cameras)
- Deliveries of materials to work locations should be made at times when the site is not busy (i.e. early mornings)
- Temporary barriers and a standby man may be required when deliveries take place to prevent pedestrians entering an area where they could be at risk.

PART I – DEFINITIONS

TERMS

Abnormal Event
An unplanned, unusual, occurrence or emergency.

Accident
An undesired event resulting in death, injury, damage to health, damage to property or other form of loss.

ACoP
An Approved Code of Practice provides guidance on how to comply with specific regulations. It has been approved by the Health & Safety Commission and is seen as the accepted standard. It is not mandatory to follow the ACoP but it can be used as evidence in a court of law and failure to adopt the advice in the ACoP will be regarded as having failed to comply with the law.

AELTC Authorising Manager
The AELTC Authorising Manager is a member of the Senior Management team, or their appointed nominee, within the AELTC, who is commissioning any work to be undertaken by a contractor.

Facilities Management **MUST BE CONSULTED** before any construction work takes place within the Grounds.

Barrier Cream
A cream designed to protect the hands and other parts of the skin from exposure to harmful agents. Barrier cream is also known as protective hand cream.

Best Practice
See Good Practice.

Build and De-rig Accreditation
This is an accreditation issued to contractors working on The Championships build and/or-de-rig permitting access to the Grounds.

Business
A trade, business or other undertaking (whether for profit or not).

By-Product
The product formed or released by a material during use in a process.

This is produced in addition to the principle product. A by-product may be toxic, flammable or explosive.

Carcinogen
A chemical, physical or biological agent that can cause cancer in humans or animals.

Client
A person who in the course or furtherance of a business seeks or accepts the services of another which may be used in the carrying out of a project for him; or carries out a project themselves.

Code of Practice
Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them.

Combustible
Capable of catching fire and burning, usually a material that has a flash point above 37.8°C.

Common Law
Source of law that is not written in statute but which has been developed through judicial precedent. A breach of common law could result in a criminal offence or a civil action for damages.

Competent Person
A person who is appropriately trained, qualified, experienced and skilled to undertake specific health & safety duties without risk to their own safety or that of others.

Compliance
The act or process of fulfilling requirements.

Construction Phase
The period of time starting when construction work in any project starts and ending when construction work in that project is completed.

Construction Phase Plan
A document recording the health & safety arrangements, site rules and any special measures for the construction work.

Construction Site
Any place where construction work is being carried out or to which the workers have to access construction works.

Construction Works
This means the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion
- The assembly on-site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out.

Contractor
Any individual or organisation who enters into an agreement (either written or orally) with the AELTC or other parties to carry out services or specific tasks.

Work undertaken by a contractor may include such projects and activities as:

- Repair, clean, service or maintain equipment or structures
- Commission or de-commission equipment or plant
- Install, inspect or test equipment or plant
- Construction, alteration or redecoration of structures
- Dismantling or demolition of structures
- Road works, civil engineering
- Gardens and grounds maintenance
- Catering
- Cleaning
- Installation and maintenance of mechanical/electrical services systems
- Design consultancy
- Surveying
- Site investigations
- Training
- Administration
- Entertainment.

Their main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect (including members of the public).

Construction contractors work under the control of the principal contractor on projects with more than one contractor.

Controls
Measures designed to eliminate or reduce hazards or hazardous exposures. Examples include: engineering controls, administrative controls, personal protective equipment. Hazards can be controlled at the source, along the path to the worker, or at the worker.

Control of Works Area
The principal contractor/contractor should prohibit entry into hazardous areas and their own works areas. Entry should be refused to persons who have not been invited to do so and/or who are not wearing appropriate PPE. This includes AELTC staff, visitors, members and other contractors.

Corrosive
A substance that will burn the skin or eyes on contact.

Demolition or dismantling
The deliberate pulling down, destruction or taking apart of a structure, or a substantial part of a structure. It includes dismantling for re-erection or re-use.

Demolition work normally needs meticulous planning and management to ensure that lives are not put at risk.

Demolition does not include operations such as making openings for doors, windows, services or removing non-structural elements such as cladding, roof tiles or scaffolding.

Such operations may, however, form part of demolition or dismantling work when carried out alongside other activities.

Dermal
Relating to the skin.

Dermatitis
Inflammation of the skin. Symptoms of dermatitis may include: redness, blisters, and cracks in the skin.

Designer
Any person (including a client, contractor or other person referred to in CDM 2015) who in the course or furtherance of a business either prepares or modifies a design, or arranges for or instructs someone under their control to do so.

The design relates to a structure, or a product, a mechanical or electrical system intended for a particular structure. A person is deemed to prepare a design where a design is prepared by a person under their control.

Display Screen Equipment (DSE)
Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers.

DSE User
User: an employee who habitually uses DSE as a significant part of their normal work. If someone uses DSE continuously for periods of an hour or more on most days worked, they are likely to be classified as a user.

Due Diligence
The taking of every precaution reasonable in the circumstances for the protection of the health and safety of workers and public affected by the works.

Dust
Fine particles of a solid that can remain suspended in air. The particle size of dust is larger than that of fumes. Dusts are produced by mechanical action, such as grinding. Some dusts may be harmful to an employee's health.

Duty Holder
Someone who has duties under CDM 2015 including: client, designer, principal contractor, principal designer, contractor or worker.

Embryotoxin
An agent that is harmful or poisonous to unborn children up to the end of the eighth week of development.

Emergency Plan
Detailed procedures for responding to an emergency, such as a fire or explosion, a chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order and minimise the effects of the disaster.

Engineering Controls
A category of hazard control that uses physical/engineering methods to eliminate or minimise the hazard. Examples of engineering controls include: ventilation, isolation, elimination, enclosure, substitution and design of the workplace or equipment.

Environment
The surrounding conditions, influences, and forces to which an employee is exposed in the workplace.

Epidemiology
The science that deals with the study of disease in a general population. The rate of occurrence and distribution of a particular disease (by age, gender or occupation) may provide information about the causes of disease.

Ergonomics
The application of information about human characteristics to design applications, (e.g. equipment, tools, work tasks, with the aim of improving safety and efficiency).

Evaporation
The process by which a liquid, without reaching its boiling point, changes into a vapour and mixes with the air.

Explosive
A substance, mixture or compound that is capable of producing an explosion.

Fatality
Death resulting from an accident.

Fire Prevention
Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread, and safeguard persons and property in the event of fire.

First Aid
The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage, to helping someone who is choking or having a heart attack.

Flammable
Capable of easily catching fire and of burning, usually a material that has a flash point below 37.8°C. See also combustible.

Flash Point
The lowest temperature at which a liquid will give off enough vapours to form a mixture that will burn if ignited. The lower the flash point, the higher the risk of fire.

Fume
Finely divided solid particles that are formed when a hot metal vapour cools and condenses. Fumes are usually associated with molten metals (e.g. copper, lead or zinc) and are often accompanied by a chemical reaction such as oxidation.

Gas
A formless substance that expands to occupy the space of its container (e.g. methane, acetylene).

General Exhaust
See ventilation.

General Ventilation
See ventilation.

Glare
Bright light that interferes with a person's ability to see. Glare causes discomfort and can lead to eye strain and headaches.

Good Practice
HSE Definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner.

Grounding
Electrical connection of one or more conductive objects to the earth through the use of metal grounding rods or other devices.

Guarding
Use of any approved British Standard device or combination of devices designed to keep any part of a worker's body out of the danger zone of a machine during its operating cycle. This usually involves guarding the point of operation, guarding power transmission components by fixed enclosures, and/or protecting the operator and nearby workers from flying fragments.

Guidance
This HSE-approved guidance describes ways of complying with the regulations but you do not have to follow it exactly. Guidance does not have the special legal status associated with the ACoP. However, following the industry-approved guidance will help you to comply with the CDM Regulations.

Hazard
Potential for harmful effects.

Health & Safety Executive (HSE)
Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.

Health & Safety File
Information which people, including clients, designers, contractors and others involved in carrying out construction or cleaning work on the structure in the future are likely to need, but could not be expected to know.

Heat Exhaustion
Overheating of the body. Heat exhaustion can happen when the body loses too much fluid (because of excessive sweating) or when conditions, such as physical activity in a hot environment, prevent sweat from evaporating into the air.

Heat Stroke
A potentially deadly condition in which over-exposure to a very hot environment breaks down the body's ability to control its temperature and cool itself sufficiently. The body temperature rises to a very high (deadly) level.

Housekeeping
A way of controlling hazards along the path between the source and the worker. Good housekeeping means having no unnecessary items in the workplace and keeping all necessary items in their proper places. It includes proper cleaning, control of dust, disposal of waste, clean-up of spills and maintaining clear aisles, exits, and work areas.

Human Error
This term is used today to include not just workers' errors, but engineering deficiencies and lack of adequate organisational controls which together account for the majority of accidents.

Hygiene Practices
A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include:

- Not smoking, eating or drinking in the work area
- Washing up before breaks and meals

- Removing contaminated clothing before leaving work
- Keep street clothes separate from contaminated work clothing.

Hypersensitive
The condition of being reactive to substances that normally would not affect most people.

Hypothermia
A condition in which body temperature drops below normal (36°C or 96.8°F). It most frequently develops from being exposed to very low temperatures. Hypothermia can cause death.

Ignition Source
A source of energy, such as heat, flame, sparks or static electricity, that is capable of causing a fuel mixture to burn.

Improvement Notice
A statutory notice that is issued by an authorising body such as the Health & Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken.

Incident (or Near Miss)
A generic term for those events that do not cause harm but which might have done so under different circumstances.

Incident Investigation
The process of systematically gathering and analysing information about an incident. This is done for the purposes of identifying causes and making recommendations to prevent the incident from happening again.

Ingestion
The swallowing of a substance.

Inhalation
The breathing in of an airborne gas, vapour, fume, mist or dust.

Injection
To force or drive liquid or gas into the body.

Irritant
A substance that, in sufficient quantities, can inflame or irritate the eyes, skin or respiratory system (lungs, etc.). Symptoms include pain and reddening.

Manual Handling Operations
Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object.

Material Safety Data Sheet (MSDS)
This contains information on the hazards associated with a chemical, along with guidance on its safe use.

Method Statement
A document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. See “safe system of work”.

Musculoskeletal Injuries
Injuries to the system of muscles, tendons, ligaments, joints, bones and related structures of the human body.

Mutagen
An agent that causes sudden and permanent changes in one or more hereditary features, generally by modifying one or more genes (changes to genetic material). The changes may or may not be passed on to offspring.

Near Miss
See ‘Incident’.

Negligence
Can be either the omission to do something that a reasonable person would do when guided by those considerations that ordinarily regulate the conduct of human affairs, or the commission of some act that a prudent and reasonable person would not do.

Noise
Unwanted sound that can lead to hearing loss or stress, or interfere with the ability to hear other sounds or to communicate.

Non-notifiable Works
When more than one contractor will be required on a construction project the following parties must be appointed in writing by the client:

- Principal Designer
- Principal Contractor

Failure to do so will result in the client (AELTC) inheriting the legal responsibility for the duties of the above parties.

More than one contractor includes trade contractors and situations where it is reasonably anticipated there will be more than one contractor at any time.

Unless otherwise stated by the AELTC Authorising Manager, all contractors will be the principal designer and principal contractor for any works the AELTC has commissioned them to undertake.

Notifiable Works
A project becomes notifiable where it lasts longer than 30 days AND has more than 20 workers, working simultaneously at any one point OR exceeds 500 person days. Notification is made by the client, it is a stand-alone requirement and does not give rise to any additional duties.

Notification (F10)
The most up-to-date information notified to the HSE. A legible copy must be displayed where it can be read by people working on the site.

Occupational Illness
A harmful condition or sickness that results from exposure in the workplace to a biological, chemical, or physical agent or an ergonomic hazard.

Oxidizing Agent
A substance that gives up oxygen easily (this oxygen can fuel a fire) or reduces the hydrogen in other compounds. Some examples of oxidizing agents are peroxides, chlorates, perchlorates, nitrates and permanganates. Oxidation and reduction reactions always occur at the same time.

Parts Per Million (PPM)
Parts of gas or vapour per million parts of air by volume at room temperature. For example, one cubic centimetre of gas in one million cubic centimetres of air has a concentration of one PPM.

Permits-to-Work
For AELTC purposes, it is necessary to operate the following specific permits-to-work, by either AELTC staff or contractor:

- Asbestos
- Confined spaces
- Excavations
- Gas services
- High and low voltage electrical works
- Hot works
- Pressure systems
- Work on lifts
- Working at height including suspended access equipment (erection and use) and MEWP operations
- Restricted/hazardous areas.

Restricted areas/hazardous areas are defined as:

- Lift motor rooms
- Electrical intake rooms and switch rooms
- Plant rooms
- Works on unprotected areas of roofs/elevations
- Works on all building roofs which have ventilation stacks
- Works on all fragile roofs.

ALL these are issued only through Facilities Management.

Personal Protective Equipment (PPE)
Personal protective equipment (PPE) is clothing, equipment or substances designed to be worn by someone to protect them from risks of injury or illness. PPE can include:

- Hearing protective devices, such as ear muffs and ear plugs
- Respirators
- Eye and face protection, such as goggles
- Safety helmets and sun hats
- Gloves and safety boots
- Clothing, such as high visibility vests or life jackets.

PPE is the least effective method of controlling a safety risk but does not control the hazard at the source. Because of this, the control of exposure to risks should be secured by one or more measures other than the provision of personal protective equipment.

PPE should only be used:

- Where there are no other practical higher order control measures available (i.e. as a last resort)
- As an interim measure until a more effective way of controlling the risk can be used to supplement higher level control measures (as a backup).

Physical Agent
A source of energy (e.g. noise, radiation, vibration, heat) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

Policy
A statement of an organisation's strategy for achieving a safe and healthy working environment, and the responsibility, organisation and arrangements for pursuing and implementing the strategy.

It is a legal requirement for any organisation operating in the UK, with five or more employees (full time, part time, temporary or casual), to have a formally written policy in place.

Preventive Maintenance
A system for preventing machinery and equipment failure through:

- Scheduled regular maintenance
- Knowledge of reliability of parts
- Maintenance of service records
- Scheduled replacement of parts
- Maintenance of inventories of the least reliable parts and parts scheduled for replacement.

Principal Contractor (CDM)
Contractors are appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

The principal contractor's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when all construction work takes place.

Principal Designer (CDM)
Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

The principal designer must be a designer on the project and be in a position to have control over the design and planning stage.

Procedure
A step-by-step description of how to do a task, job, or activity properly.

Prohibition Notice
A statutory notice that is issued by an authorising body such as the Health & Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

Project
A project includes all the preparation, design, planning, construction work and the clearance or preparation of the site or structure for use or occupation at its conclusion required to achieve the end result desired by the client. Many projects involve several structures.

Where there are substantial breaks between phases it may be each phase can be treated as a separate project, but projects should not be artificially split to avoid notification and the duties that follow go with it.

Public Health England
Public Health England is an executive agency of the Department of Health in the UK.

Radiation
The energy transmitted by waves through space or some medium. There are two types of radiation: ionizing (e.g. x-rays or radiation from a radioactive device), and non-ionizing radiation (e.g. infra-red radiation, ultraviolet radiation).

Reactivity
The capability of a substance to undergo a chemical reaction with the release of energy. Unwanted effects include: pressure build-up, temperature increase, and formation of harmful by-products. These effects may occur because of the reactivity of a substance to heat, an ignition source, or direct contact with other chemicals in use or in storage.

Reducing Agent
A substance that accepts oxygen or gives up hydrogen during a chemical reaction. Oxidation and reduction always occur at the same time.

Regulations
A statutory device made under a general provision that is contained in an act of parliament. Regulations are approved by parliament and are generally absolute legal standards.

Repetitive Strain Injury (RSI)
A problem with the muscles, tendons or nerves that happens over time due to overuse. Examples of repetitive strain injuries include: carpal tunnel syndrome and tendonitis.

Reproductive Hazards
Any material that can affect the development of sperm and egg cells. This can lead to an inability to have children, birth defects and other harmful changes.

Risk
A quantifiable expression of the likelihood of injury or harm resulting from a hazard.

Risk Assessment
A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards.

It is a legal requirement for any organisation operating in the UK, with five or more employees (full time, part time, temporary or casual), to have their risk assessments formally recorded.

Given the scope of operations for year-round activities and during The Championships, the AELTC requires all contractors to have recorded risk assessments in place.

Risk Management
The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits.

Root Cause
The real or underlying cause(s) of an event. Distinguished from immediate cause(s) which are usually quite apparent.

Route of Entry
The method by which a contaminant can enter the body. There are four main routes of entry. Contaminants can be breathed in, swallowed, absorbed through the skin, or injected into the bloodstream.

Safe System of Work (SSOW)
A method of working designed to eliminate, if possible, or otherwise reduce risks to health & safety.

Sampling
The process of taking small representative quantities of a gas, liquid, or solid for the purpose of analysis.

Sensitiser
A substance which on first exposure causes little or no reaction in humans or test animals. However, on repeated exposure, it may cause a marked response not necessarily limited to the contact site. Skin sensitisation (e.g. to a metal such as nickel) is the most common form of sensitisation in the workplace. Respiratory sensitisation to a few chemicals (e.g. isocyanates) is also known to occur.

Site Rules
The standards by which all employees and contractors are bound and expected to be followed within the Grounds.

Solvent
A substance that dissolves other substances. Many solvents are flammable.

Standard
A guideline, rule, principle, or model that is used as a means to compare, measure or judge performance, quality, quantity, etc.

Static Electricity
An electrical charge that cannot move. This charge will eventually develop enough energy to jump as a spark to a nearby grounded or less highly charged object. If sparks occur in an ignitable vapour or dust mixture, it can cause an explosion or fire.

Stress
A set of physical reactions that take place in the body in response to demands that are placed on it. These reactions prepare the body for action.

Stressor
A source of stress.

Substitution
The replacement of toxic or hazardous materials, equipment or processes with those that are less harmful.

Synergistic Effects
The health effects of two or more substances or agents that are greater than the sum of their separate effects.

Synonym
Another name or names by which a material is known. For example, methyl alcohol is also known as methanol or wood alcohol.

Task
A set of related steps that make up a discrete part of a job. Every job is made up of a collection of tasks.

Temporary Pass
A temporary pass is issued at Gate 5 or 13 from security allowing access to the Grounds during the year but excluding The Championships.

Teratogen
An agent that causes birth defects by harming the unborn child. See also embryotoxin.

Thinner
A liquid (usually solvent-based) that is used to dilute paint, varnish, cement or other material to a desired consistency. Most thinners are flammable.

Toxic
Harmful or poisonous.

Toxic Substance
Any substance that can cause acute or chronic effects to a person or is suspected to cause disease or injury under certain conditions.

Vapour
The form that a gas or liquid takes when it evaporates into the air.

Ventilation
The supplying and exhausting of air at the same time to an enclosed machine, room, or an entire building. There are two types of ventilation:

- General or dilution: The air contaminants are diluted by natural or mechanical air exchange in the plant. This method is not appropriate for highly toxic contaminants
- Local exhaust: The contaminant is captured at its source, usually by the use of hoods, ducts or vents located near or directly over the source. This is the preferred method where toxic contaminants are released and there is the potential for worker exposure.

Vibration
The back and forth motion of an object (e.g. tool, machinery or other piece of equipment) that occurs in a predictable pattern or manner. Over-exposure to vibration can harm a part of the body (e.g. the fingers) or it can affect the whole body.

Volatility
The tendency or ability of a liquid to quickly vaporise into the air. Examples of volatile liquids include alcohol and gasoline. Liquids that are volatile must be carefully dispensed and stored. This includes paying special attention to temperature.

Workplace Design
The planning of workplace environments, structures and equipment so that the potential for injury and illness is reduced or eliminated. See also ergonomics.

Workplace Exposure Limit (WEL)
Established concentration of a substance that, if not exceeded, will not normally result in adverse effects to persons who are exposed.

Working Surface
A surface or plane on which an employee walks or works.

Work Refusal
The right of a worker to refuse to work when the worker has reason to believe that he or she would be endangered by performing that work.

Workstation
The combination of equipment items that a user requires to fulfil their allotted tasks. In display screen equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.

Workplace Inspection
A regular and careful check of a workplace or part of a workplace in order to identify health and safety hazards and to recommend corrective action.

Workplace factors that have the potential to cause injury or illness to employees include: equipment, materials, processes or work activities, and the environment.

PART J – COMMON ACRONYMS & ABBREVIATIONS

ACOP	Approved Code of Practice (national measures)
ALARA	As low as reasonably achievable
ALARP	As Low as Reasonably Practicable (see SFAIRP)
ADI	Acceptable daily intake
AC	Asbestos cement
ACM	Asbestos-containing material
AI	Active ingredient
BA	Breathing apparatus
BA	Biological agent
BAT	Best available techniques
BCA	Building Control Authority
BSI	British Standards Institute
CDM	Construction (Design & Management) Regulations (these were amended in 2015)
CE	The letters 'CE' do not represent any specific words but the mark is a declaration by the manufacturer, indicating that the product satisfies all relevant European Directives. Note, however, that the mark only applies to products that fall within the scope of European Directives.
C & I	Control and Instrumentation
CAWR	Control of Asbestos at Work Regulations
CBP	Construction best practice
CPP	Construction Phase Plan
CLAW	Control of Lead at Work Regulations
CLEAR	Campaign for Lead-Free Air
CLEANAIR	Campaign for a Smoke-Free Environment
CSCS	Construction Skills Certification Scheme
CUMEC	Cubic Metre per Second 1 cubic metre per second = 1000 litres per second = 60 kilolitres per minute = 86.4 megalitres per day = 31.5576 gigalitres per year = 219.969248 imperial gallons per second = 264.172051 US gallons per second = 35.314454 cubic feet per second = 1.305 cubic yards per second = 25566.497 acre-feet per year = 1113676621 cubic feet per year = 0.00757090916 cubic miles per year
CHIP	Chemical Hazards Information and Packaging
CO	Carbon Monoxide

CoP	Code of Practice (local measures)
CO2	Carbon Dioxide
CFIOSH	Chartered Fellow of the Institution of Occupational Safety & Health
CMIOSH	Chartered Member of the Institution of Occupational Safety & Health
CPS	Crown Prosecution Service
CNS	Central Nervous System
COMAH	Control of Major Accident Hazards Regulations
CONIAC	Construction Industry Advisory Committee
COSHH	Control of Substances Hazardous to Health Regulations
CRT	Cathode Ray Tube
CTS	Carpal Tunnel Syndrome
CVD	Cardiovascular Disease
dB	Decibels
dB(A)	Decibels on the A weighted scale
DH	Duty Holder
DP	Disable Person
DSE	Display Screen Equipment
DSEAR	Dangerous Substances & Explosive Atmosphere Regulations
DWP	Department for Work and Pensions
EA	Environmental Agency
EA	Equality Act
EER	Evacuation, escape and rescue
EERA	Evacuation, escape and rescue assessment
EHO	Environmental Health Officer (Local Enforcement Officer who holds warrant card)
ELCI	Employers' Liability Compulsory Insurance
EMAS	Employment Medical Advisory Service
EMR	Electromagnetic radiation
EPA	Environmental Protection Act
EWR	Electricity at Work Regulations
FH(G)	Food Hygiene (General) Regulations
FLT	Forklift Truck
FPA	Fire Precautions Act
FPWR	Fire Precautions (Workplace) Regulations
FSA	Food Standards Agency
GLA	Greater London Authority
GLW	Gross laden weight
GP	General Practitioner

GradIOSH	Graduate Member of the Institution of Occupational Safety & Health
H&S	Health & Safety
HACCP	Hazard analysis critical control point
HASWA	Health & Safety at Work Act
HAV	Hand-arm vibration
HAZCHEM	Hazardous Chemical Warning Signs
HR	Human Resources
HSDSER	Health & Safety (Display Screen Equipment) Regulations
HSE	Health & Safety Executive. (National enforcement agency. All inspectors hold warrant cards)
Hz	Hertz. The SI unit of frequency, equal to one cycle per second
IOD	Institute of Directors
IOSH	Institution of Occupational Safety & Health
IN	Improvement Notice
IP	Injured Party
LA	Local Authority
LFB	London Fire Brigade
LBM	London Borough of Merton
LOLER	Lifting Operations and Lifting Equipment Regulations
LPG	Liquid Petroleum Gas
M & E	Mechanical and Electrical
MHOR	Manual Handling Operation Regulations
MHSWR	Management of Health & Safety at Work Regulations
MPS	Metropolitan Police Service
MSD	Musculoskeletal Disorder
MSDS	Material Safety Data Sheet
NAWR	Noise at Work Regulations
NEBOSH	National Examination Board of Occupational Safety & Health
NHS	National Health Service
NIHL	Noise Induced Hearing Loss
TechIOSH	Technical Member of the Institution of Occupational Safety & Health
OAC	Operational analysis and control model
Obs	Obsolete/Obsolescent
OHAC	Occupational Health Advisory Committee of the Health & Safety Commission
OHSAS 18001	BSI Standard for Occupational Health & Safety
Pa	Pascal (S.I. unit of pressure)
PA	Planning Authority
PAT	Portable Appliance Test

PC	Principal Contractor
PD	Principal Designer
ppb	Parts per billion
PPE	Personal Protective Equipment
PN	Prohibition Notice
PPEWR	Personal Protective Equipment at Work Regulations
ppm	Parts per million
PPM	Process and production method
PPM	Planned preventative maintenance
PoW	Plan of Work
PTW	Permit to Work
PUWER	Provision & Use of Work Equipment Regulations
QA/QC	Quality Assurance/Quality Control
RAMS	Risk Assessment and Method Statement
RCD	Residual Current Device
R2P2	Reducing Risks Protecting People
REGS	Regulations
RID	European Agreement concerning the International Carriage of Dangerous Goods by Rail
RIDDOR	Reporting of Injuries, Disease & Dangerous Occurrences Regulations
RITA	Record of In-Training Assessment
RoSPA	Royal Society for the Prevention of Accidents
RPE	Respiratory Protective Equipment
RSI	Repetitive Strain Injury
SSIP	Safety Schemes in Procurement
SFAIRP	So Far As Is Reasonably Practicable (see ALARP)
SMART	Specific, measurable, achievable, realistic and timebound
SLOT	Specified level of toxicity
SLOD	Significant likelihood of death
SMS	Safety Management System
SOPs	Standard Operating Procedures
SSOW	Safe Systems of Work
SWL	Safe working load
SWP	Safe working pressure
T	Toxin
TW	Thames Water
TWA	Time-Weighted Average
TWI	Training within Industry
UV	Ultra Violet

VDU	Visual Display Unit
VFM	Value for money
VWF	Vibration white finger
WEL	Workplace exposure limits (See COSHH)
WA	Water Authority
WB	Wet bulb
WBGT	Wet bulb globe temperature
WBV	Whole body vibration
WG	Working Group
WHSWR	Workplace (Health Safety & Welfare) Regulations
WP	Working Party
WRULD	Work Related Upper Limb Disorder
XI	Irritant
Xn	Harmful
YP	Young Person

PART K – AELTC AUTHORISING MANAGERS

Although not an extensive list, the AELTC Authorising Managers can include any of the following, related to a project or works:

EXECUTIVE:
Richard Lewis, Chief Executive Officer
Richard Atkinson, Finance Director
Sarah Clarke, Championships Director
Robert Deatker, Estate Director
Mick Desmond, Commercial Director
Martin Guntrip, Club Director
Tim Wilson, IT Director

SENIOR MANAGERS:
Andrew Böber, Health & Safety Manager
Sally Bolton, Head of Corporate Affairs
Andy Brampton, IT Operations Manager
Paul Broughton, Head of Facilities Management
Fiona Canning, Head of Finance
Matt Crawcour, Championships Manager
Andreas Chrysanthou, Service Delivery Manager
Anthony Davies, Head of Food & Beverage
Paul Davies, Head of Broadcast & Production
Nathan Goldblatt, Head of Business Planning
Stephen Grainger, Head of Security
Ben Green, Championships Services Manager
David Hewitt, Head of Retail, Merchandising & Licensing
Ross Matheson, Club Manager
Tricia Morandini, IT Development Manager
Helen Parker, Foundation & Community Manager
James Ralley, Head of Commercial & Marketing
Anna Renton, Museum Curator
Justin Smith, Head of Estate Development
Neil Stubley, Head Groundsman
Jo Tucker, Ticket Manager
Angela Williams, Head of HR
Alexandra Willis, Head of Communications, Digital & Content

OTHERS:
Nominated deputies to any of the Executive or Senior Managers, such as:

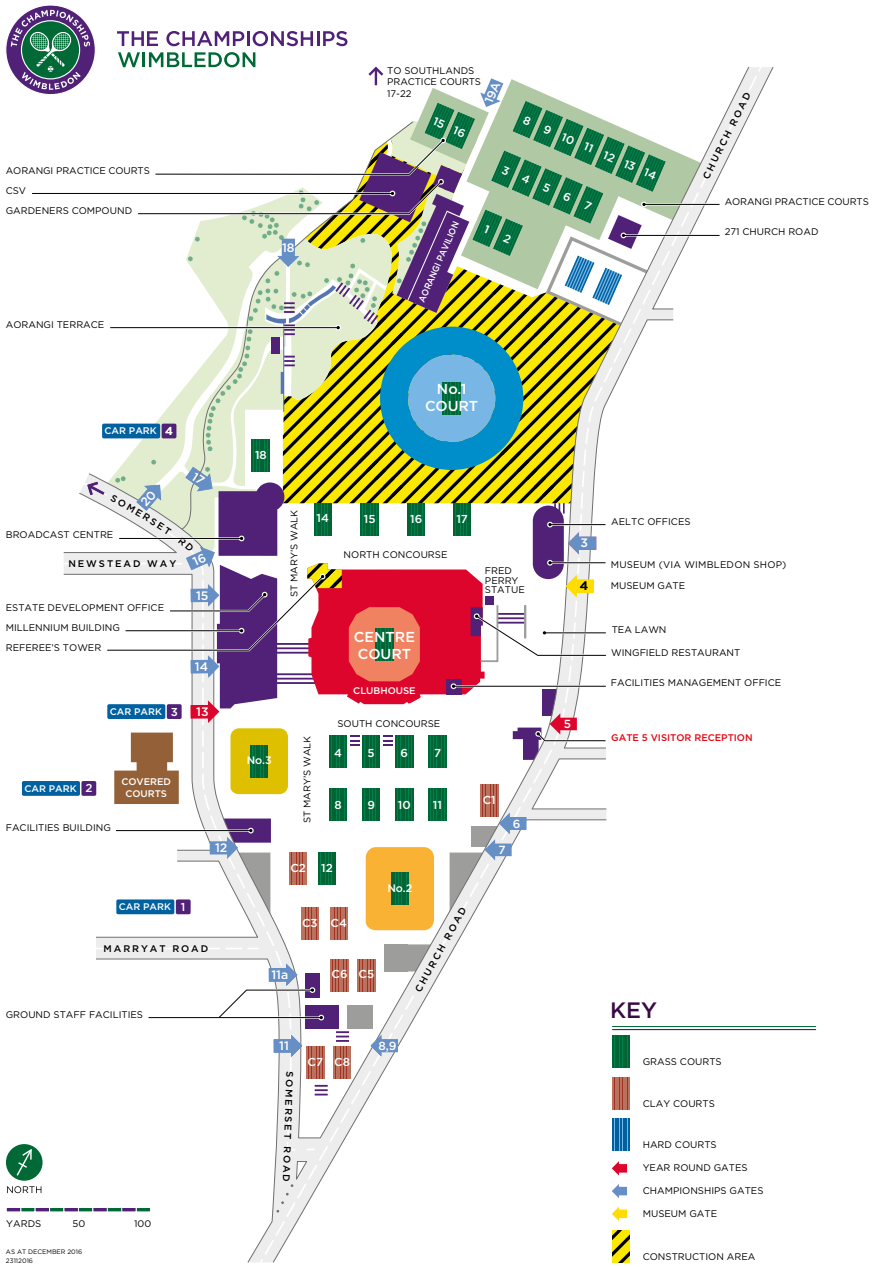
Buildings & Services Manager
Support Services Manager
Commercial Manager
Facilities Management Supervisors

Project Managers (Estate Development)

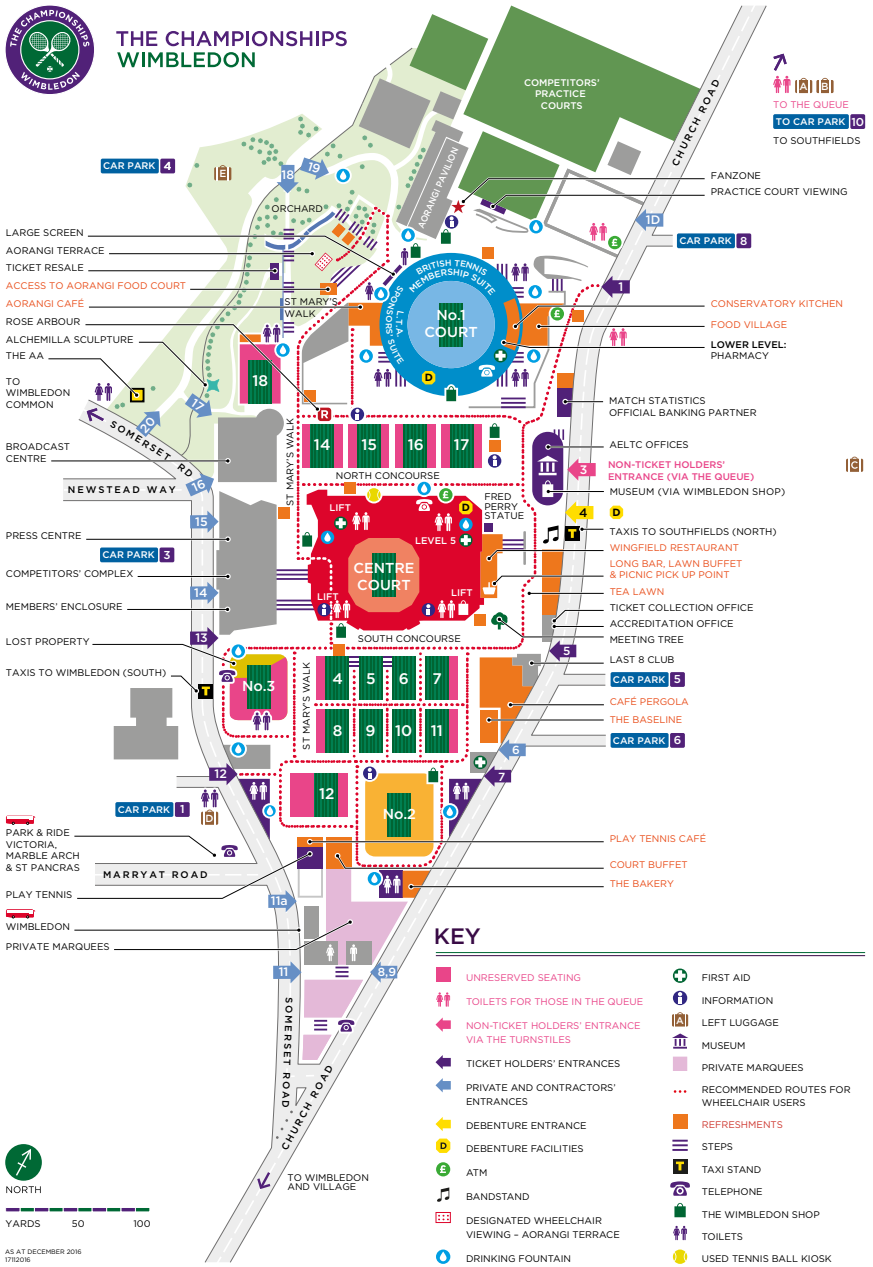
Broadcast Manager
Broadcast Technical Manager
Broadcast Facilities Manager

PART L – MAPS AND PLANS

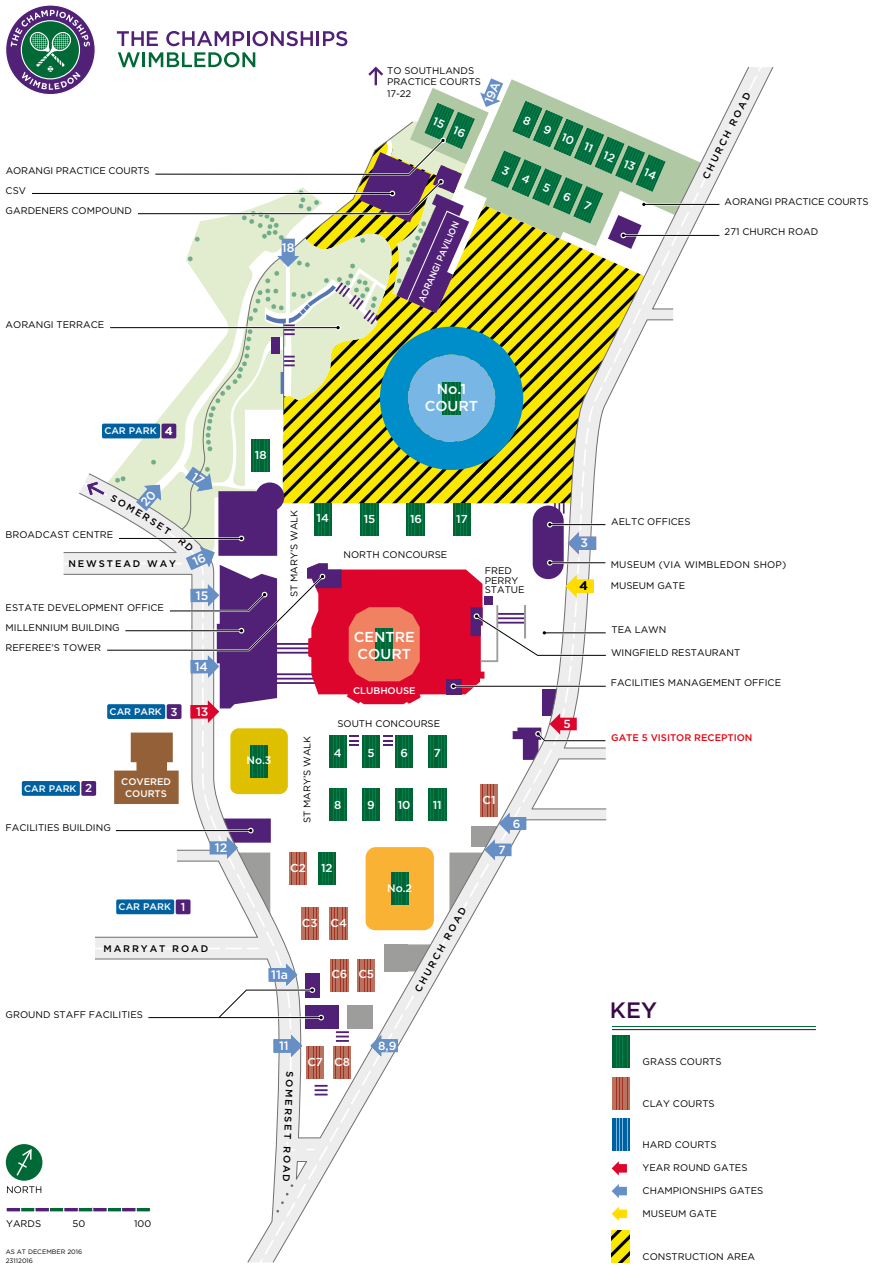
MAP OF GROUNDS – 30 NOVEMBER 2016 – 30 APRIL 2017



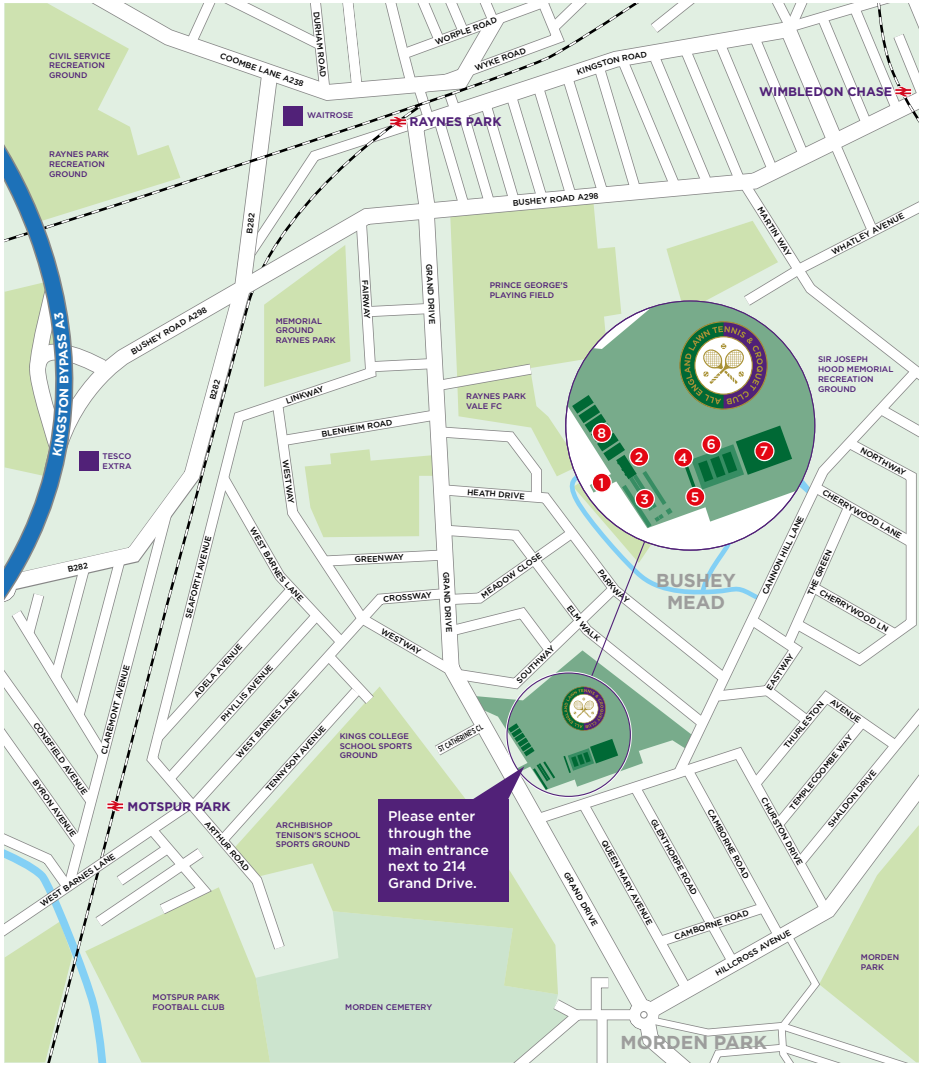
MAP OF GROUNDS – THE CHAMPIONSHIPS 2017



MAP OF GROUNDS – FROM 31 JULY 2017



MAP OF THE ALL ENGLAND CLUB COMMUNITY SPORTS GROUND (RAYNES PARK)



216 GRAND DRIVE, RAYNES PARK, LONDON SW20 9NB

KEY

1. Main Entrance
2. The Pavilion
3. Car Park
4. Changing Rooms/Toilets
5. Office/Reception Room
6. Outdoor Hard Courts
7. Indoor Courts
8. Grass Courts

NOTES

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Issued by The All England Lawn Tennis Club (Championships) Limited ("AELTC")