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1. Project Summary

Based in the Park surrounding Goodwood House, the Festival of Speed is a four day event of motorsport and technology.

The event infrastructure is a mixture of temporary grandstands, structures, offices, branding, fencing and toilets.

2. Introduction

This document constitutes the events Construction Phase Plan as required by the Construction (Design and Management) Regulations 2015 (CDM). The purpose of this document is to outline the headline processes deployed by Goodwood to manage the overall site during construction phases and recognises that both partners and exhibitors will additionally be self-managing their own “mini-CDM Sites” within this area.

The purpose of providing this document is to ensure Contractors are given adequate information and guidance with regard to the significant project risks, hazards and Goodwoods requirements. With the information provided, Contractors will be able to act accordingly and provide the necessary resources to reduce risks and hazards to a tolerable level.

Following a periodic review of this document, any revised plans will be issued. Contractors must read these documents thoroughly and ensure that they understand what will be required of them to meet the health and safety requirements of the project.

The Event General Manager is responsible for the successful execution and delivery of the project and ensures that the required health and safety performance is monitored and maintained. Roles and responsibilities are defined within the Event procedure, within the Goodwood health and safety management system.

3. Key Information and Dates

Client (see section 5)– The Goodwood Road Racing Company

Principal Contractor (see section 5) - The Goodwood Road Racing Company

Event – Goodwood Festival of Speed (FoS) 2025

Venue – The Goodwood Estate

Build dates	9 June – 6 July
Soft opening dates (Staff training, soft furnishings, no major construction)	7 July – 9 July
Show open dates	10 July – 13 July
Break down dates	14 July – 25 July

4. Contacts

Management structures and responsibilities can be found in the Goodwood Events Procedure.

Name	Contact Number
Adam Waterworth – Board Representative for Event	01243 755022
Daniel Garlick – Event Director	01243 755141

Jess Harmes – Event General Manager	07971 510797
Permits/Incidents - Event Health and Safety (Onsite Health and Safety Management, via E&EP Safety)	07977 996820
Goodwood Control	01243 755110
Goodwood Security (24/7 out of hours assistance)	07909 876823
Rupert Crayston – Group Head of Risk	07773 614183
Chris Berry – Health and Safety Manager	07812 652778

5. CDM Overview

Notifiable to HSE via F10 – YES

[Direct procurement involves 30 days+ activity with at least one day involving 20+ persons on site concurrently].
Notification has taken place by Goodwood. A copy is available on request.

CDM Overview of FoS 2025

FoS is managed within the framework suggested by the Health and Safety Executive for events of this type in its online guidance for CDM in the entertainment and events sector.

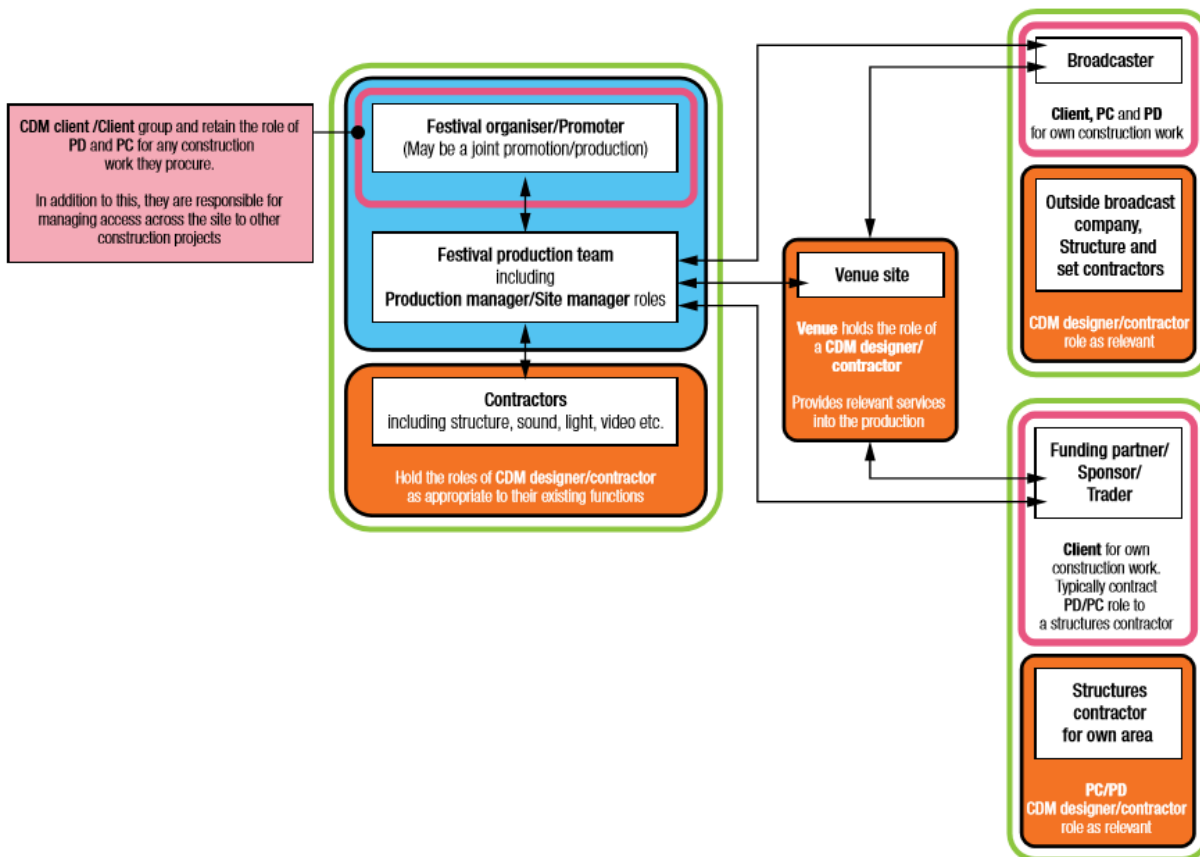
As per the diagram overleaf, the event's **directly procured infrastructure (primary site)** and **access across the primary site** is managed with Goodwood acting as Client, Principal Designer and Principal Contractor for these activities. This part of the event is indicated by the large green box on the left-hand side of the diagram.

Then, operating within the primary site are “Mini-CDM Sites” – separately managed temporary structure builds commissioned by Partners. Mini-CDM Sites are run with the Partner assuming all CDM roles or retaining the Client role whilst assigning the other roles, in writing, to professional stand or structure designers and construction contractors. The green boxes on the right-hand side of the diagram represent these Mini-Sites.

As controller of the Primary Site, Goodwood requires both its directly procured contractors and partners’ contractors to comply with the Goodwood site rules at all times including induction and permit to work requirements.

The above measures are designed to ensure that Goodwood fulfils its statutory duties in relation to general supply chain and construction site management as well as its general duty of care to all third parties operating on its site.

Partners can find out more about which CDM roles may be applicable to their structure from the HSE website or a member of the Goodwood team will be happy to advise. Notwithstanding this support, we would strongly advise all partners to seek professional health and safety advice if they are at all unsure of how best to comply with CDM.



6. Working Together – Health and Safety Stakeholders and their Responsibilities.

Full responsibilities for the event are provided within the Event Procedure, listed in the health and safety management system.

The Goodwood Road Racing Company

Principal Designer (for directly procured services and Primary Site access and movement)

The Goodwood Road Racing Company

Principal Contractor (for directly procured services and Primary Site access and movement)

Specifically:

The Executive Board

Has overall accountability for health and safety within the Goodwood Group of Companies.

Event Director

Has primary responsibility for health and safety performance within the Motorsport team.

Event General Manager

Has general operational responsibility for health and safety at FoS.

Group Head of Risk

Has responsibilities under section 3.7 of the groups health and safety policy, roles and responsibilities and control of management system. They are responsible for reviewing group policy and safety performance, and collating incident reports.

Event Health and Safety Team

The Event General Manager employs an independent Event Safety Officer (Ward Safety), an online system (Verature), and an Event Safety Team (E&EP Safety Ltd) to provide health and safety support to FoS by providing a collation and checking service for health and safety paperwork, and for monitoring on site behaviour, methods and best practice through a floor walking team.

The Event Operations Team

Has responsibility for supporting the Event General Manager in the completion of specific tasks applicable to this event.

All Group Employees and External Suppliers

All stakeholders involved with this event have responsibility to comply with all Goodwood policies, legislation and warning signs relating to health and safety and:

- To take reasonable care of their own health and safety
- To take reasonable care for the health and safety of anyone who may be affected by their acts or omissions
- To co-operate with their employer to enable legal obligations to be met
- Not to misuse or interfere with anything provided in the interests of health and safety
- Not to undertake any activity that could put themselves or others at risk
- To be familiar and compliant with Goodwood Festival of Speed Site Rules, as read and signed for before coming onto site.
- To use personal protective equipment where it is a requirement of the task being undertaken
- To operate and maintain equipment in accordance with manufacturers' instructions and where applicable any established safe systems of work
- To report any unsafe acts or conditions they identify and any accidents, dangerous occurrences and near misses
- To ensure as far as possible that all staff for which they are responsible for supervising comply with these requirements

Direct contractors are closely managed through contracts, SLA's, induction and supervision. Contractors are required to submit details of how they manage their own subcontractors for Goodwood's approval.

All direct and preferred contractors have been required to provide suitable due diligence information and RAMS, that have been reviewed for adequacy and challenged where applicable.

Partners' contractors have also submitted Construction Phase Plans, RAMS and drawings for review by Goodwood.

7. Suppliers

Directly procured External Suppliers we are likely to be working with on this event:

CONTRACTOR	SERVICE	CONTRACTOR	SERVICE
2Teck	IT, CCTV	Mitchell Bridges	Bridges
Absolute Taste	Catering	Natural Green	Gardens/Planters
Acorn Structures	Disabled Platforms & Gantries	Newshield	Signage & Branding
Ace Plant	Tractor Trailers	NJS	Scaffolding
ACS	Ground Works	NSF Solutions	Day Crew
Adcredo	Carpentry & Decorating	Paul Grinyer Associates	Structural Engineer
ADI	Big Screens	Proaction Creative	Drone Filming
Aggreko	Power	Proclean	Cleaning
A&L Draincare	Drainage	Qdos	Cabins, Stores & Loos
Arena Seating	Grandstands & Terraces	S3K	Ground Works
Arena Sports Live	Goodwood Action Sports		
Ascent	Plant Hire	Selsey Press	Printing
ASL Active	Goodwood Action Sports		
Audiolink	Radios	Pin Point	Mark Out
B&M	Ground Works	Shopmobility	Disability Provision
BARC	Marshals	Sound Decisions	Goodwood Radio
Bemanic Marquee Hire	Tents	Southern Car Club	Rally Stage/ Off Road Arena
		Southern Cranes & Access	Plant Hire
Bunka Bins	Sleeper Units	Southfield Structural Services	Metalwork
Carrier Rentals	Temperature Control	Southsea Deckchairs	Furniture
Catapult	Production	Spriggs	Floral
Cathedral Signs	Signs	Stagecoach	Bus Provision
Chichester Canvas	Tents	Starlight	Fireworks/Production
City Furniture Hire	Furniture	Sunbelt Rentals	Tracking, Fencing, Plant
Concept	Furniture	Sweeptech	Sweeper
Counter Fit Events	Bars	Tech Events	PA
Creative Technology	Small Screens	Ten by Fifteen Structures	Tents
CSG	Waste Management- Sewage	Terrafirma	Tracking
Deliver Events	IT, CCTV & Live Feed	Timing Solutions Ltd	Timing
Dynamic Drains	Drainage	The Stretch Tent Co.	Tents
Eco Furniture Hire	Furniture	Thorns	Furniture
Enterprise Rentals	Vehicle & Buggy Hire	Tidey & Webb	Ground Works
ES Lighting	Lighting	Tracsis Events	Traffic Management
Event & Exhibition Partnership	Security & H&S	TT Tents	Tents
Emphasis	PA	Vespasian	Security
Event Hire UK	Furniture	Veolia	Waste Removal
Falcon Homes	Carpentry & Decorating	Wicked Water Event Services	Water
FireTech	Fire Service	WP Group	Fuel
Forge Flowers	Floral	Xpect Furniture	Furniture
Fuchsia	Flag Poles	Xposerv Ltd	Picket Fencing
Funky Furniture Hire	Furniture	Zooloos	Loos and Showers
Goodwood Event Catering	Catering		
Gorilla Events	Catering		
Hemisphere	Internal Fit Out		
Henson Franklyn	Internal Fit Out		
Illumin8	Towerlights		
iPro	Security		
J Cobb Fencing	Fencing		
Jones Hire	Furniture		
Justloos	Toilets		
Kinetica	Tents		
L West & Sons	Banners Install		
Littlehampton Welding	Metalwork/Welding		
Lock5	Internal Fit Out		
Losberger De Boer	Tents		
Mar-Key	Tents		
MB Medical	Medical Cover		

8. Major Build Dates

Please see below major structure dates.

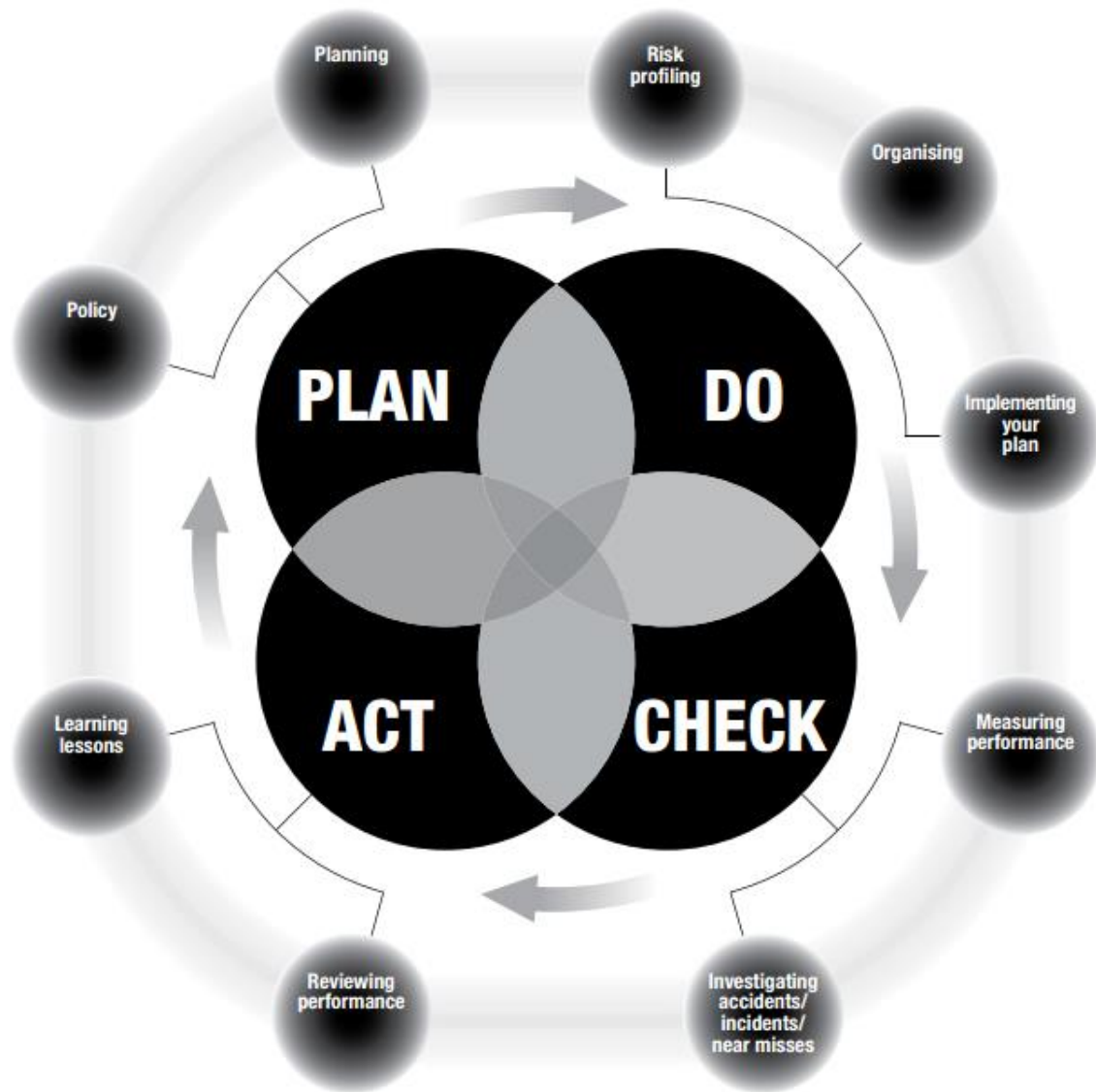
Dates could change due to weather, contractor demands, supply of materials, sickness and illness.

In all instances, please refer to the handover map in the appendix.

Build	Planned Start Date
Kinrara	w/c 9 th June 2025
Grandstands and Terraces	w/c 9 th June 2025
Hill Pavilion	w/c 14 th June 2025
Gurney Pavilion	w/c 9 th June 2025
Moss Pavilion	w/c 23 rd June 2025
Clark Pavilion	w/c 9 th June 2025
Media Centre	w/c 16 th June 2025
Future Lab	w/c 9 th June 2025
Surtees Pavilion	w/c 16 th June 2025
Staff Welfare	w/c 2 nd June 2025
GAS Arena	w/c 16 th June 2025
Partners Restaurant	w/c 23 rd June 2025

9. Organise – Management Arrangements and Practical Controls

Goodwood recognises the Health and Safety Executive's HSG65 guidance for managing health and safety in addition to its guidance on CDM and general construction site management. The following describes how Goodwood interprets these principles into its management and practical control arrangements for the event:



Plan

10. Policy and site rules

This Construction Phase Plan is intended to supplement the Goodwood Estate's **general health and safety policy**, **Pre-construction Information** and the **2025 Site Safety Rules (issued as separate cover or within Partners/Exhibitors Handbook)**. These are the central reference documents for the event and are reviewed regularly to accurately reflect safety roles, management arrangements and practical control measures.

All documents are version controlled and are re-circulated to key stakeholders when changes are made, unless the changes have been communicated via an alternative means. Such communications are recorded e.g. meeting minutes, revised inductions, PA announcements, emails, one-to-one discussions and so on.

11. Contractor Management System

All contractors/sub-contractors are obliged to provide the necessary safety paperwork in connection with their activity at the event site as always. However, all paperwork must be submitted online, via Verature, no later than six weeks prior to the first day of build. Once all paperwork has been checked and approved, permission to enter the Event build site will be issued.

All generic information such as public liability insurance etc. is required to be uploaded once per season. Event specific documentation must be uploaded per event. All documents once uploaded will be verified by our nominated Health & Safety representative. Contractors will be able to log in to the system and see the status of all documents. Once approved contractors will be able to access site. The system will also ask for all sub-contractor details, ensuring Goodwood has all the correct documentation and they have access to site once the documentation has been completed. The new system will also ask for all worker details; this is so Goodwood can ensure all workers agree to and understand the site rules. This is now possible for all workers to do online in advance of coming to site which we actively encourage as this will speed up the build accreditation process.

12. Consulting on policy and documentation

Goodwood extends an open invitation to all personnel and other stakeholders to comment and make suggestions in relation to our policies and documentation and the implementation of these. The Goodwood Health and Safety department actively engages with relevant departments to develop policy and procedure collaboratively.

13. Notifications

An F10 notification form is completed by Goodwood to register the Primary Site with the HSE. A copy is available on request. Partners are required to identify if their Mini-Sites are separately notifiable and to undertake this independently of Goodwood where applicable.

A construction project is notifiable if the construction work is expected to:

- last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days

14. Preconstruction Information

This is statutory information issued by Goodwood to all contractors relating to any known site hazards and supplements this Construction Phase Plan and the 2025 Site Safety Rules. Included will be reference to any applicable specific hazards, hidden services or overhead power lines.

15. Risk assessments

In addition to the Construction Phase Plan, Goodwood undertakes a thorough Risk Assessment of the Event including specific attention to the build-up and break-down phases. Our own assessment covers all work that we undertake directly, and we work closely with our direct suppliers to ensure we are satisfied that their assessments appear suitable and sufficient and fit with the Primary Site's arrangements and any idiosyncrasies.

Verature is used as a platform for all contractor risk assessments and method statements. Work should not start before these documents have been approved by Goodwood.

Guidance on Risk Assessments can be issued on request.

16. Health and Safety File

In conventional construction, a Health and Safety file is produced at the end of a project to identify safe usage and maintenance requirements of the building and any residual risks, including anything relevant to refurbishment or demolition.

Goodwood recognises its duty as Principal Designer in relation to the Primary Site to produce and maintain a Health and Safety File – however as per the HSE’s guidance for the Entertainments Industry, submits that aside from the information captured in this Construction Phase Plan and any Pre-Construction Information issued, there are no known additional or residual risks of a significant or unusual nature. This management document therefore also constitutes the Health and Safety File for the event at the present time. Learnings from event to event are recorded separately and are fed forward into the planning of subsequent events and this process, also, can be considered part of Goodwood’s “Health and Safety File”.

17. Thorough examination reports

There are strict legal requirements concerning the thorough examination of all lifting equipment e.g. cranes and slings etc. Goodwood undertakes effort to ensure that all applicable equipment is compliant via a Permit to Work system.

18. Method statements

In addition to risk assessments, Goodwood works closely with our direct suppliers to ensure we are satisfied that their method statements appear suitable and sufficient and fit with the Primary Site’s arrangements and any idiosyncrasies.

19. Third Party Construction Phase Plans

Following the application of CDM to temporary structures (from early 2016) we remind all partners that in addition to a risk assessment and method statement, all construction projects additionally require a Construction Phase Plan to outline how the project will be managed.

20. Accident and Incident, Near Miss Reports

Any accidents or relevant incidents and dangerous occurrences that occur on site must be reported to the Event health and safety team as soon as possible.

Goodwood shall file RIDDOR reports for any applicable scenario on its site. Incidents involving contractors Employees will be the responsibility of that employer to report under RIDDOR. In all instances this information must be shared with the Goodwood Health and Safety team. Healthandsafety@goodwood.com

Full procedures for accident and incident reporting can be found within the Goodwood Health and Safety Management System - SM-12.00 Accidents and Incidents

21. Profiling health and safety risks

The event risk assessment follows the HSE's guidance and considers all foreseeable and preventable hazards. A hierarchy of control is used to prioritise risk control methods, and the "reasonably practicable" legal test is used to determine sufficiency where there is not a recognised standard practice.

22. Designing Out Risks

Goodwood has worked to reduce all production risks to as low as reasonably practicable at planning stage by considering build and break down and other operational issues in collaboration with other stakeholders. Documentation from suppliers is submitted to Verature for review prior to build. Complex structures are inspected by a qualified structural engineer.

23. Design Changes

Late internal or external change requests relating to the Primary Site's planning and design will be escalated to the Goodwood event operations team for approval and will only be actioned if they can be done so safely using appropriate resources within the timescales available.

24. Protecting the Public and fellow contractors

Goodwood's plans strive to maintain a disciplined site where it remains aware and mindful of all personnel, and in particularly of exhibitors at the late stages of build-up and early stages of break down.

25. Managing site access

As Principal Contractor for the primary site, Goodwood takes reasonable steps to prevent unauthorised people accessing the site. Site access is controlled by using existing site boundaries, temporary fencing and security personnel. All persons wishing to access site during build up or break down phase of the event must go through Goodwood's induction process.

Goodwood House car park will remain open during the build phases until staff are moved to an alternative car park prior to the main event. Walkways through the FOS build site will be assessed for suitability and signed where necessary. Contractors are advised that individuals walking from car park locations to Goodwood House and around the car park at Laundry Green/ The Stables, will not be wearing PPE. Routes must be kept clear at all times and should construction activities enter these areas, works should be continuously supervised. Where heavy plant work in these locations, a banksman will be required.

26. Hazards causing risk to personnel on site

If uncontrolled, many hazards have the potential to injure members of the public, visitors and site personnel. Goodwood recognises the following from HSE guidance:

- Falling objects – Contractors must make sure that objects cannot fall from their areas of work and in particular fall outside of the main site boundary, or from their mini CDM zone if appropriate. This is generally achieved through the site layout but where applicable Contractors must use toe-boards, brick guards and netting etc. The majority of site is 2 point PPE, safety footwear and high visibility jackets,

however if contractors are working close to or under build operations or craning a hard hat will be required. In addition to this, Goodwood expects contractors to follow the PPE requirements set out in the contractor's risk assessments for PPE above the minimum requirements of safety footwear and high visibility jackets.

- Working from height - Activities for those working at height must be risk assessed. Those working from height must be protected by guard rail or harness attached to a restraint system, where applicable.
- Heavy plant and machinery - All operatives driving heavy plant and machinery are required to receive a wristband and have their licences checked as part of the plant driving authorisation process. Site speed limits of 5mph apply at all times.
- Delivery and other site vehicles – All deliveries and site vehicles will only gain access onto site having checked in. Non-essential vehicles will not be permitted onto site thus keeping vehicles to a practicable minimum. Busses are provided from Check-In to the Site, entrance ways are intended for vehicles not pedestrians.
- Obstructions – Contractors should stockpile equipment sensibly so as to avoid creating obstructions that force vehicles and pedestrians together around their build areas. Goodwood will monitor the site for dangerous obstructions
- Storing and stacking materials - Materials are all stored within the site perimeter, preferably in secure compounds or away from the perimeter fencing.
- Openings and excavations - People can be injured if they fall into excavations, manholes, stairwells or from open floor edges. These are rare at FoS but must be suitably covered or barriered and signposted if they are required.
- Underground services – All digging and staking is subject to permit to work requirements.
- Craning – please refer to craning section of the plan, this requires a crane authorisation request form which is reviewed by the health and safety team before issuing a permit to crane.
- Manual Handling - Contractors must assess their manual handling activities where there is a risk of injury. This is applicable to the handling of all loads greater than 25kgs, and also loads less than that if either the task or the working environment is disadvantageous to the individual who is to carry out the task.
- Noise and Vibration - Contractors must, wherever possible, provide silenced equipment and enforce the use of covers, baffles and noise suppressants on Goodwood projects. Where possible, noisy equipment should be located remotely from personnel and away from boundaries as it is less likely to cause a nuisance to third parties. Tasks should be designed and scheduled accordingly to minimise this risk or where this is not possible acoustic screens employed.
- Adverse Weather – severe winds and lightning can affect the build and break on event. Please make sure all risk assessments consider this. Goodwood will monitor weather reports. Excessive sun exposure can also pose a risk, contractors should be reminded to provide sun cream, suitable sun hats as deemed appropriate.
- Fire – Please refer to the fire section of this construction phase plan.
- Swimming pool – contractors are not permitted near the private side swimming pool. Contractors working in the areas must not be lone working.
- Golf Course – The Startline area is adjacent to the 10th hole of the Goodwood Park Golf Course. Throughout the build period, the 10th tee will be moved so that tee shots are angled away from the build site and the shots are also much shorter reducing the chance of wayward shots, and fencing will also be erected. On certain days, due to competitions, the tee may have to be returned to its normal location and hence increases the stray ball risk. Any contractors working in the vicinity will be advised of these dates so that work in this area can be minimised and personnel can stay away from that golf course side of the area.

- Overground Services – Some electricity lines run across parts of the FoS site. Safe working practices and distances must be adhered to. A member of the Goodwood H&S team must be contacted if there are any questions or queries.

We would expect to see these key hazards listed within your own contractor risk assessments.

27. PPE

The site rules identify the requirement to wear high visibility jackets and safety footwear onsite. The risk assessment for the contractor organisation also identifies the need for further PPE as necessary. The risk assessments are reviewed and approved by Goodwood.

Please be mindful not to work near other contractors on the project, and if work does clash, that you inform the Event Planner from Goodwood immediately.

28. Vulnerable groups

Children can be drawn to construction sites as exciting places to play. We do everything we can to keep them out of construction areas and away from danger.

The following specific steps are particularly relevant to child safety and all contractors should play their part in them:

- The site is adequately closed off when work is finished for the day
- Excavations are barriered or covered off
- Vehicles and Plant are isolated and immobilised and if possible locked in a compound.
- Building materials are stored so that they cannot topple or roll over
- Access ladders are removed
- Hazardous substances are locked away

Where a contractor employs a young person to work on a project, a risk assessment covering their activities must be made available. Children (16 and under) are not permitted. Permission must be sort from Goodwood prior to anyone under the age of 18 attending or working on site. This must also be risk assessed appropriately.

29. Induction, Information and Permits to Work

Goodwood issues detailed site induction information at its gates and at Build Accreditation prior to the issue of access passes. Site personnel will be updated to changes through face-to-face updates, announcements and emails from the Safety Team.

All contractors are reminded at this time of the requirement to obtain permits for ***Craning, Plant, Staking, Excavation, Working under or by overhead powerlines and Hot Works***. Please consult with the event health and safety team should you be conducting any high risk work activities. Health and Safety also authorise plant/ heavy vehicle users. The Health and Safety team will operate from a cabin at Gate 1, next to the Site Operations Office, and will be available 0700-1900 for permit issue. The phone number for the Event Health and Safety team is 07977 996820. For anyone operating plant, they will need to produce their industry body certificates such as NPORS, CPCs, ITSSAR and IPAF and will then be issued a 'drivers' wristband. For spiking, please call the Duty Scanning team on 07966 964 718 who will meet you and scan the ground before issuing a permit.

30. Vehicles and Pedestrians

Keeping pedestrians and vehicles apart

The majority of construction transport accidents result from the inadequate separation of pedestrians and vehicles.

The following actions will help keep pedestrians and vehicles apart:

- Build Accreditation and Site Rules – All personnel must go via Build Accreditation before coming onto site and read Site Rules. Site Rules specify site speed limits and for pedestrians to use the Green Cross Code on all roads and temporary (trackway) roads.
- Vehicle Numbers – Non-essential vehicles are not permitted onto site thus keeping vehicles numbers to a practicable number. Parking is available for site personnel and visitors at Build Accreditation with a shuttle bus service to site.
- Plant – Operating plant is designated as a high-risk activity at FoS and as such all plant operators will require a permit to operate. The permit will be issued following documentation checks and a thorough brief of pedestrian safety expectations. See the contractor handbook for further details.
- Entrances and exits – Entrance ways are intended for vehicle use. Buses are available to transport personnel from Build Accreditation onto site.
- Speed Limits – Speed Limit Signage will be displayed in suitable locations. 5mph speed restriction is in place within the main FOS build area.
- Obstructions – we ensure obstructions that may cause blind spots are cleared.

Access to Laundry Green and Goodwood House is maintained throughout the build and break phase. Please be mindful that staff in these locations are not part of the build and will not be wearing PPE.

Turning Vehicles

The need for vehicles to reverse should be avoided where possible as reversing is a major cause of fatal accidents.

- Trackway layout allows for large vehicles to be able to enter the site via Gate 1 and out via Gate 2, via a downhill route throughout without the need to reverse. One-way systems will be used for all vehicles between 7th-9th July, and when traffic density warrants it outside of these dates.
- Turning circles on main routes are designated so that vehicles can turn without reversing.

Visibility

If vehicles reverse in areas where pedestrians cannot be excluded the risk is elevated and visibility becomes a vital consideration. All contractors should consider:

- Aids for drivers - mirrors, CCTV cameras or reversing alarms that can help drivers see movement all around the vehicle;
- Signallers - who can be appointed to control manoeuvres and who are trained in the task;
- Lighting – if contractors intend to late work, lighting requirements must be considered for safe working and vehicle/pedestrian safety.
- Clothing - pedestrians on site should be wearing high-visibility clothing as per site rules.

Signs and instructions

We require all on site to familiarise themselves with routes and traffic rules on site. We use standard road signs where appropriate.

We provide induction training for drivers, workers and visitors alike.

31. Welfare on Site

Toilets

Our toilets are suitable and sufficient, ventilated, lit and kept in a clean and orderly condition. Washing facilities are provided so that workers can use them immediately after using the toilet.

Washing facilities

General washing facilities are also suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms.

The facilities include:

- clean hot and cold, or warm, running water;
- soap or other suitable means of cleaning;
- paper towels or other suitable means of drying;

Drinking water

Drinking water is provided or made available at readily accessible and suitable places. Please ensure all staff are familiar with where they can obtain drinking water.

Facilities for rest

A staff welfare rest area is provided and equipped with tables and seating (with backs) sufficient for the number of persons likely to visit it at any one time. There are arrangements for meals to be prepared and eaten, plus means for boiling water.

Food

Food will be available to purchase on site throughout the build period, initially from a mobile caterer and then from the Staff Welfare facility.

32. Materials storage and Waste Management

Materials

Safe and efficient materials storage depends on good co-operation and co-ordination between everyone involved including, client, contractors, suppliers and trades. All should play their part in:

- Hazardous and Flammable materials – Hazardous or flammable storage requirements should be discussed with the Goodwood H&S Team. We store these away from other materials and protect them from accidental ignition. Aggreko is the site dedicated power provider and as such is the only contractor permitted to store and provide fuel. All refuelling is to be booked in with Aggreko. No other contractors may bring fuel onto site.
- Storage at height - if materials are stored at height e.g. on top of a container, we make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment;
- Tidiness – we keep all storage areas tidy, whether in the main compound or on the site itself; and
- Deliveries – we plan deliveries to keep the amount of materials on site to a minimum.

Waste management

There is detailed legislation governing the proper disposal of waste, ranging from low risk waste through to hazardous waste. These laws are enforced by the Environment Agency and Local Authorities.

However, all waste produced can also present a real safety hazard to workers on site if it is not properly managed throughout the project. Veolia are appointed as our waste contractor and ensure that waste streams produced during building work are managed in a timely and effective way through our on-site recycling centre. Any hazardous waste must be notified to the Goodwood team.

All personnel should play their part in:

- Flammable materials - we make sure that all flammable waste materials (such as packaging and timber offcuts) are cleared away regularly to reduce fire risks;
- Work areas – we make clearing waste a priority for all trades and check that everyone is aware of what is required and that it is being done;
- Skips - waste materials are stored safely before their removal from the site so we make sure that we allow sufficient space for waste skips and bins etc. We plan where the skips can be positioned and how often they will need to be collected;
- Waste within structures – we ask contractors to consider waste generated inside structures and whether to provide wheeled bins or chutes etc.

33. COSHH

Goodwood must be notified of a Contractor's intent to import substances hazardous to health onto any of its projects or premises. Notification will take place by the Contractor providing Goodwood with a copy of the substance's material safety data sheet (MSDS) and a copy of the respective company's Control of Substances Hazardous to Health (COSHH) assessment through Verature.

All personnel who will be using substances hazardous to health must be provided with all the necessary information, instruction, training, supervision and personal protective equipment as required by the COSHH assessment.

Any Contractor bringing LPG cylinders or any other highly flammable gasses onto site must adhere to the following instructions:

- Only the minimum amounts of flammable gasses should be brought onto the project and Contractors must have in place arrangements for their safe storage and timely removal of empty cylinders
- All cylinders not in use must be stored outside in a compound at an agreed location not less than six metres from any building and stored in an upright manner. The compound must be divided to separate full cylinders from empty ones and be clearly marked HIGHLY FLAMMABLE GAS-NO SMOKING. Oxygen cylinders must be stored at least 3 metres away from other cylinders.
- It is prohibited to keep additional or unnecessary cylinders (including empty ones).
- Cylinders when in use on site must be secured in an upright position
- Cylinders must be fitted with the correct regulator, hoses, crimped connections and (where used with burning/welding gear) gauges and flashback arrestors. A programme of planned inspection of all equipment must be initiated and competent persons must only install equipment.
- Suitable fire extinguishers must be provided, adjacent to where highly flammable gasses are stored or used
- Where a Contractor wishes to bring highly flammable liquids onto a project they must first liaise with Event Health and Safety Team and agree suitable control measures for the storage and use of such materials.

Unauthorised materials found onsite will be immediately removed. The use of highly flammable liquids and materials should be avoided wherever possible.

34. Plant

Plant operation requires a Permit to operate where we check each operator's training records and confirm that they are using suitably maintained and inspected equipment and will undertake pre-use checks prior to commencement.

35. Craning

- Cranes require a specific Permit to work where we undertake both equipment and operator competency checks and that a documented lifting plan is in place. A crane authorisation request form is required to be submitted which is reviewed by the health and safety team before issuing a permit to crane.

36. Work at height

Contractors are required to observe the Work at Height Regulations specific control hierarchy and to ensure that they do not work on live or unprotected edges.

A risk assessment and method statement (RAMS) must be produced by contractors for all work at height that specifies the type of access, workplace, and/or equipment provided to prevent persons and materials falling. The risk assessment and method statement must include a rescue plan where required (e.g. where personnel are using safety harnesses as a control measure).

37. Electricity

Our direct contractors, Aggreko, control the electrical infrastructure of the event. All electrical feeds must be booked through Aggreko. Any electrical work required must be planned via Goodwood.

38. Fire

Smoking is not permitted within any structure, or temporary structure, or whilst working on a project. Smoking is permitted in the open air away from fuel and combustibles.

Only fire rated materials in compliance with the AEV's e-Guide are to be allowed throughout the build and personnel are not permitted to undertake hot works without a permit to work and suitable controls.

Contractors have a responsibility to ensure that they have a system for accounting for their site personnel in case of an emergency. Contractors must be able to confirm that they can roll call all their staff working onsite. Where contractors are working in a structure, they should be able to demonstrate they can clear their work area suitably. Contractors working onsite should have basic knowledge and training in fire safety.

39. Emergency Preparedness and Accident Response

Goodwood maintains detailed emergency plans for the site.

These procedures are clearly on display in the control office and are carried in hardcopy form by key safety personnel.

There has been suitable training including a table top exercise and other procedures are practiced during drills.

There is clear, documented integration between the Health and Safety team and other emergency response teams at the event.

Clear accident categories are assigned for internal reporting and there is a clear RIDDOR position documented with regards to who will report accidents taking place at the event.

Plans ensure that suitable first aid provision is made available on site.

40. First Aid

Each contractor should ensure that adequate numbers of first aiders are available to cover the number of personnel on site. No lone working is permitted at night and contractors must ensure first aiders are present if working late. First Aid boxes are located at Gate 1, Site Operations office.

The following operatives working onsite are first aid trained:

Name	Based/Location	Contact details
Event H&S	H&S Office, Gate 1	07977 996820
Goodwood Security	Goodwood House	Security Control 01243 755101 07909 876823
Georgio Villa	Gate 1	07980 767412
Lauren Scott	Gate 1	07890 432910
Eleanor Skipp	Gate 1	07929 750735

The Nearest Accident and Emergency Hospital is as follows:
St Richard's Hospital, Spitalfield Ln, Chichester PO19 6SE
Phone: 01243 788122

All accidents and incidents must be reported to the Event Health and Safety Team.

41. Structures

Goodwood engages with planning and monitoring activity to oversee that all structure at the event (both directly commissioned and third-party partner structure) will be erected in a sequence that will ensure that at all points in the build – including dismantling during breakdown - it remains stable. All structural designs are to be added to Verature for approval.

Complex structures will be inspected by a structural engineer. Lighting protection and earthing must be provided on structures subject to risk assessment.

42. Slips, Trips & Falls

Event Ops, the Event Health and Safety team and stewards patrol site during build-up and break-down phases to ensure the site is being kept free of waste and that all contractors are affecting suitable housekeeping.

The general site infrastructure is well maintained to avoid trips.

43. Consultation and Cooperation

Direct contractors have been consulted with at Contractor meeting stage. They have been actively encouraged to input into Goodwood's Health and Safety processes. Applicable Safety Advisory Group (SAG) and other stakeholders are consulted with in relation to risk assessments and planned control processes.

Contractors are encouraged to conduct task briefings. They should take place on a regular basis (usually daily). These briefings will give the workforce a chance to discuss the tasks and input into the safest and most productive ways to undertake them.

44. Competence

Goodwood's employees and temporary personnel are required to undertake appropriate training and where required, formal qualifications for their respective roles.

Goodwood's direct contractors undergo due diligence checks to determine their competence.

Third party contractors undergo a "stand design and safety submissions inspection" process to give Goodwood an overview of their respective mini-CDM site activities.

Check

45. Measuring performance

Goodwood will measure its health and safety performance during the event against the following criteria:

- The collation and collaborative review of all directly procured contractors risk assessments and method statements.
- The capture of all incidents and near misses into a reviewable format.
- Captured incidents and near misses analysed and used to develop and improve processes for the next event.

Health and Safety Objectives

Goodwood is committed to ensuring, as far as reasonably practicable the health, safety and welfare of all employees and any others likely to be affected by its works. Furthermore, we are committed to providing a work environment both safe and free from health hazards for all working within its activities together with the members of the public. Our philosophy is not only to meet all current statutory legislation but to integrate health and safety best practice during all stages of our operations.

The company will promote and encourage a project safety culture, ensuring all associated with the project aim towards achieving the following objectives:

- Zero reportable major accidents or dangerous occurrences during the construction phase.
- No unplanned downtime or disruption caused by the project's works.
- Ensuring that the general public and other third parties are not exposed to risk and any inconvenience is minimized.
- Recognising operatives for working safety on site and participating in safety initiatives.

46. Monitoring

The Event Health and Safety Team will monitor all works and complete a daily log as previously described. It will use observations to help shape content for the following day's monitoring activity and site communications. All personnel tasked with safety monitoring have demonstrable competence. They have been inducted into Goodwood's monitoring and escalation requirements and issued with checklist and record keeping documentation. This includes a mandate for spot checking passes / inductions and for checking for permits across all applicable work activities. Appropriate escalation is in place. Safety personnel log their observations, interventions and escalations in a daily record spreadsheet. A log of "Major Non-Conformity" is maintained. The team's brief is regularly expanded to include monitoring of new corrective actions, a focus on themes, priorities for the day etc.

47. Audit

New corrective actions, put in place following incidents, will be recorded so that the Safety Team can audit at regular intervals to ensure ongoing implementation. All Goodwood events are audited on a three yearly cycle capturing the building, live event and break. A scope for proactive internal audit is being documented and undertaken.

Act

48. Reviewing performance and learning lessons

Observations, interventions and escalations are reviewed daily to establish trends and set corrective actions. "Health and Safety File" information is collated that will carry forward significant special processes and lessons learned into subsequent events and related projects.

49. Safety Performance

In order to closely monitor safety performance Goodwood periodically undertake audits of the Contractors. Daily informal inspections of the work area will be undertaken by Goodwood teams. More thorough inspections are conducted by Event management staff and Goodwood H&S.

As part of the weekly H&S inspection all permits in place on site will also be audited and failures in the system will be noted on the formal paperwork issued to the contractors.



The aim of the contractor's audit is to measure their compliance with their legal duties, the Goodwood Health and Safety Rules and the contractor's own systems as specified in the provided Risk Assessments and Method Statements.

The aim of the management audits is to measure the implementation of the health and safety internal systems and procedures. Each procedure in the H&S Management system has a set of deliverable checklists which outline the requirements for the audit. Audits are undertaken both internally and externally.

The event operations team meet on a daily basis to discuss event safety with the Event Health and Safety team. During these meetings the cause and effect of serious project accidents, incidents and near misses are discussed along with any upcoming activities.