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# SAFETY FIRST



## CONTRACTOR HANDBOOK

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# INTRODUCTION



We're in business to give our guests memorable experiences. Fun experiences. Magical experiences. But to provide great experiences to our guests, we need to achieve the very best standards in Health, Safety and Security.

How do we do this? In three very special ways:

1. By using some of the best, most advanced systems and practices around.
2. By being obsessive about health, safety and security – whether we're installing a new ride, maintaining an attraction or constructing a new building.
3. By making this obsession a constant - whether we are a contractor or employee.

We call it "Protecting the Magic" and as a contracting company it's also down to YOU.

Everyone working for us has a crucial part to play in protecting our guests, our colleagues and all the animals we care for.

So how can you do your bit to Protect the Magic? It's simple. Stick to the basic rules in this Handbook. There may also be some extra ones for the specific attraction / site you're working at. You need to understand those too.

**All contracting companies and their people must adhere to the Health, Safety and Security requirements set out in this Handbook. Failure to do so may result in a contractor(s) being asked to leave the work site and contracts being cancelled.**

This Handbook has been produced for distribution to contracting companies and their employees working, or intending to work, at any of our sites / attractions. The Handbook does not attempt to impart knowledge or instruct contracting companies about things that are inherently part of their trade competency, or for which they have a legal obligation.

As a contracting company it is your responsibility, when sub-contracting any work, to ensure that your sub-contractors also adhere to the requirements set out in this Handbook.

These rules and procedures are not exhaustive, so please also look at the requirements of the relevant health, safety and security legislation.





## SIX SPELLS FOR SAFETY

To help Protect the Magic, you need magic. Magic spells, to be precise. So we've developed Six Spells for Safety. Contracting companies, and their people, must ensure that they follow these golden rules whatever they're doing:



### Use your head

Think 'Safety First' before starting every task.



### Be on guard

Keep guests, colleagues and animals safe.



### Do it right

Follow all safety rules, signs and practices.



### Take a minute

Always keep your work area safe, secure and tidy.



### Tell us now

Report anything unsafe and ask if you're ever unsure.



### Help us all

Share your ideas for improving safety.



## CONTROL OF CONTRACTING COMPANIES

All on-site works / contracts will be in the charge of a Merlin Manager, who will help ensure you follow the advice set out in this Handbook.

Your Merlin Manager could be any Merlin person in a management position, or an appointed agent, who is responsible for engaging the services of a contracting company for business related activities.

The overall health and safety process for the effective control of contracting companies for which the Merlin Manager is responsible looks like this:



When you've successfully qualified and been appointed, you'll be briefed on the requirements contained in this Handbook before, or, on arrival at any attraction / site. Everybody must adhere to the requirements set out in this Handbook.

There may also be additional attraction / site specific safety and security rules, or arrangements for contractor induction and works approval that you need to know about.

At the earliest opportunity, all necessary information relating to safety hazards created by our site operations / activities will be shared with you (see 'Attraction / Site Information' section below).

### ATTRACTION / SITE INFORMATION

It is the responsibility of your Merlin Manager to give you the right information at the right time to safeguard the health, safety and security of our guests, our contractors, our employees and any animals in Merlin's care throughout your work.

You may also find the following reference documents useful:

- Site Drawings and Plans.
- Risk Assessments.
- Codes of Safe Working Practice / Safety Procedures.
- Relevant content from a Building / Operations Manual.
- Any other relevant information which may include times of fire alarm tests, evacuation procedures, signing-in procedures, first aid information and security procedures.





# REQUIREMENTS FOR CONTRACTING COMPANIES

## 1) Supervision and Competency

You must appoint a named, competent, supervisor to be responsible for safety and to act as your representative on site. Self-employed individuals can nominate themselves.

The contracting company must ensure that their people are suitably trained and competent before starting any work at our attractions or on-site. The contracting company must receive adequate instruction for all jobs with regard to health, safety and security and have the necessary equipment and protective clothing to carry out their work safely.

## 2) Risk Assessments / Job Hazard Analyses

You are responsible for ensuring that a suitable Risk Assessment or Job Hazard Analysis is in place for all work activities. Please note that many of our attractions are complex and other contracting companies may be involved in the work area.

When asked, you'll need to provide copies of your Risk Assessment or Job Hazard Analysis, together with any other relevant safety or security documentation e.g. training certificates.

All significant findings and control measures identified through this process must be communicated to all your employees (including subcontractors) and comprehensively implemented. What's more, significant findings should also be shared with other people who might be affected.

All applicable Building Legislation / Code requirements must be adhered to in the design, build, refurbishment or modification to any of our structures.

## 3) Site Access and Induction

All your employees and sub-contractors must always sign in and sign out when visiting and working at an attraction or site, using our formal "Contractors" security pass system every time. On your first visit, you'll be told about site-specific health, safety and security rules - either via the site specific induction process, verbally by your Merlin Manager or in writing in the form of a local site information leaflet.

All visitors / contractors will be expected to wear identification provided (e.g. passes/lanyards, etc.)

Particular care should be taken when driving on any of our sites and observing the speed limit goes without saying. Parking must only be within designated bays / areas.

Don't forget... We also operate a No Smoking policy other than in designated areas.

## 4) Authorisation to Work

Your Merlin Manager must authorise all works before they start. Authorisation to proceed will only be given if and when all the necessary health, safety and security issues have been addressed, and satisfactory documentation provided. You cannot start any work before then.





## 5) Permit to Work

High-risk activities at our premises must be carried out under the application of a Permit to Work procedure.

You will be responsible for ensuring the completion of any required Permit to Work before starting, and for liaising with your Merlin Manager so that the proposed work can be completed safely.

Work activities where Permits to Work are typically required include:

- Work in any Ride Areas.
- Work in any Dangerous Animal enclosures / tanks.
- Work in any confined spaces.
- Roof work (where there is a risk of falling; no edge protection).
- Work on lifts.
- Certain works on fire alarms and fire protection systems.
- Operations involving cranes and/or mobile elevated working platforms.
- Asbestos operations.
- Hot works e.g. welding, burning, brazing, roof pitching, the cutting/grinding of metal (producing sparks).
- Excavation works and any sub-terrain works below 5cm (except standard landscaping duties).
- High voltage electrical work.
- Work on, or with, generators and/or UPS systems.
- Breaking into lines carrying hazardous or pressurised substances (e.g. lines containing steam, fuel, gas, compressed air, solvents or acids).
- Demolition operations.

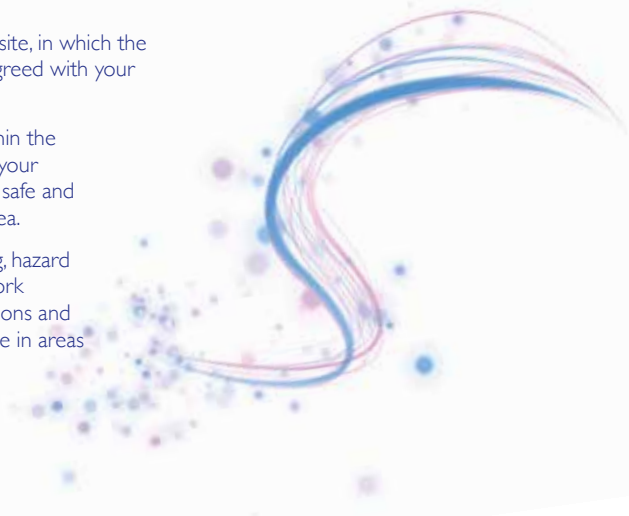
Your Merlin Manager will be able to advise on the specific list of activities / work areas that require a formal Permit to Work.

## 6) Designated Work Areas

The work areas, within our attraction / site, in which the works are to be carried out, must be agreed with your Merlin Manager.

Before moving to a new work area within the attraction / site, you need to report to your Merlin Manager, who will make sure it's safe and convenient to start work in the new area.

Suitable measures (e.g. hoarding, fencing, hazard tape etc.) should be taken to secure work areas from access by unauthorised persons and particularly so when work is taking place in areas occupied by members of the public.



## 7) Restricted Areas

Under no circumstances may any contracting company's employees enter restricted areas without prior permission from your Merlin Manager and, where appropriate, other managers in control of the area.

Interfering with the controls of our equipment and the handling of our products is forbidden unless authorised by your Merlin Manager.

Strict lock-off procedures apply for entry into ride areas, irrespective of whether the ride in question is operational or not. Details of these procedures will be communicated to all contractors as part of the induction / permit to work process.

## 8) Fire Prevention

Fires can be caused by the neglect or misuse of electrical wires, fittings and equipment. That could mean overheating circuits, poor wiring, over-loading extension leads, using unauthorised electrical appliances and fitting the wrong rating of fuse. To help prevent the outbreak of fire:

- Electrical equipment should be inspected regularly.
- Wiring or fitting faults must be reported and repaired promptly.
- Before leaving site you must ensure that all ignition sources have been extinguished and that all electrical apparatus has been switched off, where applicable. Every time. No question.

All Hot Works (e.g. welding, burning, brazing, roof pitching, the cutting/grinding of metal producing spark) must be controlled via the use of a Hot Work Permit (check out the section above on Permits to Work).

Smoking is still a major cause of fire. Cigarette butts must be fully extinguished and discarded safely. We operate a No Smoking policy.

Some materials are vulnerable to ignition and fire. Packing materials, paints, flammable liquids or aerosols should be kept to a minimum and stored safely away from sources of ignition. Good housekeeping standards must also be maintained at all times.

Particular care should be taken with highly flammable materials such as glues, solvents, and chemical and gas cylinders. Where possible, these should be kept in a separate storage area.





## 9) Tools and Equipment (including Personal Protective Equipment)

### PROVISION / USE

You must supply all the necessary tools, equipment, protective clothing and safety equipment required to carry out your work. Equipment will not normally be loaned to you by our attraction / site unless expressly approved by your Merlin Manager.

All portable electrical work tools / equipment should operate from a 110v transformer (or local equivalent), or be battery powered. If you can't do this, 240v (or local equivalent) portable electrical work tools / equipment must only be used under the direct supervision of a competent person and be fitted with an appropriate Residual Current Device safety cut-out. All portable electrical work tools / equipment should be periodically tested and carry a valid test label.

Our specialist access equipment may be available for use, subject to:

- Prior permission of your Merlin Manager and, where appropriate, the relevant business department owning the equipment.
- Completion of a Risk Assessment / Job Hazard Analysis by the contracting company which will ensure the suitability of equipment for the work to be undertaken.
- Proof of competency to use any such equipment.
- Availability and suitability of the equipment.

You must at all times make full and proper use of appropriate personal protective equipment, as demanded by either the work or the environment (e.g. protective clothing, gloves, hard hats, ear defenders, eye protection, safety shoes, respiratory protective equipment, fall protection equipment).

You also need to supply your employees with appropriate personal protective equipment and you're responsible for its correct maintenance and inspection.

No tools or equipment should be left unattended in any public occupied areas unless suitably secured. Take all tools away with you when you've finished. On no account must any tools be left on board rides or in elevated locations.

Appropriate tool tethers or other security measures are necessary when tools are used at height and where there is a foreseeable risk that they may fall onto people below.

## MAINTENANCE

It's your job to make sure that any tools or equipment are maintained in a safe working condition, in line with manufacturers' guidelines. If your Merlin Manager finds tools or equipment to be unsuitable or in an unsatisfactory condition they must be removed from site immediately.

## INSPECTION

All tools and equipment used by a contracting company must be periodically inspected in accordance with manufacturers' guidelines and all relevant legal requirements. Suitable records must be kept. Your Merlin Manager will have the right at any time to:

- Inspect tools, plant or equipment used by a contracting company.
- View copies of all relevant test and inspection records related to those tools, plant or equipment.

## 10) Electrical Safety

You must take reasonable steps to carry out electrical work safely. In particular:

- All applicable legislation and best practice must be implemented.
- Anyone carrying out electrical work has to be either sufficiently competent or appropriately supervised.
- Suitable risk assessments / job hazard analyses should be in place.
- Ensure that documented safe systems of work are provided and maintained where necessary.
- All electrical equipment has to be suitably selected, in line with its purpose, location and expected conditions of use.
- Electrical equipment must be used or operated in a safe manner, according to its intended purpose, and maintained in a safe condition.
- Adequate safe working space, means of access and lighting should be provided for all electrical equipment upon which, or near which, work is to be carried out.
- Work on, or near, live conductors must be avoided wherever practical and suitable methods of safe isolation adopted.
- Electrical equipment must be of sufficient strength, capability and construction to comply with appropriate safety / technical standards, depending on its intended purpose, location or expected conditions of use.
- Relevant post work documentation must be provided (e.g. Minor Electrical Works Certificates, Electrical Installation Certificates, Periodic Inspection/Test Reports etc.) as per local legal requirements / standards.





## 11) Live Electrical Working

Live electrical working with tools, other than for testing purposes by appropriately trained, competent and authorised individuals using approved equipment, is not permitted. Where such work is necessary it must be controlled by a comprehensive risk assessment / job hazard analysis and method statement. It should also be under the direct supervision of an authorised and competent person.

## 12) Lifting Equipment

The use of lifting equipment must comply with the requirements of any applicable lifting and work equipment legislation. Upon request, give your Merlin Manager copies of any necessary certificates of inspection for all lifting equipment brought on to our attraction / site.

## 13) Lifting Operations

Lifting operations must be undertaken in accordance with the requirements of any applicable lifting and work equipment legislation. In particular, lifting operations must be planned, supervised and carried out by competent people.

## 14) Scaffolding

The contracting company will be responsible for ensuring that any scaffolding put up for work is erected by a competent person, fit for purpose and regularly inspected. Copies of relevant inspection records must be held on site throughout the project and made available for inspection by your Merlin Manager.

Incomplete scaffolds and those which have not been subject to the requisite regular inspection must have 'Do Not Use' notices displayed. Scaffolds shall only be altered by competent persons and must be re-inspected before being used again, including after strong winds or any other incident situation whereby the safety of the scaffold structure may have been compromised.



## 15) Working at Height

Physical barriers, scaffolding, ladders, fall arrest / restraint equipment (e.g. safety harnesses and lanyards) or other safe methods of working should be used to prevent falls from height.

Anyone working on, or near, a fragile roof must ensure the work is carried out safely including the use, where appropriate, of physical barriers, safe means of access and fall arrest / restraint equipment.

Ladders should only be used where it is safe to do so. They should be adequately secured to prevent movement when in use and be in good condition.

Before the start of any work at height, talk to your Merlin Manager and check for the presence of overhead services or equipment (e.g. electric cables, ride structures). A signed Permit to Work may be required before you start if there is a risk of falling or no edge protection is provided.

## 16) Excavation & Ground Penetration Work

Before the start of any excavation / trenching or other work involving ground penetration (e.g. ground anchors for marquees, tent pegs, manual/mechanical digging etc.) consult your Merlin Manager and check for underground services (e.g. electrical and communications cables, drains, sewers, pipework, gas and water supply lines). A signed Permit to Work must be obtained before you start and followed throughout.

## 17) Electrical, Cabled and Piped Services

Get written approval from your Merlin Manager before working on these services.

Your Merlin Manager must also approve any disruption to any services, including isolation, reinstatement or commissioning.

You will be wholly responsible for the supply and installation of any connection, as well as its satisfactory removal and reinstatement when you've finished.



## 18) Hazardous Materials and Substances

The use of hazardous substances and/or processes must comply with relevant chemical safety legislation. If you're bringing materials or substances of a hazardous nature to any of our attractions / premises, you will need relevant chemical assessment records and Material Safety Data Sheets.

Don't leave any hazardous materials or substances unattended in any public occupied areas unless they're suitably secured.

Where appropriate, agree the means of storage with your Merlin Manager.

## 19) Asbestos

When relevant, your Merlin Manager will provide you with information about the location and condition of any asbestos containing material at our premises.

Where applicable, only licensed / accredited contracting companies are allowed to handle asbestos. Materials containing asbestos are not allowed onto any of our sites.

Any work on materials containing asbestos must be done in accordance with relevant legal requirements and Permit to Work procedures. Detailed risk assessments / job hazard analyses, competent contractors and appropriate protective equipment will need to be demonstrated to your Merlin Manager.

## 20) Compressed Gas Cylinders

If you're working with compressed gas cylinders, including those used for oxyacetylene welding and cutting, they should be secured in an upright position at all times. Oxygen and fuel gas cylinders must be stored at least 4 metres apart and away from points of contact which may cause rupture or ignition. The contents of these cylinders must be correctly and clearly labelled and any relevant hazards highlighted. Gas cylinders should always be stored properly and removed from site after use.

## 21) Barriers and Fencing / Screening

Suitable barriers must be erected around any hole, excavation, open pit, lifted flooring, building works, or other hazardous work areas, supplemented with safety signs and, where applicable, suitable lighting by night. This is particularly important for short duration work. You need to ensure that any excavation is adequately covered / fenced when you leave and you are responsible for providing barriers, notices and lighting unless otherwise agreed beforehand with your Merlin Manager.

## 22) Notices / Safety Signs

Merlin safety signs and instruction notices displayed on site are there for a reason. Please follow their advice! You are responsible for supplying and displaying sufficient safety signs of your own to prevent injury to guests, Merlin's employees and your own people. The positioning of these notices must be agreed with your Merlin Manager.

## 23) Lifts and Service Hoists

Work on, or involving, lifts and hoists may only be undertaken with the permission of your Merlin Manager - after you've done a Risk Assessment / Job Hazard Analysis to ensure the suitability of the lift or hoist for the load to be carried and the surrounding environment.





## 24) Noise and Vibration / Dust / Fumes / Smoke

Practical steps must be taken to control and minimise any physical agents or nuisances created by your own operations. The relevant activity Risk Assessment / Job Hazard Analysis should include how exposure to individuals is to be prevented or controlled and how in-take through air-conditioning systems etc. is to be avoided. Please pay particular attention to the proximity of, and any possible impact on, ride or technical areas, smoke detectors or fire alarm systems (isolations or detector caps may be required). Full or partial isolation of fire alarm / detection systems must only be undertaken with the formal permission of your Merlin Manager.

Work around IT and telecommunications equipment can result in the loss of, or interruption to, business services. You must inform your Merlin Manager in advance if any of this cannot be avoided.

## 25) Housekeeping

Work areas should be kept clean, tidy and free from unnecessary obstructions and tools at all times. All pathways, thoroughfares and escape routes must be kept clear and free from hazards.

All wastes, unless otherwise agreed, are to be removed regularly from site, disposed of in an environmentally sensitive manner and in accordance with relevant legislation. You can only keep salvaged items somewhere that you agree with your Merlin Manager.

## 26) Workshops and Maintenance Facilities

Contractors are not normally permitted to use our workshops or maintenance facilities unless they have prior permission from their Merlin Manager and the facilities owner / manager; pending the availability and suitability of the area.

## 27) Storage Areas

Your Merlin Manager will tell you where you can set up any temporary work cabins or other temporary storage facilities before you arrive.

## 28) Welfare Facilities

Attraction / site welfare facilities (e.g. canteens, rest rooms etc.), subject to prior permission of your Merlin Manager, may be used but any unclean work wear, including shoes, should not be worn in any welfare areas.

## 29) Discipline

You are responsible for the discipline and behaviour of your employees, including any sub-contractors. Anyone found acting in any unacceptable or dangerous way will be required to leave site.

## 30) Unsafe Working Practices / Conditions

You are required to operate in a responsible and safe manner **at all times**. If you become involved in unsafe practices or unsafe working conditions, you may be asked to stop work. Where it is evident that there is serious or imminent danger, any Merlin employee can request that work stops.

We also reserve the right to remove any contracting company and/or its employee(s) from our attractions / sites, and if necessary terminate the contract with the contracting company. Such actions will jeopardise any future use by Merlin of that contracting company.



## 31) Alcohol and Illegal Drugs

No alcohol or illegal drugs / substances must be brought onto any of our sites. Anybody who in Merlin's reasonable view is under the influence of alcohol or illegal drugs / substances may be prevented from entering, or ejected, from the site and reported to their manager. Such actions will jeopardise any future use by Merlin of that contracting company. Merlin reserves the right to undertake drug and/or alcohol testing subject to any relevant local legal requirements / restrictions.

## 32) Environmental Protection

We are aware of our environmental responsibilities and require legal compliance as a minimum standard from our contracting companies. Environmental nuisances such as noise, dusts and odours must be appropriately managed, emissions to air controlled and there cannot be any discharge to drains / sewer systems unless clearance has been given by your Merlin Manager.

We encourage you to minimise, segregate and recycle wastes whenever practicable – and follow all legislative requirements. Keep wastes secure and remove them from site regularly. Only keep salvaged items somewhere that's been agreed with your Merlin Manager.

### 33) Vehicles on Site

All contracting company vehicles must be in good condition, fit for purpose, compliant with appropriate legal obligations (e.g. insurance, periodic testing/certification etc.) and operated by appropriately trained / licenced people.

Please follow our site specific speed limits at all times and wear seat belts (where fitted). Mobile phones should not be used whilst driving any vehicle on site, unless via a suitable hands free kit.

You can only drive vehicles in public occupied pedestrianised areas (e.g. theme parks etc.) if approved by your Merlin Manager. This will depend on timing, location and other site restrictions. Your Merlin Manager will also provide you with parking instructions and permits if you need them.

### 34) Security

Security arrangements will vary by site and need to be followed by everyone.

We cannot accept any responsibility for damage / loss of contractor plant, equipment or personal belongings. If anything goes missing, please report it to your Merlin Manager immediately.

To keep our guests, employees and animals in our care safe, we reserve the right to search both contracting company vehicles and contractors at any time.

### 35) Safety Around Animals

Many of our aquarium, zoo and wildlife based attractions have animals on site and some of these animals may be dangerous to humans (e.g. lions, venomous aquatic species and reptiles etc). On no account should you go into any animal enclosure / tank without authorisation from your Merlin Manager or another nominated person on site. Strict access safety procedures are in place for all dangerous animal enclosures and everybody needs to follow these at all times.

Some animals (including aquatic wildlife) are extremely sensitive to environmental conditions. Please avoid excess levels of noise, dust etc. in areas occupied by animals and don't allow dust or chemical contamination in aquarium tanks and other watercourses.

### 36) Safety Information

Information about your completed work on site such as as-built drawings, schematic diagrams of installed services, equipment safety / test certificates, operation and maintenance manuals of plant / equipment etc. should be given to your Merlin Manager, in reasonable timescales and local language.

### 37) Confined Spaces

You can't work in confined spaces where there are hazardous gases / fumes, oxygen deficiency / enrichment etc. unless you have a site permit and adhere to legal requirements.







# EMERGENCY ARRANGEMENTS

## 38) Emergency Evacuation

We have site specific rules, restricted areas and emergency arrangements which your Merlin Manager will explain to you.

In general, this is what to do in event of a fire:

1. If you see fire or smoke, raise the alarm and shut the door.
2. Leave the building / area immediately using the nearest available fire route. Remember to make safe your work area / equipment before you leave and shut all doors behind you.
3. Don't panic and go back for your belongings or run in the wrong direction. And don't use the lift.
4. Only tackle any fires that are blocking your way out if they're small and you've been trained to use fire extinguishers. Remember: fire-fighting is much less important than your safety – don't put yourself at risk.
5. When you've reached a place of safety, make sure the Fire Service has been called. Contact security personnel to check whether it's been done or call them yourself.
6. Go to the designated meeting point for a roll-call and wait there until the all clear is given. Do not re-enter the building until instructed to do so.

It is necessary for you to explain the following to the people who work for you:

- Our fire alarm, its testing day / time, along with assembly points and evacuation routes to be used in the event of an emergency.
- Any other evacuation arrangements (e.g. for persons with special needs).
- The need to ensure that access routes for emergency services vehicles are kept clear at all times.

It's your job, not Merlin's, to bring this information to the attention of all sub-contractors.



## 39) First Aid

As a contracting company, you are expected to provide first aid facilities / resources in line with your legal obligations but you can use Merlin's site / attraction medical facilities or resources if necessary.

## 40) Accident / Incident Reporting

If an accident happens while you're working at an attraction / site, no matter whether it's an injury or near miss, major or minor, you must tell your Merlin Manager as soon as possible.

An Accident / Incident Report Form must be completed and passed to your Merlin Manager.

It's your job to tell the relevant external enforcement authorities about applicable incidents, in accordance with your legal obligations.





## SAFETY CHECKLISTS

### 41) For Merlin Managers

- ☐ Ensure that the contracting company and everybody working for them have been briefed on our Health, Safety & Security requirements for the attraction / site, and the requirements set out in this Handbook.
- ☐ Ensure the contracting company is made aware of any operational hazards.
- ☐ Obtain a copy of the contracting company's Risk Assessment / Job Hazard Analysis before the commencement of works. Examine for suitability / appropriateness.
- ☐ Ensure that all the contracting company's employees are briefed on attraction / site health and safety information, including site rules and procedures, fire alarm information, restricted areas and emergency evacuation arrangements.
- ☐ Ensure security passes are carried and displayed at all times, where applicable.
- ☐ When ready, authorise the contracting company to start work.
- ☐ Where appropriate, ensure that any necessary Permits to Work have been obtained before work commences.
- ☐ Monitor the health and safety performance and standards displayed by the contracting company during the term of the works. Report any non-compliances, unsafe acts or conditions to the contracting company.
- ☐ Ensure all incidents are reported on MIDAS and investigated accordingly.



### 42) For Contracting Companies

- Ensure everybody understands Merlin's site Health, Safety & Security requirements, and the requirements set out in this Handbook.
- Ensure a suitable Risk Assessment / Job Hazard Analysis exists for the work you're going to do.
- Where appropriate, appoint an on-site works supervisor and conduct a tool box talk / safety briefing before starting.
- Ensure everybody's signed in and receives a Health, Safety & Security induction.
- Only start work when authorised to do so by your Merlin Manager.
- Ensure a Permit to Work is issued for any work that needs it.
- Ensure safety signs and barriers are provided as required.
- Ensure escape routes and exits are free from obstructions, and fire doors kept closed.
- Ensure all fire extinguishers are kept accessible.
- Ensure all walkways are free from obstruction.
- Ensure all extension leads and trailing power supplies are safely managed.
- Ensure chemical assessments and Material Safety Data Sheets are available.
- Ensure tools and materials are contained in the designated area.
- Ensure all plant, equipment and vehicles are in good condition.
- Ensure the work activity does not create potential hazards, e.g.
  - high-level working (where there is a risk of falling).
  - hazardous substances.
  - temporary electrical working.
- Ensure the integrity of the fire alarm / detection system.
- Ensure the safety of guests and Merlin employees.
- Ensure that unacceptable levels of noise, fumes or dust are avoided.
- Ensure that all necessary Personal Protective Equipment or Clothing is provided and worn.
- When you've finished the job, ensure that your work area is made safe and tidy.
- Report all incidents to your Merlin Manager.



ADDITIONAL SITE SAFETY  
INFORMATION

Lined area for additional site safety information on page 24.



Lined area for additional site safety information on page 25.



NOTES

Lined area for notes on page 26.

Lined area for notes on page 27.

