

SKELTON SHOW - CDM2015 - CONSTRUCTION PHASE PLAN

Client details: Skelton Horticultural and Agricultural Society

Principal Designer Details: Skelton Horticultural and Agricultural Society

Principal Contractor Details: Skelton Horticultural and Agricultural Society

Description of work: To carry out a safe build and dismantle of marquees and temporary structures for a one day show on a green field site.

Provide temporary water and electrical supplies around the site.

All other build work contracted by trade stands/exhibitors directly with their appointed contractors is the responsibility of those individuals with their CPPs.

Key Dates:

Start set up: from Saturday 29 June 2024

Show Date; Saturday 6 July 2024

Finish Breakdown: Monday 8 July 2024

Key members of the Project team during construction and their role/responsibilities

Chairman – Nina Oxley – Overall responsibility for show

Vice Chairman - Derek Wilson – Showground Rules

Show Director: John Slee – Overall control of the Showground layout and control of contractors

Trade Stand Co-ordinator: Henry Scholefield – co-ordinates trade stands and space only plots

Traffic Steward: – Chris Hewison - showground vehicle movements and car parks

Marquee Contractor: Howard Cross Marquee Hire

Electrical Contractor: John Bell – Heskett Newmarket

Water: David Whitfield

Health & Safety Stewards: Chris Hewison and Alan Dickinson

Chief Field Steward: David Irving

How the work will be managed safely

This document should be read in conjunction with our Health & Safety Policy as revised in June 2024.

Key Arrangements:

- 1 Trade Stands/Exhibitors are made aware of their responsibility to appoint competent contractors and to comply with relevant Health and Safety legislation via the terms and conditions of the show and specific instructions agreed when booking.
- 2 The Show Director will select contractors based on their competency to carry out the work
- 3 The Show Director will ensure all marquees and build sites are marked out prior to the contractors arriving on the showground
- 4 The Secretary will send to the contractors prior to arriving on site the showground rules and safety risks including location of services

- 5 Contractors shall report to the Chief Field Steward on the first visit to the showground for induction which will include: location of underground services, site rules, interface with other contractors to ensure there is co-operation and coordination between all contractors
- 6 Welfare Arrangements – toilets will be located near the main gate with one available throughout the build up and breakdown periods. On site catering will be available on the Friday before the show.
- 7 First Aid arrangements – during the build up and breakdown contractors are responsible for their own provision of first aid. On showday Medical Services will be located near the Main Gate between the hours of 08.00 and 18.00
- 8 Fire extinguishers will be positioned in tents throughout the showground on show day as directed by the Health & Safety Steward
- 9 Whilst a number of generic risk assessments have been prepared for the show, specific risks for space only trade stand plots are requested at the time of booking and passed to the Health & Safety Steward

Key safety risks on the site are:

- 1 A stream runs through the site and whilst fenced on either side has steep sides
- 2 There are no overhead power cables on the showground
- 3 An electric supply is located in a cabinet in the North West corner of the main showfield by the church wall. Supply to this comes from the Church. A cable has been laid from this cabinet to a feeder pillar behind the Foodhall ducted within the showfield
- 4 Water pipes have been buried along the western field boundary and to key locations on site
- 5 There are a number of trees on the showground for which the landlord (Hutton Estate) are responsible. Inspections are carried out by the landlord prior to the show with appropriate actions taken to remove dead or dangerous wood etc.
- 6 Vehicle Movements – a speed limit of 10mph will apply throughout the showground with no vehicle movements being allowed in the main trade stand avenues between 9.30am and 4.40pm on showday
- 7 Electrical and water– John Bell and David Whitfield will be responsible for commissioning and testing of their respective services before handing them over to the show. John Bell will be available on showday to resolve any issues with the supply of electricity to the foodhall, gift and craft and catering tents. No other mains electricity will be available with trade stand plot only exhibitors using generators where required.
- 8 Wifi – Daniel Wilkinson of DW Media will provide satellite Wifi for use by traders and to take contactless payment at the car park pedestrian gates. He will be on site on showday to provide technical support.
- 9 Weather conditions – If there is a likelihood of high winds and/or storms, the Director, Chairman and Health & Safety Steward will decide what action is to be taken concerning temporary structures and the wellbeing of the public
- 10 Working at Height - Contractors using scissor lifts/cherry pickers/front loaders must hold the relevant operators certificates. The use of step ladders is inevitable given the nature of the build. All equipment used on site must be of an industrial standard and in good condition. All users must be competent. All working at height must be assessed by the relevant contractor and a copy of their risk assessment must be available for inspection upon request. The Health and safety Steward will monitor contractors activities.
- 11 A fire risk assessment has been completed which all contractors are required to adhere to.