QEP23

Health & Safety Policy

Queen Elizabeth II Centre

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Please Note

The Construction Specific Arrangements contained within this Health and Safety Policy pertain to the Centre's activities relating to building maintenance, refurbishment, and/or construction activities only. All CDM activities undertaken by the Centre, or its clients, specific to the installation and delivery of Events and Conferences are contained with alternative documentation separate to this Policy. These resources should be referred to where further information on the arrangements in place is required.

Health and Safety Policy Statement

Queen Elizabeth II Centre recognises its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 to fulfil our obligations to our employees and others who may be affected by our work activities by preparing and reviewing a Health and Safety Policy.

We strive to maintain a work environment that is free from work-related accidents and health issues, ensuring the well-being of everyone. Our commitment includes meeting our statutory obligations and we have:

- developed and implemented a Health and Safety Management system to identify and manage the risks associated with our workplace and its activities.
- assigned health and safety responsibilities and make sure these are understood, acknowledged, fulfilled, and monitored.
- employed a competent person to support us and make sure we are aware of changes in legislation and good practices relevant to our business.
- conduct risk assessments to identify the risks related to the hazards in our workplaces and take action to reduce these~~,~~ to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or whenever changes in the workplace occur.
- engage with employees on matters of health and safety and involve them in discussions about the risks and hazards connected to their duties.
- provide clear information, instruction, and training to make sure all employees are competent to carry out their duties.
- ensure that emergency procedures are in place for evacuation in case of fire or other incident and are effectively communicated to all employees and others.
- maintain safe and healthy working conditions, by providing and maintaining safe plant, equipment, and machinery, and ensuring the safe use and storage of any identified hazardous substances.
- provide suitable first aid facilities to assist any employee, visitor or member of the public who may experience an accident or be taken ill at work.
- allocate sufficient funds and resources to meet the requirements of current health and safety legislation.

We recognise that every employee has a duty to take reasonable care of their own and other people's health and welfare and to report any situation which may pose a threat to the well-being others.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

Signed	Saf Ismail
Name	Saf Ismail (Chief Executive Officer)
Date	05/02/2026

Duties and Responsibilities

QEII Executive Committee

In managing Health and Safety as a collective Board, members will:

show visible commitment by promoting the aims and objectives of the policy.

- ensure that adequate resources are allocated.
- oversee the Policy implementation and Company health and safety performance.

Chief Executive Officer (CEO)

As the person ultimately responsible for Health and Safety they will:

- demonstrate visible commitment, promoting the Policy's aims and objectives.
- ensure that adequate resources are available.
- monitor Policy implementation and Company health and safety performance.
- sign the Health and Safety Policy statement annually.

Directors

Senior executives will:

- lead on Health and Safety by promoting responsible attitudes and active management.
- ensure the policy and standards are effectively implemented.
- ensure sufficient resources are provided to address risks and concerns.
- monitor safety performance and drive continuous improvement.

Heads of Department

Heads of Department must:

- maintain the workplace in a safe condition.
- ensure all safety policies and procedures are effectively implemented.
- ensure staff are properly trained and instructed.
- ensure risks are assessed, minimised, and communicated:
- monitor the behaviour of staff to ensure compliance and procedures are followed.

Service Partners

Service Partners managing teams on the premises must:

- maintain the workplace in a safe condition.
- ensure all safety policies and procedures are effectively implemented.
- ensure staff are properly trained and instructed.
- monitor the behaviour of staff to ensure compliance and procedures are followed.

Responsible Person for Fire - Technical Services Manager

The responsible person for Fire must:

- ensure fire risk assessments are conducted throughout the venue.
- communicate fire risks to staff.
- implement and maintain appropriate fire safety measures.
- prepare and plan for emergency.
- provide suitable training to staff, Fire Wardens, and when necessary, clients.
- ensure information and instructions are given to all staff.

All Employees
It shall be the duty of every employee while at work:

- to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- to co-operate with their employer in meeting statutory requirements.
- to report any shortcomings in health and safety arrangements.
- to report hazards to the appropriate person.

Policy Owner – Venue Operations Director

Definitions
QEIICC – Queen Elizabeth 2nd conference centre
SOP – standard operating procedure
SSOW – safe system of work

Arrangements

Accidents, Incidents and Near Misses
We acknowledge the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and are committed to complying with this legislation and will:

- maintain records of all work-related accidents, incidents and near misses.
- investigate all work-related accidents, incidents and near misses where necessary.
- report as required by RIDDOR any reportable types of injuries, over seven-day injuries to workers, injuries to non-workers, cases of occupational diseases and dangerous occurrences.
- Escalate to the Health and Safety Committee accidents and near misses, as a vehicle for change

Asbestos
We acknowledge the requirements of the Control of Asbestos Regulations 2012, and in complying with this legislation will continue to:

- maintain the venue asbestos register, and ensure annual inspections are undertaken
- provide access to the asbestos register and any further information to our Service Partners and other Contractors prior to any intrusive works taking place,
- ensure that before any planned refurbishment or demolition work a risk assessment to determine whether it is possible to carry out the building or maintenance work without exposing workers to asbestos, if this is not feasible, implement appropriate controls such as a refurbishment and demolition survey, removal, or encapsulation.
- where asbestos removal is necessary, identify whether a licenced contractor is required for the removal (if the work is not licensable, assess if the work needs to be notified)
- ensure that all individuals who could be potentially exposed to asbestos fibres at work receive appropriate training.

Behaviour Based Safety
A behaviour-based approach emphasises observable and measurable behaviours that are critical to safety. This approach is task-oriented, viewing safe behaviour as a critical work-related skill. It is based on the principle that consistently applying safe behaviours will help reduce accidents.

We acknowledge the benefits of this approach within our business and are committed to identify, develop, and implement various initiatives to embed safe behaviour as a habit.

Competence

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 and are committed to complying with this legislation and will:

- consider the competence of relevant employees and contractors as part of the risk assessment process and training plan in delivering a training matrix
- consider all the factors of competence including training, skills, experience, knowledge, attitude, and ability as part of the risk assessment.
- only appoint competent contractors to carry out works on our behalf.
- designate a competent person to assist in meeting health and safety duties.

Confined Spaces

We acknowledge the requirements of the Confined Spaces Regulations 1997 and are committed to complying with this legislation and will:

- continue to identify and assess areas deemed as confined spaces within the Centre
- consult with our Service Partners to ensure that:
  - a risk assessment has been completed to identify hazards including presence of poisonous or flammable gas, or lack of oxygen supply within the confined space.
  - suitable control measures have been identified and implemented to manage the risks of working in confined spaces
  - information and training for all employees and service partner employees who are required to work in confined spaces as part of their job role has been undertaken
  - suitable PPE for carrying out such work has been assessed and provided and that employees and Service Partner employees are trained in how to use it correctly,
  - monitoring and inspection are provided.

Construction Design & Management (as "Client")

We acknowledge the requirements of the Construction Design & Management Regulations 2015 and have established process to comply with this legislation, we will:

- appoint an advisor to aid with the Design & Management of Construction where required.
- identify when the Construction Design & Management Regulations apply to our activities
- determine the duty holders involved, including identifying our responsibilities when we are undertaking any of the duty holders' positions.

For all construction projects we shall:

- ensure that workers with the appropriate skills, knowledge, training, and experience are engaged.
- ensure Contractors provide suitable supervision, instruction, and oversight.
- ensure a written construction phase plan is developed and maintained.
- And for projects where more than one contractor is involved, all the above, and:
- ensure that a Principal Designer and Principal Contractor are appointed.
- ensure the creation and maintenance of a health and safety file.
- notify the HSE of the project if it is scheduled to last longer than 30 working days with more than 20 workers on-site simultaneously or if it exceeds 500 person-days.

The Venue only take the Client role under CDM 2015 when carrying out Centre-specific maintenance, refurbishment, or construction works. All Event-based installation and dismantle Client roles are assigned to the Venue Hirer be that the Organiser, the Client or the appointed Agency.

Consulting and Communicating with Employees

We acknowledge the requirements of the regulations relating to the consultation with employees and have established procedures to:

- consult and communicate with employees any proposed change which may significantly impact their health and safety at work, such as modifications to work procedure.
- arrange for a competent person to help with compliance regarding health and safety laws.
- consult and communicate when introducing new technology, tools or working processes.
- engage with employees when planning health and safety training.
- inform employees about potential risks and dangers related to their work, measures in place to eliminate or mitigate these risks and the actions to take when faced with a risk or danger.
- consider the use the following means of communication and maintain a record of these where possible:
  - induction training.
  - specific training.
  - safety talks and briefings
  - memos
  - safe systems of work
  - face to face meetings
  - team meetings
  - telephone and email.

Display Screen Equipment

We acknowledge the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and are committed to complying with this legislation and will:

- identify employees covered by the Health and Safety (Display Screen Equipment) Regulations 1992
- analyse workstations to assess and reduce risks, either by self-assessment, or by arranging for a competent person to conduct the assessment.
- Ensure appropriate controls are implemented and maintain records of assessments and actions taken.
- inform and consult with employees about the risk associated with DSE work and provide information and training on working safely and comfortably.
- provide eye and eyesight tests on request, and special spectacles (subsidised) if needed.
- review the assessment when there are changes to the user, their work, or the DSE setup.

Driving

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and are committed to complying with this legislation and will:

- conduct a risk assessment to evaluate health and safety risks for employees who drive as part of their work activities, including risks to others because of this activity. Ensure that this risk assessment is regularly reviewed
- consult with employees regarding the risks associated with their work, proposals to manage these risks and the provision of relevant training and information.
- verify that all employees who are required to drive as part of their duties have a valid driving licence.
- ensure that all employees who are required to drive as part of their duties are medically fit, capable, and competent to perform their driving duties.
- maintain vehicles provided by us are roadworthy and compliant with road traffic legislation.
- plan routes and create realistic work schedules that include adequate breaks for drivers.

- ensure that the appropriate insurance is in place and consistently maintained.

Drugs and Alcohol

We recognise that allowing any employee to continue working while under the influence of alcohol, which places the employee or others at risk, could lead to prosecution. Similarly, knowingly permitting an employee under the influence of drugs to continue working, where their behaviour puts themselves or others at risk, could also result in prosecution. To mitigate these risks, we:

- published the rules and restrictions on the use of alcohol and drugs whilst at work and include this information as part of induction training.
- provide information about the impact of drugs and alcohol use on their health including prescription medicines.
- provide training to Heads of Department and employees on how to recognise the behaviours that may indicate drug or alcohol misuse and how to respond appropriately.
- offer confidential support to any employee who may be concerned about their use of alcohol and drugs and its potential impact on their work.
- consult with management and employees and share information on how cases of misuse at work will be managed including disciplinary procedures and, when necessary, reporting to the Police in cases of law-breaking.

Electrical Equipment and Installations

We acknowledge the requirements of the Electricity at Work Regulations 1989 and are committed to complying with this legislation and will:

- conduct a risk assessment for all individuals using or working with electricity as part of their job.
- ensure that employees working on, or with, electrical equipment or systems are competent for the task and have the necessary training, skills, and knowledge.
- verify that the electrical installations in the workplace are safe, installed to an acceptable standard, and are regularly maintained to ensure safety.
- provide safe and suitable equipment ensuring safe systems of discrimination.
- Inspect and maintain all electrical equipment, at an appropriate frequency based on the type of use the equipment has
- replace or repair any equipment that is damaged or not functioning properly.
- provide information to employees on what portable appliances are and instruct them how they should be checked prior to use.
- ensure any long-term temporary electrics are inspected every 3 months.

It is noted here that different arrangements are in place for Event or Conference specific temporary electrical supplies and other reference documentation should be consulted for these requirements.

Fire Safety

We acknowledge the requirements of the Regulatory Reform (Fire Safety) Order 2000 and are committed to complying with this legislation and will:

- appoint a responsible person and provide the necessary resources to meet current fire legislation.
- conduct a fire safety risk assessment to identify the risks to employees and others affected by our work activities.
- ensure adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.
- train staff on fire awareness, the fire escape routes and exits and conduct regular fire drills.
- provide training and information to employees on how to reduce the risks of fire in the workplace and how these can be managed, including good housekeeping practices and safe use of equipment, and refresh this training at least annually. Equipment includes evacuation chairs and firefighting equipment.

- install appropriate fire detection equipment and ensure it is maintained.
- equip the correct fire-fighting equipment for premises and make sure that this is clearly identified with signage and maintained regularly.
- conduct regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed.
- Provide sufficient emergency lighting and ensure it is subject to monthly testing, annual certification and achieves a 3hour resilience
- Put in place specific measures to ensure safe and orderly evacuation of event delegates
- review the fire risk assessment annually or more often if there are changes in the workplace.

Fatigue Management

We acknowledge that fatigue can significantly impact a person's health and wellbeing, increase the risk of illness and workplace injuries, and diminish performance and productivity within the workplace. This policy applies to all employees, contractors, and visitors while present at the workplace or engaged in activities on behalf of the business, including but not limited to workers who engage in significant driving, frequent travel, or work long hours repeatedly are particularly at risk of fatigue. Identifying potential causes of fatigue, recognizing that multiple, interrelated factors may contribute, including:

- extended work hours.
- prolonged periods of concentration without adequate breaks.
- excessive travel or lengthy driving durations.
- personal circumstances, such as family responsibilities or health challenges.

We advocate for a flexible, risk-based approach to managing fatigue, rather than a one-size-fits-all solution. This approach considers the unique health, lifestyle, job role, and work habits of everyone.

First Aid

We acknowledge the requirements of the Regulations and in support of our process will continue to:

- provide sufficient and appropriate first aid equipment, facilities, and trained personnel to ensure that employees receive immediate care in the event of illness or injury at work.
- conduct a thorough assessment of first aid needs appropriate to the specific hazards, risks, and workforce requirements of our workplace (First Aid Needs Assessment).
- ensure that designated first aiders have completed suitable training, hold valid first aid qualifications, and maintain the necessary competence to perform their duties effectively.
- communicate first aid arrangements to employees, including the location of equipment, facilities, and designated personnel.

It is noted here that different arrangements are in place for Event or Conference specific first aid/medical plans, and the Security-Event first aid SOP should be consulted for these requirements.

Food Safety

We recognise the requirements of the Health and Safety at Work etc. Act 1974, the Food Standards Act 1999 and the Food Safety Act 1990. We are committed to complying with this legislation and will, in conjunction with our Catering Service Partner:

- consult with employees and others who could be affected with regards food allergies
- provide food allergy information with any food supplied by the organisation
- carry out a risk assessment for work with food
- maintain equipment in line with statutory requirements and manufacturers guidelines
- train relevant staff in food safety and hygiene
- ensure that our Service Partner has an outbreak management strategy, including understanding the thresholds at which point the Food Standards Agency, or other External Agency, require involvement.

Hand Arm Vibration

We acknowledge the requirements of the Control of Vibration at Work Regulations 2005 and are committed to complying with this legislation where it applies to our activities, we will:

- provide employees with information and to ensure they understand the risks associated with hand-arm vibration in the workplace and know how to minimise those risks.
- conduct a risk assessment to identify and evaluate potential hazards arising from prolonged use of vibrating tools where we identify them
- implement suitable work methods and equipment to minimise exposure to hand-arm vibration wherever possible and prioritise the use of low-vibration tools to reduce risk.
- ensure vibrating tools are properly maintained with comprehensive maintenance records kept.
- Organise health surveillance for employees, as determined by the risk assessment process, to monitor and manage potential health effects.

Hazardous Substances

We acknowledge the requirements of the Control of Substances Hazardous to Health Regulations 2002 and are committed to complying with this legislation and will prevent or reduce the exposure of our employees and others to hazardous substances by:

- identifying all substances or products used in our work processes that are classified as hazardous.
- conducting a risk assessment for each hazardous substance or product to evaluate potential risks.
- developing and implementing appropriate control measures to minimise the risks to our employees and others from the use of these substances or products.
- evaluating and considering alternatives, prioritising less hazardous substances, or products when their complete elimination is not feasible.
- ensuring control measures are effectively applied during the work processes by conducting regular checks and monitoring.
- Providing employees with comprehensive information and training on the safe handling and use of substances or products retained after the risk assessment process.
- offering health surveillance to those employees who may work with or be exposed to substances and products identified as harmful to health.

Homeworking

Definition of homeworking is QEII employees working occasionally at their home under hybrid working arrangements

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health, and Safety at Work Regulations 1999 and are committed to complying with this legislation and will:

- conduct a risk assessment of the work activities undertaken by homeworkers.
- take prompt action to address any remedial measures identified during the risk assessment.
- ensure that homeworkers have appropriate working conditions at home and regularly inspect and maintain any equipment supplied by the organization to ensure it remains in good condition.
- ensure that homeworkers maintain regular contact with their manager and are included in all relevant communications and training as appropriate.

Lifting Operations and Lifting Equipment

We acknowledge the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Lifting Equipment refers to any lifting equipment and accessories used at work for lifting or lowering loads including attachments for anchoring, fixing, or supporting the equipment. The LOLER Regulations apply to a range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating work platforms, platform hoists, and accessories such as chains, slings, shackles and anchors etc.

Our actions include:

- training key staff in the QEII LIVE team for event and production lifting operations
- conducting a risk assessment of new and unusual lifting tasks to identify potential hazards and implement measures to eliminate or minimize risks to employees and others.
- ensure that all lifting equipment is inspected, appropriate for its intended use, and that it is correctly installed.
- verify that the load and any attachments are safe, secure, and suitable for the lifting operation.
- ensure that all lifting equipment is positioned or installed in a manner that prevents risk of injury, including protecting against equipment failure or loads falling and striking individuals.
- ensure that all lifting equipment is clearly marked with relevant safety information, such as safe working loads, and that all accessories are similarly marked.
- ensure that all lifting operations are planned, supervised, and conducted safely by competent individuals.
- verify that equipment used for lifting people is appropriately marked and suitable for its intended purpose.
- ensure that all lifting equipment undergoes a thorough examination before its initial use and every six months (accessories and equipment used for lifting people) and at least annually (all other equipment) by a competent person.
- conduct any necessary repairs or maintenance as identified by the thorough examination report ensuring a competent person carries out the work.
- provide training for all lifting equipment users to ensure they are competent to operate it safely, with refresher training conducted at least annually or as required by licensing regulations.
- implement a pre-use check system for all equipment to be completed by the operator to confirm that there are no visible defects before starting work.
- establish a reporting procedure for employees to report problems or defects encountered while working on machinery.

Lone Working

We recognise our responsibilities to lone workers. That staff who are working alone may be exposed to greater risks. The standalone policy and procedures for lone working detail responsibilities and process to deliver a safe system of work.

This policy applies to all QEII Centre staff (permanent and temporary), but the same principles apply to our service partners, freelance staff, and other contractors. Robust risk assessment should be in place for these staff as well. Line Managers are required to review all tasks and staff activity in order to identify lone working operations:

- Line Managers with their relevant employee should risk assess the lone working operation/ task in order to identify the associated risks. (Use the Centre's Risk assessments template and seek assistance where required).
- Assess the considerations contained within this policy and any additional task and or person specific risks identified during the risk assessment process.
- Implement suitable controls for each identified risk based on guidance within this policy, experience and or support were required.
- Review the risk assessment regularly

It is our policy to:

- Ensure that all employees who may work alone are suitably trained, and receive adequate supervision, instruction, and information.
- Provide suitable management arrangements for all lone workers.
- Assess the risks to those staff who lone work.
- Implement a procedure for monitoring the whereabouts of all staff who work alone.

- Ensure that all lone workers do not put themselves at risk, for example, QEII LIVE have a policy that no staff work alone 'working at height'.
- Provide suitable and sufficient emergency contact arrangements for all lone workers.

NOTE: The Centre has a separate policy to further outline the arrangements for home working.

Managing Contractors (and Service Partners)

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations, and Construction Design & Management Regulations 2015 and are committed to complying with this legislation and have identified processes to:

- evaluate contractors' skills, knowledge, experience, training, and organisational capability before engagement.
- maintain a list of approved contractors.-
- communicate the importance of health and safety at the Centre to contractors along with detailed information about the work requirements and expected standards.
- obtain method statements, risk assessments and safe systems of work.
- allocate adequate time and resources to ensure the work is completed safely and effectively.
- be prepared to halt work immediately if safety standards are not met.
- engage directly with contractors on health and safety matters, addressing both positive practices and areas for improvement.
- obtain contractor health and safety plans and conduct a pre-start meeting to facilitate co-ordination and communication before and throughout the work.
- share relevant emergency procedures with the contractor.
- inform all staff and others who may be affected by the contractor's work about potential risks.

It is noted here that different arrangements are in place for Event or Conference specific Contractors engaged by Venue Hirers, and other reference documentation should be consulted for these requirements.

Managing Risk

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 and have identified procedures to:

- conduct suitable and sufficient risk assessments for potential and foreseeable risks that could impact employees and other individuals not employed but who may be affected by the work.
- ensure the five-step assessment process is followed.
- make sure control measures are properly implemented.
- inform employees and others about the risks associated with their work and provide necessary information and training on hazards and controls.
- ensure only competent individuals carry out risk assessments.
- seek advice from competent sources when needed.
- monitor and evaluate the effectiveness of risk assessments.
- regularly review risk assessments or update them when there are changes in, activities, situations, equipment, or premises.

Manual Handling

We acknowledge the requirements of the Manual Handling Operations Regulations 1992 and are committed to complying with this legislation and will:

- avoid hazardous manual handling operations whenever reasonably practicable.
- conduct a thorough and sufficient assessment for any unavoidable manual handling operations using the HSE TILE methodology (Task, Individual, Load, Environment)

- minimise the risk of injury from these operations as reasonably possible.
- consult with employees and provide appropriate training and supervision for safe manual handling practices.
- Regularly review risk assessments or update them when tasks change.

Employees also have responsibilities under these Regulations, and we will ensure that employees commit to:

- adhering to established work systems designed for their safety.
- properly using the safety equipment provided.
- co-operate with their employer on health and safety matters.
- notifying their employer if they identify hazardous manual handling activities
- taking care to avoid putting others at risk.

Mental Health & Wellbeing

According to the World Health Organisation (WHO) mental health is defined as a state of well-being in which the individual realises their abilities, can manage with the normal stresses of life, can work productively, and make a positive contribution to their community.

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations to support employees with their mental health and are dedicated to adhering with this legislation and will:

- assess and manage workplace factors that could negatively impact an employee's mental health and well-being, taking control measures where possible.
- train Heads of Department and supervisors to recognise the signs of mental health conditions in employees and respond appropriately.
- consistently raise awareness of mental health among all employees at appropriate intervals.
- encourage employees to voice any workplace issues that may be affecting their mental health.
- offer suitable support when employees are identified as having poor mental health.
- provide regular updates on the services provided by our EAP regarding employees' mental health and wellbeing.
- combat discrimination and stigma by improving awareness around mental health.
- Promote and support positive mental health via Mental Health First Aiders and Wellbeing Champions and create awareness of both local and national campaigns.

Monitoring

We acknowledge the requirement to monitor the work of employees, contractors and others in our building and will:

- establish systems for inspecting and auditing of Health and Safety performance.
- monitor and review accident and near miss reports taking action to improve as needed.
- encourage our employees to recognise the positive outcomes of reporting accidents, incidents, and near misses.
- monitor the performance and effectiveness of Health and Safety training.
- evaluate the performance and effectiveness of risk assessments and safe systems of work.
- track relevant legislation and assess its impact on activity and operational areas.
- identify and address any shortcomings in Health and Safety management and performance.
- proactively monitor and record the performance of contractors.

New and Expectant Workers

We acknowledge the requirements of the Management of Health and Safety at Work Regulations 1999 and are committed to complying with this legislation and will:

- conduct or review relevant risk assessments to evaluate the health and safety risks to a new or expectant workers and implement measures to address and control these risks.
- regularly review this risk assessment every 3-months, or more frequently if there are changes to the individual, the workplace, or the role.
- upon receiving written notification that an employee is a new or expectant mother, we will promptly consider any risks identified in the workplace, and, if these risks cannot be avoided through necessary preventative and protective measures, then we will take the following action:
  - temporarily adjust working conditions and/or location and/or hours of work; or if that is not possible.
  - offer suitable alternative work (at the same rate of pay) if available, or if that is not feasible.
  - place the individual on paid leave for as long as needed to ensure their health and safety and that of their child.
- provide appropriate rest and welfare facilities for pregnant or breastfeeding workers, ideally located, near to the toilets and allowing the option to lie down if needed.
- offer more frequent rest breaks for pregnant workers, with the timing and frequency discussed and agreed upon.
- conduct regular discussions with new and expectant workers, to provide an opportunity to raise concerns and address any health and safety risks or changes.

Noise

We acknowledge the requirements of the Control of Noise at Work Regulations 2005 and are committed to complying with this legislation and will:

- provide employees with information and training to ensure that they are aware of noise and understand how to mitigate it.
- undertake a noise risk assessment where excessive noise has been identified to evaluate employees' exposure levels at work.
- assess the methods of reducing noise by adopting different working methods or selecting quieter equipment, including fitting silencers or enclosures to fixed plant and equipment where applicable.
- keep individuals not involved in the work away from the source of noise whenever possible.
- when necessary, provide and monitor the wearing of appropriate hearing.
- secure and clearly mark areas on site where hearing protection is mandatory.
- arrange health surveillance for individuals required to work in noisy areas

Permits to Work

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 and are committed to complying with this legislation and on a case-by-case basis will:

- identify tasks and activities that demand the implementation of a permit to work system
- implement a Permit to Work system that ensures written confirmation is obtained that specific actions have been completed before starting works.
- maintain records, that clearly document for each worker involved:
  - The issue of the Permit by a competent, authorised, person.
  - Identification of clear communication and monitoring actions.
  - receipt of the Permit by the competent worker.
  - clearance of the Permit by the authorised person once the work is completed; and
  - an understanding of prohibited areas (e.g. event spaces).
- Implement a “high risk” permit system to include working at height, confined spaces and electrical installations
- ensure that the records are properly created and retained.

Personal Protective Equipment (PPE)

We acknowledge the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended) and will:

- evaluate the hazards identified in the risk assessments to determine whether the risk from hazards can be managed through measures other than the use of PPE, as PPE will always be considered a last resort (it protects the wearer only).
- ensure the appropriate type of PPE is selected for each task to provide sufficient protection to each employee (comfort, fit and function), acknowledging that different tasks may require different types of PPE.
- verify when multiple PPE items are worn simultaneously, they are compatible with each other, such as ensuring eye protection works effectively with a respirator.
- assess whether the use of PPE might increase the overall level of risk or introduce new risks, such as face masks hindering communication.
- Identify any requirement for health surveillance from the PPE or activity.
- select high quality PPE products that are CE marked and BSIF approved, ensuring they are suitable for each specific task or job.
- provide training and instruction to PPE users ensuring they clearly understand the reasons for wearing it, how to use it correctly following the manufacturers' instructions, and its limitations.
- replace PPE items when they become worn or damaged and are no longer fit for purpose.
- provide appropriate facilities for employees to safely maintain and store their PPE when it is not in use.
- Ensure that service partner's contracts, including risk assessments and SSOW, factor in PPE

Pressure Systems

We acknowledge the requirements of the Pressure Systems Safety Regulations 2000 and are committed to complying with this legislation and will:

- provide safe and suitable equipment that is appropriate for its intended use and ensure it is correctly installed by a competent individual.
- confirm that the pressure system is constructed from materials suitable for the liquids or gases that will be contained.
- develop a Safe System of Work or follow the WSE (written scheme of examination) for the described use and maintenance of the pressure system and ensure that relevant staff are appropriately trained to follow it.
- ensure that a comprehensive set of operating instructions are available for the equipment and overall system, including guidance for managing emergencies.
- ensure employees using the equipment have access to the safety instructions are both trained and competent before being granted access.
- ensure employees are closely supervised following their initial training.
- ensure that appropriate protective devices are fitted to the pressure vessels or pipework properly adjusted to the correct settings and always maintained in good working order. These devices should only be altered by an authorized person.
- ensure that any fitted warning devices are clearly visible or audible, as necessary.
- ensure that all pressure equipment and systems are properly maintained, with a maintenance programme in place for the system as a whole.
- carry out regular checks of the equipment to look for any indications of wear, corrosion, or problems with the system.
- ensure that the appropriate systems have a written scheme of examination, and that the system has been examined by a competent person in accordance with the Regulations.

Provision and Use of Work Equipment

We acknowledge the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER)

and have established procedures to comply with this legislation and will:

- ensure that the work equipment provided for use by its employees is suitable for use, and safe under the conditions in which it is used.
- maintain work equipment in a safe condition to prevent risks to the health and safety of employees or others.
- conduct inspections of the equipment to confirm it remains safe for use, with inspections carried out by a competent person and records maintained.
- eliminate or control any risks associated with using the work equipment by:
  - providing suitable guarding or protection devices.
  - installing system control devices such as stop buttons.
  - supplying appropriate Personal Protective Equipment (PPE) for equipment users where necessary.
  - developing and implementing a formal Safe System of Work (SSOW) for the operation, maintenance, and cleaning of each type of equipment or task.
  - offering suitable and sufficient training, instruction, and information about the specific equipment, and ensuring employees possess the necessary skills before operating the equipment.
- establishing an effective planned maintenance program to ensure all equipment remains safe and is reliable, with maintenance conducted by a competent person.
- implement a reporting procedure for employees to notify any issues or defects in equipment or machinery to ensuring such items are taken out of use and promptly repaired or replaced.
- provide safe working areas for equipment use protecting both the operator of and others who may be affected, and set up necessary signage, barriers, or marked zones as required.

Safeguarding

Safeguarding is covered by a wide range of legislation in the UK, including the Care Act 2014 (for adults), the Children Act 1989 and Children and Social Work Act 2017 (for children), the Safeguarding Vulnerable Groups Act 2006 and the Mental Capacity Act 2005. To ensure compliance with the legislation, we have created a policy and appropriate procedures to consider the needs of our employees and others, and we will:

- Risk Assessment:

  With our client, conduct an assessment to identify potential risks to attendees, especially children and adults at risk, and integrate these into the event's planning and management.
- Safeguarding Policy:

  Develop a formal document outlining our commitment to safeguarding, detailing procedures for preventing, recognizing, and responding to harm, abuse, bullying, and neglect.
- Defined Responsibilities and Training:

  Clearly assign roles and responsibilities for safeguarding to specific employees or a designated safeguarding lead who can act on concerns.

  Provide training to all front-line employees and service partner staff to ensure they understand their responsibilities to protect the well-being of everyone at a venue, especially children and vulnerable adults that may be present
- Client Staff & Volunteer Training:

  Provide pre-event briefings and ongoing training to ensure all personnel are aware of their safeguarding duties, know how to recognize signs of abuse, and understand the procedures for reporting concerns.
- Reporting Mechanisms:

  Establish clear, accessible, and confidential procedures for reporting safeguarding concerns, including who to contact on the day.
- Screening:

  Implement processes to screen staff and volunteers who work with attendees, particularly vulnerable groups.
- Collaboration:

  Work with external agencies, such as child protection agencies, law enforcement, and community organizations, to coordinate efforts and provide support.

- Communication:
  Ensure all stakeholders, including parents, staff, and volunteers, are aware of the potential risks and the safeguarding measures in place.
- Legal Compliance:
- Understand and adhere to legal responsibilities related to safeguarding, including the paramountcy of the child's best interests.

Safe Systems of Work (SSoW)

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 and are committed to complying with this legislation and will:

- ensure that based on the findings of risk assessments or task analysis, a Safe System of Work is developed by a competent person for each task or type of work deemed necessary by the assessment.
- consult with employees performing the tasks to ensure all risk and hazards are thoroughly considered.
- develop the Safe System of Work as a step-by-step guide for performing each task safely- incorporating identified risks, control measures, required equipment, working environment, emergency procedures and necessary employee skills.
- ensure that Safe Systems of Work are established prior to the commencement of work.
- train all employees on the Safe Systems of Work and obtain their signed acknowledgment that they understand and will adhere to the instructions.
- ensure adequate supervision is in place to enforce and ensure adherence to the Safe Systems of Work.
- address any instances of non-conformance with the Safe Systems of Work promptly and appropriately.
- regularly review Safe Systems of Work, and update them as necessary, to reflect any changes in the task or type of work.

Safety Signs, Signals and Notices

We acknowledge the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 and are committed to complying with this legislation and will:

- ensure that safety signs are provided and properly maintained in areas where a significant health and safety risk is identified in a risk assessment and cannot be eliminated or controlled through other measures, with the signs serving to further mitigate the risk.
- ensure that employees are given adequate information, instruction, and training regarding meanings of safety signs with a clear explanation of their significance. Additionally, employees will be informed about the potential consequences of ignoring the warnings or instructions provided by the signs.
- ensure that safety signs are chosen and effectively utilised to accommodate any special needs such as visual or learning impairments, or for specific work environment conditions.
- Undertake regular checks or inspections of the signs to ensure they remain in good condition, legible, visible, and undamaged. Any signs that are worn or defective will be promptly replaced or repaired.

NOTE: arrangements are in place for Event or Conference specific to overlay safety signage and notices. Other reference documentation should be consulted for these specific requirements.

Statutory Examinations

We acknowledge the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Pressure Systems Safety Regulations 2000, and the Provision and Use of Work Equipment Regulations 1998 and are committed to complying with this legislation and will:

- identify the equipment in use that requires Statutory Inspections, in addition to regular maintenance and inspection, to comply with the relevant regulations.

- ensure that Statutory Inspections are conducted by a competent person at the specified intervals for each type of equipment.
- maintain records of the equipment inspected, along with copies of the inspection reports and certificates.
- where necessary, keep written schemes of examination.

Stress

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations to protect our employees from stress at work and are committed to complying with this legislation and will:

- undertake an assessment of stressors in the workplace.
- provide training for Heads of Department and supervisors to recognise the signs of stress in employees, and to take appropriate action.
- engage with employees to discuss potential causes of stress in the workplace and encourage them to reach out to their Heads of Department if they feel unable to cope.
- regularly review the issue of workplace stress by including it on agendas for relevant meetings.

NOTE: see also Mental Health and Wellbeing section

Terrorism (Protection of Premises) - Enhanced Duty Premises

We acknowledge the application and requirements of the Terrorism (Protection of Premises) Act 2025 and are committed to complying with this Legislation and we will ensure that:

- the appropriate qualifying public premises registration is issued and maintained with the enforcing authority (SIA).
- suitable and reasonably practicable public protection measures are identified and implemented where not already present
- we prepare and develop the (public) protection procedures and measures, whether in place or proposed, and provide this document to the regulator as required
- ACT terrorism protection training is undertaken for all employees and those of our service partners
- That the evaluation of the premises is reviewed:
  - whenever a material change is made to the premises or its use~~,~~ or
  - at least every 12 months.

We will actively monitor on-going developments related to this new Legislation and update this arrangement as necessary and in line with similar venues alongside industry best practice.

Training and Information

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 and in compliance with the legislation will continue to:

- provide the necessary information, instruction, training, and supervision to ensure, as far as is reasonably practicable, the health and safety of employees at work.
- provide training through the following methods.
  - induction training.
  - specific training.
  - safety talks.
  - briefing meetings.
- information will be provided through these training sessions and via:
  - internal memos.
  - face to face meetings.
  - notice boards and displays.
  - health and safety signage.
  - contracts, job descriptions and role profiles.
  - risk assessments and safe systems of work.

We will maintain a training matrix to identify individual employee requirements along with completion dates and renewals.

Travel

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998 and are committed to complying with this legislation and will:

- ensure that, any work-related travel is essential for the business and cannot be replaced by alternative communication methods such as teleconferencing, phone calls, emails, or correspondence.
- review Home Office guidance when overseas travel is required, to obtain advice on travel to the destination.
- plan the travel route, book tickets and accommodation in advance, and allow sufficient time in the itinerary for the employee to rest.
- ensure that employees travelling abroad have the necessary up to date vaccinations.
- ensure that appropriate and adequate travel insurance is in place.
- conduct an individual risk assessment to evaluate the suitability of the employee for travel, with particular focus on the destination country or region.
- implement arrangements to stay in contact with the travelling employee allowing them to notify their manager or other designated person of their safety and maintain ongoing communication as part of a travel risk assessment.

Violence and Aggression

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996 and are committed to complying with this legislation and will:

- consult with employees to assess whether they feel threatened at work and the extent of this and discuss the findings with them.
- use the results of the consultation to conduct a risk assessment to identify the hazards related to violence and aggression in the workplace, pinpointing employees most at risk and situations that could lead to violent or aggressive behaviour.
- establish a procedure for addressing incidents and obtaining assistance when needed.
- maintain records of incidents, including verbal abuse and threats, to include:
  - a detailed account of the incident.
  - the location of the incident.
  - information about the victims, assailants, and any witnesses.
  - the outcome, including any working time lost by the affected individuals and the organisation.
- encourage employees to report incidents promptly and thoroughly.
- provide training to help employees recognise early signs of aggression and teach them how to avoid or manage it, following the procedures for obtaining assistance.
- regularly review the risk assessment or whenever ~~if~~ there is any change to the work tasks or after an incident.

Visitors and Delegates

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and are committed to complying with this legislation and will ensure we:

For Centre Visitors and Contractors:

- operate a signing in and out procedure for Centre visitors and contractors who will be visiting or working on our premises.

- accompany or escort visitors during their visit as required.
- provide visitors with basic health and safety information upon their arrival, including location of welfare facilities, fire safety and evacuation procedures, accident reporting protocols, and designated routes around the premises.
- ensure that, when necessary, visitors receive the relevant induction training before beginning work.
- provide any appropriate Personal Protective Equipment (high visibility vest, hard hat, safety glasses) which may be required to enable safe movement through the site or premises.

For Event Delegates we will:

- work in conjunction with Venue Hirers (Clients) to establish delegate registration and sign in procedures.
- ensure adequate levels of security presence on site during events to assist with venue queries or concerns. Ensure security/stewarding is agreed with clients, prior to the event in regard to delegate numbers and a safety plan for each event.
- Provide a short training/briefing session with Client' volunteer stewards to ensure awareness of what actions we require from them in that role (crowd control, accident/incident reporting/fire marshal-guide etc) to include dispersal and muster point information.

Waste Disposal

We acknowledge the requirements of the Waste Regulations 2012, the Waste Electrical and Electronic Equipment recycling (WEEE) Regulations 2006 and the 'Simpler Recycling' requirements under the Environment Act 2021 we are committed to complying with this legislation and will:

- avoid generating unnecessary waste.
- identify the types of waste produced and assess how this will be managed.
- divide waste into the required waste streams.
- dispose of waste responsibly in accordance with current local requirements and maintain records of waste transfer notes.

Water Management (Legionella and Legionnaires)

We acknowledge the requirements of the Control of Substances Hazardous to Health Regulations 2002 and Notification of Cooling Towers and Evaporative Condensers Regulations 1992 (NCTEC).

We are committed to complying with this legislation and through our specialist contractors risk assessment will:

- identify and assess sources of risk through the registration and risk assessment process undertaken by a competent person (appointed contractor).
- manage the risks to ensure they are either prevented or effectively controlled.
- maintain records including a logbook documenting action taken with the assessor's findings, agreed control processes, system operation, monitoring and testing results.
- completing required notifications for certain systems such as cooling towers and condensers.

Work at Height

We acknowledge the requirements of the Work at Height Regulations 2005 and are committed to complying with this legislation and will:

- work from ground level whenever possible.
- ensure that work at height is properly planned, supervised, and carried out by individuals.
- conduct a risk assessment for each task involving working at height.
- avoid work at height whenever it is reasonably practicable to do so.
- where work at height cannot be avoided, prevent falls using an existing safe workplace or the appropriate equipment to minimise the distance and potential consequences of a fall
- select collective measures over personal fall protection and work restraint over fall arrest

- ensure that only staff trained in working at height are authorised to carry out such tasks.
- implement an emergency and rescue plan for work at height ensuring all employees involved in such work are trained on the plan.
- conduct regular inspections and checks of all equipment used for working at height and keep maintaining records of these inspections, including ladders, MEWP's and tower platforms.
- repair or remove from service any equipment found to be defective or unsuitable for use.
- ensure that employees do not work alone on tasks involving working at height.

Working Time

We acknowledge the requirements of the Working Time Regulations 1998 and are committed to complying with this legislation and will:

- ensure that the maximum weekly working time limit is not exceeded.
- monitor hours of work where employees opt out of the working time directive.
- implement night work limits; and
- complete health assessments for night work when applicable
- Ensure our service partners are complying with these requirements

Workplace Facilities

We acknowledge the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and are committed to complying with this legislation and will ensure that every workplace under our control complies with the Regulations to:

- ensure workplace, equipment, devices, and systems are properly maintained.
- providing effective and appropriate ventilation.
- maintaining a reasonable temperature appropriate for the type of work being performed
- ensuring adequate and sufficient light including emergency lighting.
- keeping the workplace, furniture, furnishings, and fittings clean and well maintained with proper arrangements for waste disposal preventing accumulation.
- ensuring adequate room dimensions and space to work safely.
- providing suitable workstations and seating.
- ensuring floors and traffic routes are fit for purpose, well maintained and safe for use, including securing or fencing areas where there is a fall risk.
- ensuring windows, doors, gates, and walls (transparent or translucent) are made of safe material, protected against breakage, and clearly marked for visibility. Doors and gates should be properly constructed to ensure safe use and operation.
- ensuring windows, skylights, and ventilators are positioned safely and remain operational including proper cleaning.
- organising traffic and pedestrian routes to allow safe circulation.
- ensuring escalators and moving walkways are functioning safely, equipped with safety devices, and have clearly identifiable and accessible emergency stops.
- providing suitable and sufficient sanitary facilities that are readily accessible, well ventilated, properly lit, clean, and capable of being securable.
- ensuring suitable and sufficient washing facilities that are clean accessible and equipped with hot, and cold water, appropriate cleaning materials, drying options, ventilation, and lighting.
- offering separate male and female facilities except where facilities are single use can be secured from the inside.
- providing an adequate supply of wholesome drinking water that is easily, accessible, and clearly marked as safe for drinking.
- offering suitable and sufficient accommodation for storing special clothing or personal clothing not worn during working hours as well as appropriate facilities for changing.
- ensuring the provision of suitable and sufficient rest and eating facilities.

Workplace Transport

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 and are committed to complying with this legislation and will:

- conduct a risk assessment to evaluate potential risks to pedestrians and vehicles ensuring that existing control measures are effective and adequate.
- design traffic routes to prioritise safety, creating the safest paths for vehicles and pedestrians, and formally documenting this as a Traffic Management Plan.
- regularly review the risk assessment and Traffic Management Plan to ensure they remain up-to-date, particularly after changes, incidents, or near misses.
- ensure workplace vehicles are fit for their intended tasks and the environment in which they will be used; Vehicles must only be operated for appropriate tasks under suitable conditions and should be equipped with horns, lights, reflectors, alarms, and, where applicable, reversing aids. Additionally, vehicles must have seat belts, undergo daily safety checks (and records), be maintained according to manufacturers' guidelines, and be kept in good working condition.
- ensure employees operating workplace transport are trained and competent, with regular refresher training provided. Operators must be informed of site rules, including parking, speed limits, loading and unloading procedures, and load securing. They should also be trained to perform basic safety checks, possess the correct license for the vehicle class or type, and be actively supervised and monitored.
- establish and maintain a Safe System of Work for all Workplace Transport tasks ensuring all employees receive appropriate training and confirm their understanding by signing acknowledgment forms.
- protect pedestrians by creating clearly marked or barriered safe routes and restricting access to areas with high vehicle activity.
- enforce site-specific speed limits.
- install appropriate signage to indicate speed limits, traffic flow directions, pedestrian pathways, and designated safe zones.
- require all pedestrians and on-site workers to wear hi-visibility vests or jackets.

Young Persons

We acknowledge the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998 and are committed to complying with this legislation and will:

- Create a Safe Workplace: Ensure the work environment is physically safe and that the work is suitable for the young person's age and abilities.
- Develop Safeguarding Policies: Implement a clear, comprehensive safeguarding and child protection policy that outlines how the organisation will keep young people safe and respond to concerns.
- Provide Training: Educate young workers, staff, and managers on safeguarding responsibilities, potential risks, and how to report concerns.
- Implement Safe Recruitment: Use safe recruitment practices for all staff and volunteers working with young people.
- Ensure Appropriate Supervision: Provide proper supervision, especially for young people who are under 18.
- Communicate with Parents/Carers: Inform parents or carers about any risks and safety measures when employing a young person below school-leaving age.
- Foster a Culture of Openness: Create an environment where concerns can be raised without fear of reprisal.

- Review and Monitor: Regularly monitor and review codes of conduct and other policies to ensure they remain effective and up to date.

Young Person's Responsibilities

- Understand Policies: Understand and follow the organisation's safeguarding policies and procedures.
- Report Concerns: Know who to talk to and report any concerns, worries, or suspected safeguarding matters as soon as possible.
- Know Their Rights: Be aware of their right to be treated with respect and dignity.

Key Principles of Safeguarding

- Empowerment: Support young people to make their own decisions and give informed consent.
- Prevention: Act before harm occurs.
- Protection: Safeguard young people from harm.
- Partnership: Work with others to promote the welfare of young people.
- Accountability: Ensure individuals and organisations are responsible for their actions.

Construction Specific Arrangements

The hazards listed below are commonly encountered on construction sites. Specific arrangements to manage these will be addressed through documents such as risk assessments, method statements, construction phase plans, along with appropriate control measures outlined in documents specific to each hazard.

The arrangements below relate to activities under (CDM) Construction (Design & Management) Regulations 2015 with regard to maintenance works, refurbishment or construction projects, and not event or conference CDM requirements. Further information pertaining to these specific arrangements can be found in other documentation.

Construction Design & Management - as Client

Make suitable arrangements for managing a project, including making sure:

- other duty holders are appointed as appropriate
- sufficient time and resources are allocated

Ensure:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided for the duration of the works.

Construction Design & Management - as Principal Contractor

Make appropriate arrangements to:

- plan, manage, monitor and co-ordinate the entire construction phase.
- consider health and safety risks to everyone affected by the work (including members of the public), when planning and implementing measures to control them.
- collaborate with the “client” and principal designer throughout the project ensuring all risks are effectively managed.
- develop a written construction phase plan before the construction phase begins, implement it, and regularly review and update it to ensure it remains effective and relevant.
- establish and maintain arrangements in place for managing health and safety throughout the construction phase.

- actively consult and engage with workers regarding their health, safety, and welfare.
- ensure appropriate welfare facilities are provided from the start of the construction phase and maintained throughout its duration.
- verify that anyone appointed has the necessary skills, knowledge, experience and, where applicable the organisational capability to perform their work safely and without health risks.
- ensure all workers receive site-specific inductions, along with any information and training required for their roles.
- implement measures to prevent unauthorised access to the site.
- collaborate with the principal designer to share any information critical to the planning, management, monitoring, and co-ordination of the pre-construction phase.

Construction Design & Management - as Principal Designer

Make appropriate arrangements to:

- plan, manage, monitor and co-ordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing Health and Safety File or O&M Manuals) that might affect design work carried out both before and after the construction phase has started
- help and advise the "client" in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ensure that everyone involved in the pre-construction phase communicates and co-operates, co-ordinating their work wherever required
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Construction Design & Management - as Designer

All designers will:

- ensure the commercial "client" is informed under duties under CDM 2015 before commencing any design work.
- when preparing or modifying designs:
  - consider any pre-construction information provided by the "client" (and principal designer, if applicable
  - eliminate foreseeable health and safety risks to anyone impacted by the project (whenever possible)
  - implement measures to reduce or control any risks that cannot be eliminated.
- provide design information to:
  - the principal designer (if involved), for inclusion in the pre-construction information and the Health and Safety File.
  - the commercial "client" and principal contractor (or the contractor for single contractor projects) to assist them in fulfilling their duties, such as ensuring the preparation of a construction phase plan
- communicate, co-operate and co-ordinate with:
  - other designers (including the principal designer) to ensure all designs are compatible and promote health and safety, during the project and beyond.
  - all contractors (including the principal contractor) leverage their knowledge and experience of building designs.

Construction Design Management - as Contractor

Contractors will:

- ensure the "client" is aware of their duties under CDM 2015 before any work begins.
- plan, manage and monitor all work performed by themselves and their workers, considering the risks to anyone affected (including members of the public) and implementing the necessary protective measures.
- verify that all workers they employ or appoint have the required skills, knowledge, training, and experience to perform the work, or are actively working toward obtaining them.
- ensure all workers under their control receive a suitable, site-specific induction, unless this has already been provided by the principal contractor.
- provide adequate supervision, information, and instructions to workers under their control.
- ensure work does not begin on site unless reasonable steps have been taken to prevent unauthorised access.
- ensure appropriate welfare facilities are provided from the start for workers under their control and maintain them throughout the work.
- ensure that, in addition to the above responsibilities, contractors working on projects involving multiple contractors must:
  - co-ordinate their work with the work of others in the project team.
  - comply with directions given by the principal designer or principal contractor.
  - adhere to the relevant sections of the construction phase plan applicable to their work.
- ensure that, when a contractor is the sole contractor on a project, a construction phase plan is created before setting up the site.
- ensure that, when working as the sole contractor for a domestic client, we assume the "client" duties, in addition to our responsibilities as the contractor.

Access and Boundaries (Site)

The Principal Contractor will:

- ensure that all persons working on site can access their work area safely.
- make certain access routes are clear off obstructions and clearly signposted.
- ensure any holes are clearly marked and protected with covers to prevent falls.
- ensure temporary structures are stable, properly designed, adequately braced, and not overloaded.
- ensure permanent structures remain stable during any refurbishment or demolition works.
- keep the site tidy, and materials stored safely.
- ensure adequate lighting, especially inside buildings, or where work is conducted after dark.

Emergency Procedures on Site

Working with the Client the Principal Contractor will:

- develop written procedures for evacuating the site in case of emergency including fire or rescue from a confined space.
- provide training to all employees and visitors onsite, regarding the emergency evacuation procedures.
- ensure that there is a means for raising the alarm, and that it is always fully operational.
- ensure there is a reliable way to always contact the emergency services from site.
- ensure there are adequate escape routes and that they are always kept clear.
- ensure there is adequate provision for first aid onsite.

Fire on Site

All parties will acknowledge the requirements of the Fire Regulatory Reform Fire Safety (Order) 2005 and will:

- ensure a responsible person is identified and provided with the resources necessary to meet the requirements of current fire legislation as well as HSG168 Fire Prevention on Construction Sites and the Joint Code of Practice Fire Prevention on Construction Sites.

- conduct a fire safety risk assessment to identify the risks to employees and others affected by its work activities.
- ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.
- provide training to staff about the fire escape routes and exits available in case of emergency and conduct regular fire drills.
- offer training and information to employees on how to reduce the risks of fire on site and how to manage these risks effectively.
- ensure suitable means of raising an alarm are in place on site throughout the construction, phase.
- install the appropriate fire-fighting equipment on site and ensure it is adequately maintained.
- conduct regular checks and inspections to ensure fire escape routes and fire exits remain clear and unobstructed.

Good Order, Storage Areas, and Waste Materials

We acknowledge the requirements of The Environment Protection Act 1990 (including Duty of Care regulations), The Controlled Waste (England and Wales) Regulations 2012; The European Waste Framework Directive 2008 and The Carriage of Dangerous Goods Regulations 2009 and are committed to complying with this legislation and will:

- ensure a high standard of housekeeping is maintained across the site.
- implement effective arrangements for material storage including the segregation of waste streams, such as flammable liquids and gases.
- ensure waste is cleared regularly and disposed of in accordance with environmental legislation.

Hoists

The Principal Contractor will:

- ensure that any hoist selected has been designed by a competent person including for temporary works designs.
- ensure the hoist is installed by a competent contractor.
- ensure that anyone operating the hoist has received adequate training.
- ensure that all hoists are inspected by a competent person and records of these inspections are maintained.
- ensure that the hoists undergo thorough examination with, and the reports kept for reference.

Lighting

The Principal Contractor will:

- ensure arrangements are made to identify appropriate lighting for the site.
- ensure that adequate arrangements are in place for the provision and maintenance of lighting.
- monitor and regularly review lighting conditions to ensure safety and effectiveness.

Monitoring and Reviewing on Site

The Principal Contractor will:

- ensure adequate arrangements are in place for the supervision of workers.
- maintain all controls in good working order, including scheduling regular maintenance and inspection.
- monitor controls to ensure they are effective, such as verifying that work methods are being followed and are effective.
- take prompt action to address any identified problems or concerns.

Occupational Health Risks

The Principal Contractor will:

- conduct risk assessments for work activities and ensure the following are adequately considered:
  - Respiratory diseases (including asthma, chronic obstructive pulmonary disease (COPD) and silicosis); and
  - Occupational cancer considering all potential (routes of exposure).
- Implement identified control measures, such as controlling construction dust with on-tool extraction.
- Consult with employees and provide suitable and sufficient training on occupational health risks and controls to be in place.
- Ensure adequate arrangements are in place for the supervision of workers.

Powered Access Equipment

All parties acknowledge the requirements of the Construction Design & Management Regulations 2015 (CDM 2015), Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Work at Height Regulations 2005 and are committed to complying with this legislation and will:

- ensure that a competent person installs any powered access equipment.
- provide suitable and sufficient training for operators to ensure they are competent.
- ensure that the Safe Working Load (SWL) of the equipment is clearly marked.
- appoint a competent person to carry out inspections of the equipment.
- ensure that the equipment is fitted with adequate, secure guard rails, toe boards or other barriers to prevent people and materials from falling.
- take precautions to prevent people from being struck by the moving platform, projections from the building, or falling materials.

Roof Work

All parties acknowledge the requirements of the Construction Design & Management Regulations 2015 (CDM 2015), and Work at Height Regulations 2005, and are committed to complying with this legislation and will:

- risk assess roof work and follow the hierarchy of controls for working at height.
- ensure edge protection is in place to stop materials or people falling.
- provide nets on industrial roofing works, to prevent people from falling from the leading edge of the roof and from partially fixed sheets.
- ensure that a competent person safely rigs any nets used.
- ensure any fragile surfaces, such as fibre cement sheets and roof lights are identified.
- ensure fragile surfaces are protected with barriers, covers or working platforms to prevent people from falling through them.
- ensure that people are kept away from the areas below the roof work or, if not possible, install additional precautions to prevent debris falling onto them.

Scaffolds

We acknowledge the requirements of the Construction Design & Management Regulations 2015 (CDM 2015) and Work at Height Regulations 2005, and are committed to complying with this legislation and will:

- ensure all basic scaffolding is installed in accordance with Technical Guidance TG20
- ensure scaffolders erect scaffolds following SG4 in relation to fall protection.
- ensure more complex scaffolding is designed by a competent contractor.
- ensure only competent individuals erect, alter, and dismantle scaffolds.
- ensure a competent person inspects scaffolding at least once a week if it is more than two meters high, and after any alterations or damage from extreme weather.
- maintain records of the inspections and handover certificates.

Site Management and Supervision

All parties will:

- ensure the level of site supervision is adequate to meet health and safety requirements.
- provide sufficient resources, instruction, and training to support site Heads of Department and supervision in fulfilling their health and safety responsibilities.

Site Rules

All parties will:

- ensure site rules are established and communicated to all relevant persons through formal site inductions (including "client" rules, where applicable).
- display copies of site rules in key locations such as in the welfare areas.

Site Traffic and Mobile Plant

The Principal Contractor will:

- conduct risk assessments and plan for the management of site traffic and plant in relation to pedestrian movement.
- keep vehicles and pedestrians separated as much as possible (see Traffic Management Plan).
- ensure there is adequate clearance around moving plant and vehicles.
- avoid reversing vehicles wherever possible.
- ensure vehicles and plant are properly maintained, with key parts such as steering, lights, handbrakes, and footbrakes in proper working order.
- ensure drivers are trained and verify their competence to operate vehicles and plant.
- ensure loads are properly secured.
- ensure passengers are only carried in vehicles and on plant designed for that purpose.
- ensure plant and vehicles are not used on dangerous slopes.

Site Welfare Facilities

The client and principal contractor will:

- ensure that toilets are available maintained in a clean condition and are properly lit.
- ensure there are washbasins large enough to wash up to the elbow, with hot and cold (or warm) running water, soap, and towels.
- provide facilities for workers to change, dry and store clothing.
- ensure there is a rest area where workers can sit, make hot drinks, and prepare food.
- provide drinking water and cups.
- Ensure all workers can easily and safely access the welfare facilities.

Slips and Trips

All parties will:

- ensure the risk of slips and trips is considered in work activity specific risk assessments and that measures are implemented to reduce the risk to as low as reasonably practicable.

Temporary Works

The principal designer and principal contractor will:

- ensure temporary works are carried out in accordance with BS5975 Code of Practice for Temporary Works procedures and the permissible stress design of falsework.
- designate a responsible person for temporary works, who will have overall responsibility for this area.

- formally appoint in writing a designated individual who will carry out the duties of the Temporary Works Co-ordinator (TWC) who will be responsible for the implementation of the company temporary works procedure.
- ensure all sites maintain a temporary works site register to record all Temporary Works requirements.
- ensure specific Temporary Works designs have a suitable design brief that provides relevant information for the designer to base their design on
- ensure Temporary Works designs are prepared and checked by competent designers.
- ensure that for all Temporary Works designs the independence between the designer and design checker, as defined by the design check category, is appropriate for the complexity of the Temporary Works design.
- ensure that Temporary Works are only implemented in accordance with a design that has been checked and officially issued for construction.
- ensure that Temporary Works are inspected by the Temporary Works Co-ordinator or Temporary Works Supervisor during construction and prior to use to verify that they are in accordance with the latest version of the design with a permit to use issued where necessary.
- ensure that whilst in use all Temporary Works are inspected at regular intervals by the Temporary Works Coordinator or Temporary Works Supervisor to ensure they remain in accordance with the latest version of the design. Legal requirements for inspections of Temporary Works including excavations and scaffolding will be complied with.
- ensure that any changes to Temporary Works designs proposed on site or any changes in the information on which a Temporary Works design is based are referred to the Temporary Works designer for revision and updates as necessary. so that the design can be revised and updated as necessary. (Temporary Works Coordinator)
- ensure that all Temporary Works will be inspected by the Temporary Works Coordinator or Temporary Works Supervisor prior to dismantling to verify that the appropriate tests and checks have been carried out to confirm that the Temporary Works are no longer required with a permit to dismantle being issued where necessary.

Tools and Machinery

Generally, all parties will:

- ensure that the right tools and machinery are provided and used for each task.
- ensure that guarding is in place to protect employees from dangerous parts, such as gears, chain drives, projecting engine shafts.
- ensure that all tools and machinery are maintained in good repair with all guarding ~~is~~ secured, and safety devices are functioning correctly. Records to be kept of service or repair.
- provide training to all employees who use tools and machinery to ensure they are competent in their use. Work Affecting the Public (General and Events Operations)

Work affecting the public - Segregation and Fencing

The Principal Designer and Principal Contractor will:

- ensure that the work area is fenced off from the public.
- ensure that any roadworks is barriered off and properly lit, with a safe alternative route provided.
- ensure the public are protected from falling material.
- provide a safe route through roadworks or pavement scaffolding for people with prams, wheelchair users and visually impaired individuals.
- when work has stopped for the day:
  - ensure that the boundary is secure and undamaged.
  - ensure all ladders are removed or their rungs boarded to prevent use.
  - ensure excavations and openings are securely covered or fenced off.
  - ensure all plant is immobilised to prevent unauthorised use.

- ensure bricks and materials are safely stacked.
- ensure that flammable or dangerous substances are locked away in secure storage places.

Responsible Person – Venue Operations Director To be reviewed Biannually, or whenever a significant change within the operation or building