



MonksHill

Showground

Venue Safety Management Plan



Introduction

Monks Hill Showground is a 60-acre site positioned between Faversham and Whitstable in the heart of Kent. It is available for dry hire to event organisers with basic facilities catered for, including the provision of potable water and basic electrical supply. The showground is run by Video Illusions Ltd in partnership with the land owners, and boasts a farm shop, restaurant and up-coming glamping pods alongside 8 large fields of events space.

Version Control

Author	Version	Date
Theo Smith	0.1 - Draft	04/11/2017

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Section 1 – Background

1.a. Venue Address, Area & Local Council

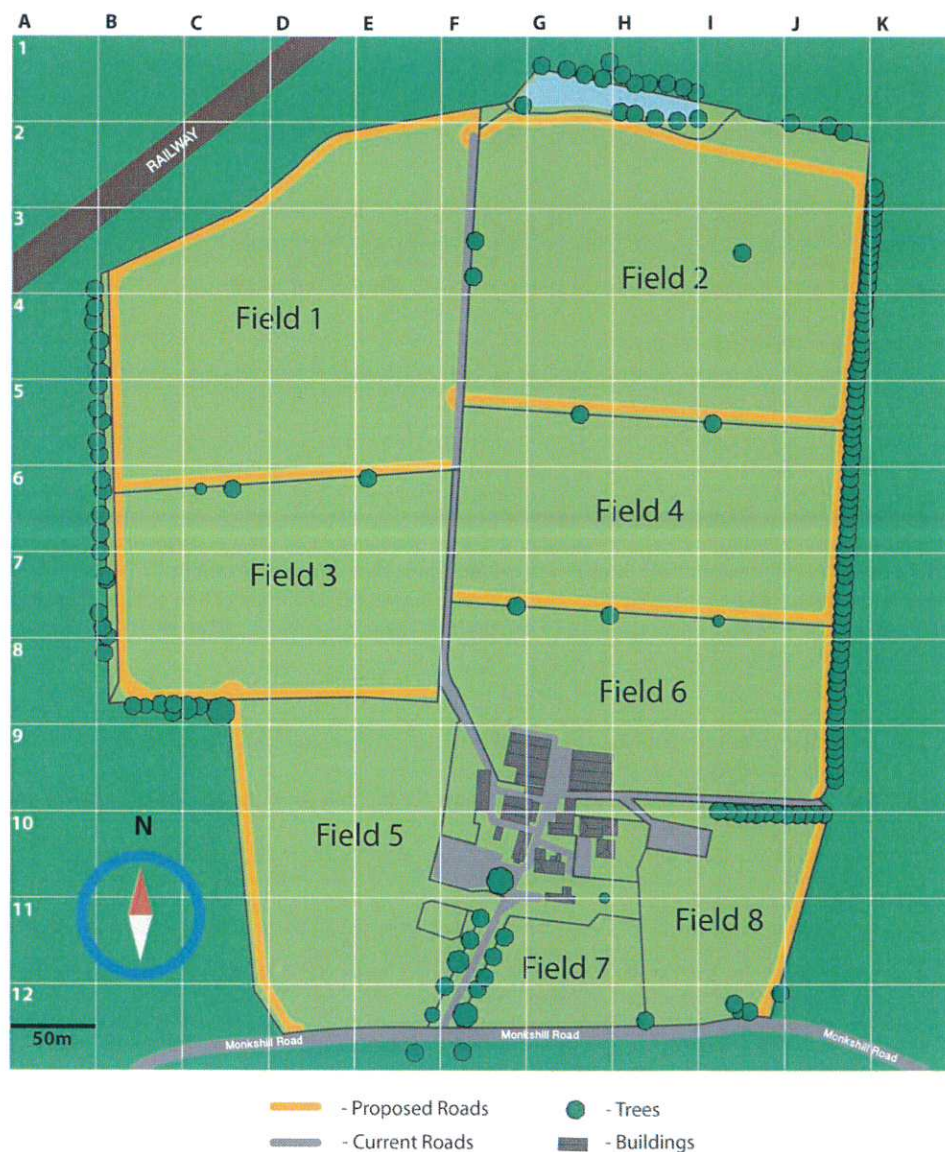
The venue address is "MonksHill Showground, MonksHill Road, Faversham, ME13 9EH" and it is situated in the district of Swale in the county of Kent. The local council is Swale Borough Council.

1.b. Venue Map



Map 1: On-Site Access Roads

MonksHill Road, Faversham
ME13 9EH



Created by Theo Smith | Issued 05/11/2017 | Version 1



1.c. Client Overview

Video Illusions Ltd are a privately-owned company run by Dave and Nick Whiteoak. They are an event production company specialising in video transmission and presentation with a base in Kent but working internationally with a wide range of clients. Video Illusions have partnered up with the venue owners to offer event production and an event space from Monks Hill Showground.

1.d. Roles & Responsibilities

Role	Company	Name	Responsibility
Venue Manager / Designated Premises Supervisor	Video Illusions Ltd	Dave Whiteoak	Overall strategic responsibility or premises license and safe operation of venue . Responsible for liaison with neighbours and responsible authorities, ensuring compliance with premises license and planning conditions including venue emergency procedure briefings
Safety Consultant	Camberall Ltd	Theo Smith	The Safety Consultant will provide advice and guidance as per both the Event Safety Guide and HSAW 1974 for the venue's overall safety planning. Event-specific consultancy will be required separately on a per-event basis.

Section 2 – Law

2.a. Main Legislation

This document and its attached appendices are provided as a guide for the proper compliance and obligations laid out in the Health & Safety at Work etc. Act 1974 and is not exhaustive. Both Individuals and Organisations still have their own responsibilities with regards to health and safety and licensing objectives and Video Illusions Ltd will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and sub-contractors

2.b. The Health & Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees" S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

2.c. The Management of Health & Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) shall make a suitable and sufficient assessment of - : (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

2.d. Company Mission Statement

- Video Illusions will create and maintain a positive health and safety culture which secures the commitment and participation of all employees and sub-contractors
- Video Illusions Ltd recognises that the legal requirements are the minimum standard to maintain and that all activities should develop on these processes.
- Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:
 - the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
 - arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
 - the maintenance of any place of work under the Company's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from these places of work that are safe and without such risks so far as is reasonably practicable; and
 - the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work
- Identifying and assessing the risks associated with all activities of the Company with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- Allocating resources to meet the requirements of the Company's health and safety policy



2.e. Construction Design Management Regulations (CDM) 2015

CDM 2015 is a regulation that has been created in the construction phase of the event to protect people involved in this phase from harm and anyone that their works may affect. This is achieved through proper planning and co-ordination of project, to make sure competent people are in the correct roles and there is a rigid communication system to make sure a safe system of work is implemented and maintained at all times throughout the project.

The construction phase is the period during the build and the de-rig period of the event. The construction site includes any place where construction work is being carried out to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction work.

Application

These Regulations apply in Great Britain; and to premises and activities outside Great Britain to the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 2013(b).

Notification

A project is notifiable in the following circumstances:

- Last longer than 30 working days and have more than 20 workers (contractors) working simultaneously at any point in the project, or
- Exceed 500 person days
- Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

The notice must contain the following:

- Contain the particulars specified in Pre-production information
- Be clearly displayed in the site office where it can be read by any worker engaged in the construction work; and
- If required periodically updated as a live document on site during the construction phase.

Application for Domestic Clients

Where the client is a domestic client the duties in regulations 4(1) to (7) and 6 must be carried out by:-

- The contractor for a project where there is only one contractor
- The principal designer where there is a written agreement that the principal designer will fulfil those duties; the designer in control if not assigned will automatically take control of the pre-production phase

The principal contractor for a project where there is more than one contractor; the contractor in control of the construction phase if not assigned will automatically take the role of Principal Contractor.

CDM Roles and Responsibilities

Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below.

Client- Event-Dependent

A client is defined as anyone for whom a production / live event that includes 'construction' work is carried out. They hold the overall responsibility of the project.

Proportionate to the scale of the construction and the risks involved, a client's main duties (functions) include:

- Make suitable arrangements to ensure that, so far as reasonably practicable, work is carried out safely
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work
- Holds the overall responsibility for planning the project/ event
- Appointing a Principal Designer (PD) and Principal Contractor (PC), and ensure they carry out their duties
- Ensure suitable documentation is drawn up in the planning phase – the Construction Phase Plan
- All relevant information is prepared and provided to all duty holders
- Ensure suitable welfare facilities are available throughout
- Notified to HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500 person days



Principal Designer (PD)- Event-Dependent

A PD is defined as someone who arranges for or instructs persons under their control to prepare or modify designs relevant to the construction, maintenance and use of a structure. A PD's main duties include:

- Liaise directly with the Client and other CDM duty holders throughout all phases
- Coordinate the pre-construction phase
- Involvement in the design of the structure and the risk associated with the design
- Passing relevant information onto duty holders during planning
- Ensure accidents are reported to enforcing authorities and brought to the attention of the venue

Principal Contractor (PC)- Event Dependent

A PC is defined as the organisation (or person) who plans, manages and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that, so far as reasonably practical, the work is carried out without risk to health and safety.

A PC's main duties include:

- Produce and update as required a suitable and sufficient Construction Phase Plan for the project, or make arrangements to do so
- Responsible for the planning, managing, monitoring and coordinating at all phases of the build / de-rig of structures on site
- Apply the general principles of risk prevention to the build and breakdown of the event by eliminating or controlling risks so far as is reasonably practicable
- Ensure everyone working onsite receives appropriate site specific health and safety information via a suitable site induction – including site rules, medical, fire and emergency procedures
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Suitable welfare facilities are in place

2.f. Duties of Operations Manager

The Operations Director has the responsibility for the implementation of the Company's Health and Safety policy. Additionally, Dave Whiteoak and a number of designated crew bosses (names tbc on each show) will supervise various phases of show builds and de-rigs, and have delegated responsibility for the implementation of the policy at an operational level during those times.

All on site staff are responsible to these people for matters pertaining to health and safety within their areas of accountability.

Responsibilities include, but are not restricted to:

- Ensure health and safety, site rules and regulations are a major consideration when planning the Event
- Production and circulation of site maps
- Co-ordinate and manage all contractors during build phase
- Liaison with all staff during event times
- Ensure staff under their control, including freelance workers and contractors, are competent and fully aware of any potential hazards
- Making sure all sub-contractors have received all site specific information and site rules
- Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site plans
- Reporting of any incidents/accidents onsite
- Ensure adequate medical provisions are in place and that all workers are aware of provisions
- Ensure Personal Protective Equipment required is suitable and worn by all employees; and by all persons deemed to be at risk
- Monitor all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way
- Inform all persons on site of emergency procedures/protocols and bring the emergency fire routes and evacuation areas to their attention
- Maintain good housekeeping in order to reduce the risk of trip/slip hazards and fire risks
- Making sure all sub-contractors have received all site specific information and site rules
- Check contractor compliance with the Company's method statements and risk assessments
- Maintain vigilance of fire hazards in the workplace at all times onsite
- Ensuring any incident or accident is appropriately reported, logged and investigate



2.g. Duties of Contractors

Contractors have the following responsibilities and duties:

- All work activities must be undertaken as per contractor's risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by the Production Management Team will be terminated immediately. (See Management of Health and Safety at Work Regulations 1999, regulation 3)
- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work
- The provision and maintenance of safe plant
- The provision of safe systems of work
- The safe use, handling and storage of hazardous materials / equipment
- The provision of information, instruction, training and supervision
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits
- The preparation of a written statement of Policy on Health and Safety
- The provision of information to any person supplied by you or to you by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely
- This information must also be given to any agency who must pass this information to its employees who will work for the client or employer
- To ensure they make reference to and apply any relevant information given to them by the Producer concerning any hazards associated with the work and premises
- To ensure they comply with any instructions given by the Event Management Team on health and safety matters.

Section 3 – Site Rules

3.a. General Responsibilities

It is a condition of attendance on site that all staff and contractors follow the rules laid out in this document. This is to ensure the minimum level of compliance required for the events space in line with UK law.

3.b. Contractors

It is the responsibility of the contractor to ensure that a safe system of work is used at all times and that the proposed system takes into account the safety of anyone affected by the operation. The proposed system should be provided to Dave Whiteoak for discussion with others at the contractor's operations meetings. All work activities must be undertaken as per contractor's risk assessments and carried out as per method statements.

3.c. Safety Briefing

All staff and contractors must attend the Safety Briefing prior to all works commencing which will be conducted by the Producer/ Production Management Team. The Safety Briefing will include site rules, general working arrangements and requirements, the fire/ emergency procedures and reporting procedures

3.d. PPE

All staff will maintain and ensure the use of Personal Protective Equipment (PPE) relevant to their task(s). All contractors and suppliers will maintain and ensure the use of PPE relevant to their task as identified in their site specific method statement and risk assessment. Non-compliance could result in the removal from site.

All staff conducting work activities externally will wear a minimum of steel toe cap footwear and high visibility vests during any loading, unloading and movement of vehicles. Where work is being conducted overhead a hard hat shall be worn at all times.

3.e. Smoking, Alcohol & Drugs

Smoking is only permitted outside any buildings and in designated areas, usually within the vicinity of exterior ashtrays. Contractors are not permitted to consume alcohol or take drugs (including certain prescription medication) during the build, event and de-rig. Any person who is believed by the Producer/ Production Management Team to be intoxicated will be considered to be unable to carry out their duties safely and will be required to leave the premises.

3.f. Unauthorised Access

The site access to be controlled by the external Event Producer for build and de-rig, and by their designated security company for the live events. No Contractor or those in their control shall enter into any unauthorized area for any purpose whatsoever (emergency excepted) without first obtaining permission to do so from the external event producer, who in turn submits all their access requirements ahead of any build or event to Video Illusions Ltd. Visitors are prohibited from



entering the authorized or segregated areas for working unless accompanied by a member of Production Management team, or Security Personnel.

3.g.Segregation

All Contractors shall ensure that their equipment and material is left in a tidy and safe condition and is segregated from others, not left unattended and that clear access is maintained at all times.

3.h.Materials

All decorations, scenery, props, drapes and hangings brought onto site to be used for the duration of all functions must comply with relevant standards and should be maintained flame retarded. If any doubt exists about the flame retardant level of a material, then a test certificate to show compliance with the appropriate standard must be forwarded to the Health and Safety Consultant / Production Management team.

3.i.Waste

All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Contractor to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the installation / each event.

The Contractor is also responsible for ensuring that Controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990.

3.j.Safety Equipment

All safety equipment located across the showground will remain un-tampered and unobstructed at all times, venue fire safety equipment includes call points, safety lighting and fire extinguishers

3.k.Storage of Equipment & Materials

All equipment & materials will be stored in agreed areas which will be included in the contractor's site map, and which in turn shall have no impact on any fire and / or evacuation routes. All contractors will also ensure that all equipment and surplus (hazardous) materials are returned to designated storage facilities at the end of each working shift

3.L.Accident Reporting & Investigation

All accidents, incidents and near misses must be reported without delay to the Event Producer. An accident book (BI 510) will be on site at all times. The Contractor is responsible for reporting incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Accident reports shall be forwarded on to Video Illusions Ltd.

3.m.Medical Provision

In general, the site will have 1x venue first aider that can cover the venue staff and visitors as a first response.

Should someone suffer an injury during the build or de-rig the production team will be informed to assess the situation and call their own first aider (who will be an operational/production team member) to attend if required.

Should someone suffer an injury during the live event, event control will be informed to call the medical team provided by The external event producer. All accidents and incidents must be recorded and follow RIDDOR regulations at all times. Production Management and Production Management Team to monitor this at all times.

3.n.Manual Handling Operations Regulations (MHOR 1992)

Like all of the other legislation enacted in 1992, the Manual Handling Regulations are risk assessment based. Always try to move things mechanically whenever possible. If a trolley or other such device is not available, seek help. Two people or more sharing a load is much safer than trying to lift alone and will minimise the risk of injury.

When involved in the manual handling; the load, the individual's capabilities, task and environment condition should be assessed before carrying out the activity

3.o.Working at Height Regulations

- The working at height hierarchy must be followed at all times avoiding any work at height wherever possible
- When it is necessary to work at heights precautions must be taken to prevent a fall
- Where working platforms are provided, handrails and toe boards must be provided, scaffolding must be provided, and erected by a competent, trained person and must comply with all regulations
- Care must be taken to ensure that nothing can fall onto persons below
- Ladders must be of sound construction and of adequate length



- Whilst working at height, full body harnesses (where a risk assessment has identified the need for) attached to correct fall arresters/lanyards, must be worn. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark. A rescue plan must be in place
- Whilst rigging machinery and equipment all chain locks and primary load bearing RSJs must be secured solidly and be of adequate SWL
- All employees and contractors must have, and comply with, current rigging certification
- All tools should be attached to person so far as reasonably practicable

3.p. Ladders

If the work to be carried out identifies ladders as the most suitable means of access then the ladders should be:

- In good condition
- Positioned at the correct angle to allow a 1:4 ratio
- Secure, to prevent slipping sideways or outwards
- Raised a sufficient height above the landing place or work platform
- Correctly positioned to prevent over-stretching
- Rested against a solid surface, or be a 'footed' A frame ZARGEE (or similar)

3.q. Animals

Bringing animals on to site as part of an event will require a separate risk assessment to be submitted to the venue by the external event producer. Reasonable steps must be taken to ensure animals are not exposed to any unreasonable levels of stress and that their individual requirements are taken into account. Animal cruelty is a crime. There will be adequate breaks for any animals on site and there will be a provision for accommodation, designate performance/interaction area, designated rest times, adequate provision of food and water and adequate shelter from the elements

3.r. Temporary Demountable Structures

- All structures must be provided by competent suppliers and will be constructed using manufacturers designed components
- All temporary structures and equipment installations will be designed and built/installed by suitably appointed contractors
- Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads shall be in accordance with the appropriate British Standards having regard to their location and use
- All main contractors shall submit a risk assessment and method statement before starting work
- The External Event Producer will ensure that contractors and site personnel follow safe working practices relating to the erection and construction of the structures
- All structures will be checked by a competent person and certified as being safe before they are used by providing a completion certificate to the Producer
- There must be suitable and sufficient means of access and egress at all stages during construction and break down
- On no account must the structural fabric of the temporary structure be used other than the intended designed purpose
- Any structure that creates a trip hazard will be clearly identifiable with markings on the outside of platform, to alert all persons in the change of level and location of the edge

3.s. Control of Substances Hazardous to Health Regulations (COSHH 2002)

If such substances are to be used, ensure that you use any substances (such as cleaning materials) in accordance with the manufacturer's recommendations.

Manufacturer and/or suppliers have a duty under the regulations to provide Hazard Data Sheets (HDS's or MSDS), which contain vital health and safety information.

Always read the packaging with any product and refer to the HDS / MSDS if necessary. Where a risk assessment has identified the need for greater control measures, Dave Whiteoak and the venue production team must be made aware prior to the substance going onto site.

3.t. Lifting Operations & Lifting Equipment Regulations (LOLER 1998)

All lifting equipment used must be suitable for the task and of adequate strength. All equipment must be marked with safe working loads and must be inspected daily when in use.

Lifting equipment must be operated by a competent person and therefore all operators must have received adequate training on the equipment to be used.

Policy and procedures:

- All employees or sub-contractors may only operate mechanical handling equipment if they have been fully trained in the operation of such equipment and hold a valid requisite license and have been granted permission to do so
- All equipment used must fully comply with all regulations relating to testing and examination and must be to the management's satisfaction
- All equipment must be in safe working order and operators will, prior to use, carry out a walk-around check
- All operators will be aware of ground/floor stability

3.u. Equipment Suspended At Height

All suspended equipment should be provided with a secondary means of protection i.e. a safety chain or wire bond

3.v. Welfare

Contractors who use the site welfare facilities at Monks Hill Showground (e.g. storage rooms, toilets, out buildings, etc.) do so at their own risk. Please ensure all facilities are kept clean and free of obstruction. All staff and guests will have sufficient access to toilet facilities. Water will be made available to all staff by the Venue Management Team.

3.w. Electricity at Work Regulations (1989)

These regulations require that precautions be taken against the risk of death or injury from electricity in work activities. All electrical 'systems' must at all times be of such construction as to prevent danger. All electrical installation work will be undertaken by competent persons.

As with all other relevant legislation, risk assessments will be carried out and recorded. As electricity carries a significant risk on each job, job specific risk assessments will record the element of risk. The following are general rules for all electrical work on site at Monks Hill Showground:

- Never work on electrical or conductors unless trained and authorised to do so. You must be thoroughly familiar with the work you are about to do, and if in doubt check with the person in charge
- Always de-energise equipment or conductors before attempting to work on or close to them. Where this is impracticable, precautionary measures such as the use of shrouded tools or insulating guards must be used in order to prevent accidental contact
- Regard all electrical conductors and equipment as being live unless you are certain they have been isolated and cannot be re-energised by another person without your knowledge

Except for authorised electrical maintenance personnel, all other contractors are forbidden to carry out any electrical repair work, modify any electrical equipment or improvise any electrical repair work, modify any electrical equipment or improvise any electrical extensions, lighting etc. All contractors working on electrical installations must follow the rules below:

- All portable tools, appliances and equipment will be earthed or will be double insulated
- Rubber insulating gloves and rubber soled shoes or boots will be worn when working on live electrical equipment. No work on live equipment will take place unless it is not possible to work otherwise
- In wet or damp conditions, earthed electrical tools and equipment will be used, and where practicable further protection will be provided, such as earth leakage circuit breakers (RCDs) and insulating protective clothing
- Metal ladders are prohibited for use in areas where contact may be made with live equipment or conductors
- Sufficient access and working space and suitable and adequate lighting will be maintained around all work areas where electrical work is taking place

These are the responsibilities of the designated competent person and any others who carry out electrical work:

- To ensure as far as possible that systems, plant and equipment for which they are responsible are designed, constructed, installed and maintained to ensure the maximum practical level of safety, and to take into account any special hazardous conditions such as wet, corrosive or flammable environments when selecting electrical equipment
- To ensure that maintenance and other work on or nearby any electrical system is carried out in such a way as not to give rise to danger
- To ensure that proper means of cutting off power and isolating equipment are made available in all appropriate cases
- In respect of work on electrical equipment, to ensure that adequate precautions have been taken to make and keep all dangerous electrical equipment and to ensure that there is no live working unless it is absolutely essential and the work cannot be done in any other way
- Where live working is essential, to observe all possible precautions in respect of insulation, barriers, restriction of work and person working, and other precautions to prevent danger



- To ensure as far as possible that adequate working space, access and lighting are provided whenever work is done at or near any electrical equipment
- To ensure as far as possible that all persons for whom they are responsible have the appropriate technical knowledge or experience for the work they are employed to do, or are being effectively trained and supervised in their work

3.x. Lone Working

Lone working is to be avoided. If lone working is unavoidable, adequate safeguards must be put in place, e.g. regular visits to ensure the safety of the operative.

3.y. Fatigue

An increased risk of accidents can occur if persons are allowed to work for extended periods of time without adequate rest periods. This causes mental and physical fatigue which results in errors of judgement which lead to accidents.

Mental fatigue is the most dangerous type of fatigue as it can result in errors of judgement. The risk assessments carried out by contractors will require taking account of the possible effects of fatigue, especially where employees operate machinery.

Dave Whiteoak and the Venue Management Team will ensure that all venue staff and contractors take regular scheduled breaks.

3.z. Safe Use of Mobile Elevating Work Platforms

Mobile Elevating Work Platforms can provide excellent safe access to high level work. When using a MEWP make sure that:

- Employees and subcontractors operating it are fully trained and competent.
- The work platform is provided with guard rails and toe boards or other suitable barriers.
- It is used on firm and level ground. The ground may have to be prepared in advance.
- Its tyres are properly inflated.
- Any outriggers are extended and chocked as necessary before raising the platform.
- A plan is in place ensuring it is known what to do if the machine fails when the platform is in the raised position.
- Safety harnesses with a restraint lanyard should be used for all boom lift or cherry picker MEWPs.

Do not

- Operate Mobile Elevating Work Platforms close to overhead cables or other dangerous machinery.
- Allow limbs to protrude into traffic route when working near vehicles.
- Move the equipment in the raised position unless the equipment is designed to allow this to be done safely (check the manufacturer's instructions).
- Some Mobile Elevating Work Platforms are described as suitable for 'rough terrain'. This usually means they are safe to use on some uneven or undulating ground but check their limitations in the manufacturer's handbook before taking them onto unprepared sloping ground.

Safe working loads (SWL)

- Each manufacturer states the maximum SWL and is usually stated in kg or by a silhouette or number of persons i.e. one person and equipment 120kg. The average person being approximately 90kg.
- The instruction manual which should be on the machine protected from the elements will state the SWL and the conditions under which these loads are to be used.
- Machines are intended to access personnel and their equipment to the work area in an elevated position and not for use as a crane goods lift or hoist.

Section 4 – Build-Phase Briefings

4.a. Safety Briefing

Before work starts a safety briefing will be given to all personnel working for and on behalf of Video Illusions Ltd. The Operations Manager will ensure that all key personnel are aware of all necessary requirements, for working onsite and the procedures to follow in the event of any specific emergency or incident.

4.b. Work to be carried out

The External Event Producer will monitor and supervise works to make sure the correct personal protective equipment (PPE) is been worn, and provided where required. When not in use all equipment must be correctly and securely stored away.

4.c. Sign offs

Once work is finished the External Events Producer will make sure the proper signoffs have been completed for all installations including stage and set. Heads of Department will ensure the event area is clear of all excess equipment and it is appropriately stored in the designated storage area. The Event-Specific Safety Advisor will also produce a sign off prior to the event commencing.

4.d. Staff & Contractor Accreditation

Accreditation will be issued to all staff and contractors upon arrival to site and prior to them commencing their duties. This is the responsibility of the External Event Producer.

4.e. Stage and Set Installations

All installations will be conducted by competent contractors. All installations will be signed off by the relevant Head of Department. All documentation will be kept securely onsite and made available upon request. Staging plans will be produced and all staging will have weight-loads calculated to ensure that any imposed loads are within the design parameters of the staging.

4.f. Communication on Build and De-Rig

The use of 2-way radios either licensed or unlicensed will be encouraged for all performances. It is the responsibility of the external event producer to organise an adequate license for the entirety of their use of the space, if required.

Section 5 – Live Event Protocol

5.a. Live Event Arrangements

This section looks at the obligations on External Event Producers laid out by the venue to ensure safe working practices. These conditions must be met for the successful use of the event space and any external contractor seeking to use the Monks Hill Showground must comply with these conditions alongside their own safety procedures. This ensures there is unity across events organisation, making the use of space more efficient.

5.b. Safety Briefing

All Heads of Department must attend the Safety Briefing prior to guest arrival on event day. This shall be conducted by a member of the Operations Management team. The safety briefing will ensure operations are correctly co-ordinated and any issues are effectively communicated. The fire and evacuation procedures shall be discussed in the safety briefing. It will be the responsibility of the Heads of Departments to pass relevant information onto their staff and contractors.

5.c. Toilet Facilities

There are minimal toilet facilities on site and it is therefore required that External Event Producers evidence the calculations they have made for the numbers of toilets they will bring on to site. These calculations and toilet numbers must be shared with the venue before the build phase and be agreed in writing by the venue. Failure to do so will result in the venue's refusal to open to the public on grounds of public safety. Calculations should be referencing The Purple Guide.



5.d. Command & Control

The use of two way radios will be encouraged throughout the entirety of any production. A co-ordinating event control operation should be facilitated by the event security team.

Under normal conditions, management of the event will be undertaken by the External Event Producer's Event Manager. The function of their Event Control is to oversee the smooth running of all aspects of the event and to deal with any Untoward Incidents that may arise. The ultimate authority for cancellation or suspension of the event will rest with Event Control, however it is anticipated that a team approach to decision making (comprised of Event Control and appropriate members of the Event Management Team dictated by the situation) will be employed both in normal, and emergency conditions.

It is expected that the External Event Producer will have their own clear and advanced control process which is advanced to the venue before the commencement of build phase. If this is not the case, the below acts as a framework for external contractors to work to.

Operation of Event Control during Normal Conditions

All management teams will relay key decisions to Event Control as a matter of course, throughout the event. Event Control will be continuously staffed by a representative of the Security team. Event Control will log all radio calls and manage deployments and responses as required.

Operation of Event Control during an Untoward Incident

An incident which has serious consequences to an individual, group of people or the Event Organisers. The incident may damage the reputation of the Event Organisers, attract press attention or result in litigation. The event continues to run under control of the External Event Producer's Event Manager and she decides what action should be taken. Her decisions as to what the on and off-site response should be will be made in close consultation with the Head of Security and if necessary, Police and other Emergency Services. The Event Management Team will respond to the incident and take the appropriate action. Management of the event would continue to be run by the Event Management Team, with regular communications between all parties via Control.

Operation of Event Control during an Emergency Situation

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath. The event continues to run under the direction of the External Event Producer's Event Manager, in consultation with the Police. Decisions about what on and off-site responses should be made will be reached in consultation with the Police. The Police, LAS and /or LFB and the Event Management team will respond to the incident and take appropriate action. The Operations Director, Head of Security and Police will, in consultation, decide whether or not to stop the event.

Operation of Event Control during a Major Incident

A major incident can be defined as any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or local Authority for: The initial treatment, rescue and transport of a large number of casualties. It is agreed that the Police take 'Primacy'. They take over control of the event and make decisions on how the incident should be dealt with. The Operations Director and her management team assist the Police in implementing their plan to deal with the incident. Event Control will work in support of the emergency services under the co-ordination of the Police. In such circumstances Event Control may be re-assigned by the senior Police Commander as the Forward Control Point unless it is compromised by the incident.

5.e. Security & Stewarding

Security will be provided and deployed to strategic positions, governed by the External Event Producer and their security contractor's Head of Security, to assist with the crowd management and control of the guests throughout the event. All staff will be uniformed and adequately identifiable.

5.f. Noise Management

As part of the premises license, noise management restrictions will be put in place. The venue will undertake an acoustic consultation with a specialist to determine the best structure to comply with the licensing objectives laid down by the local council.

5.g. Incident Reporting

An Incident Report Register will be maintained which will include the name and contact details of any security personnel and/ or member of staff/ guest involved in any incident. The exact detail and extent of the incident including date, time, location etc. and details such as anti-social behaviour will be recorded. The name and number of the police officer in attendance (if required) and details of any witness shall also be recorded.



5.h. Waste Management/Site Cleaning

Cleaning services will be provided by the External Event Producer, event waste transfer will also be carried out by the External Event Producer. The cleaning contractor will provide staff to clean the venue interior and exteriors, including the ingress and egress routes and the land immediately surrounding the venue space.

5.i. Pedestrian Arrival / Departure

The venue space is remote and away from public transport hubs. The public road outside the front is a country unmarked road with no pavement. This means the External Event Producer must show a plan for the safe conveyance of any guests or contractors they reasonably believe to arrive on foot to ensure both licensing objectives as well as safe traffic management.

5.j. Bars & Catering

The External Event Producer will collate all of the relevant paperwork including Gas Safe Certificates, Insurances, Risk assessments, Staff Training Records, COSHH Records, HACCP Records and details of their local authority food business registration details.

A challenge 25 policy will be in operation at all bars. All sales of alcohol will be made under the authority of the DPS in line with the licensing objectives.

5.k. Special Effects

Emergency stops will be installed at both the stage and front of house control positions for any special effects. These stops will immediately shut down all special effects if required. Any laser or Pyrotechnic installation must require a key for operation, which will be removed by the operator when the equipment is not in use or left unattended.

External Event Producers must evidence their sub-contractors' training and experience for all laser, fireworks or pyrotechnics and cryotechnics installations at all events.

5.L. Traffic Management

Off Site

A one-way system looping from the dual carriageway back onto the M2 that uses a combination of stewards and AA Road signs is included in the appendix below. This is to ensure there is no unnecessary burden placed on the local community or local emergency services. It is assumed most visitors and contractors will arrive in their own vehicles due to the location of the event space and as such a provision for one-way system has been undertaken. This is the venue's recommendation to any External Event Producers and each event will require a traffic management plan that has been formed in consultation with the venue and a traffic management professional.

On Site

The site is mostly farm land and its events-space use will be throughout the year at many different times of day and night. As such, clearly segregated areas for public vehicle access and site vehicle access must be established in the traffic management plan submitted by the External Event Producer and this must follow the following venue-specific conditions:

- Large-scale events of more than 100 vehicles expected must use a one-way system on and off site
- All events must have a public parking area that is physically separated from pedestrian and events arena spaces
- All events must have access routes for emergency services that remain clear and unobstructed at all times
- Large-scale events of more than 100 vehicles must evidence a traffic management plan for the surrounding area including the justified provision of stewards or event signage on public roads.

5.m. Fire Safety

The External Event Producer must create adequate fire risk assessments and provide fire fighting equipment appropriate to their event, covering all phases of the event. The venue provides adequate fire fighting equipment for an empty site with staff members, anything beyond this is the responsibility of the External Event Producer relative to their event requirements.

5.n. Medical & Welfare Provision

The External Event Producer's medical providers will deploy resources as outlined in their plan, which will be submitted to the venue before commencement of the build phase. The medical providers will also deploy one member of welfare staff to assist with any audience members who require non-medical assistance or need time to rest and recover.

The External Event Producers will be committed to ensuring that the welfare of potentially vulnerable persons is safeguarded through the following policy measures at their events:

- Identification of potentially vulnerable persons by bar staff and patrolling security and medical staff, these may be people who have become vulnerable through misuse of alcohol or drugs.



- Support for potentially vulnerable people by staff engagement, assessment and assistance (including for example, contacting relatives or friends while offering medical assistance and a quiet place of refuge within the venue).
- Provision of a 'safe' area where customers can rest away from any performance and related noise.

5.o. Disabled Facilities Provision

Any event-goers requiring special assistance will be identified and Personal Emergency Evacuation Plans agreed with the Event Management Team.

Section 6 – License

6.a. Venue License & Council Interaction

The Monks Hill Showground will potentially be staging events by external contractors that contain the following licensable activities:

- The Sale and Provision of Alcohol
- The Provision of Regulated Entertainment
- The Provision of Late Night Refreshment

The Management seek to actively engage in conversation with the local council and the local parish to ensure transparency and clarity of intention. This Venue Safety Management Plan is just one part of the compliance process for the venue to ensure licensing objectives are met and exceeded, and it is recognised that the regulation and compliance process is an ongoing, developing process for all involved.

Prevention of Crime and Disorder

Effective communication is established and maintained between Video Illusions Ltd, the External Event Producer and relevant local authorities to ensure a positive action programme for combating crime and disorder is in place. All security personnel operating must be SIA registered.

The Challenge 25/Think 25 proof of age scheme shall be operated on the event site at all times. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card bearing the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.

All staff working on a bar or other outlet selling alcohol at the event shall be trained in the law about the sale of alcohol and must be over 18. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusal log / register.

A refusals log / register will be kept at the premises, and made immediately available on request to the Police or an "authorised person". The log will record all refused sales of alcohol and include the following:

- the identity of the member of staff who refused the sale;
- the date and time of the refusal;
- the alcohol requested and reason for refusal;
- description of the person refused alcohol

Public Safety

The safety of the public is the premises licence holders number one priority. In addition, Video Illusions Ltd will liaise directly with individual Agencies should this be appropriate. The venue plans have, and event plans must, be developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154).

Prevention of public nuisance

It is Video Illusion Ltd's intention to cause minimal nuisance to local residents as a result of any event. However, the arrival of several thousand people onto a rural site does have the potential for disruption, in particular noise. Video Illusions Ltd will work with the council, venue and local residents to ensure appropriate noise control levels are put into place so as to minimise noise leakage and nuisance to neighbouring properties.



Protecting children from harm

External Event Producers will be obliged to risk assess and clearly detail their process for accommodating minors safely.

Section 7 – Emergency Procedures

The following is the minimum an external event producer must comply with in order to run an event on Monks Hill Showground. These are provided as a framework for the External Events Producer to develop upon.

Having received notification of an incident or situation the notification will be passed to the appropriate team for action via Security Control. As all key personnel will be in communication via Control, all will be aware of problems as they arise and develop and will be able to give input, offer assistance or facilitate co-ordination as the situation dictates.

Operational Alert States

To assist in monitoring the event, it is intended to operate a three-tier system. When raising the alert state the relevant code words will be used to notify all radio holders.

GREEN Indicates that there is free flow both inside the venue and outside in the wider site, no problems reported.

AMBER Indicates unusually heavy pressure on entrances/exits, no free flow and areas of crowd density over 0.3 m² in particular areas or a threat, i.e. bomb threat, fire or crowd disorder.

RED This would be effective immediately where any Amber state was confirmed by Security / Safety Officer, or on advice of the Police, that the initial problem indicated as becoming uncontrollable or confirmed threat, fire, bomb, or structural collapse, were known.

7.a. General Fire & Evacuation Instructions

CONDITION AMBER

In the event that an Amber condition is declared, the Event Controller would activate the following:

1. Inform Head of Security of the incident. Inform all relevant parties of the exact area and nature of threat. Radio silence to all parties not involved in incident.
2. If necessary, ingress will be suspended and information given to waiting members of the audience in the entrance queues to prevent disorder.
3. Evacuation standby will be issued to all teams. The entrance door Supervisors to prepare to clear their areas in readiness for egress.
4. Where the situation is contained, Condition Green will be declared to all parties and a "stand down" given. All parties to resume normal duties and radio silence lifted. Where the situation is confirmed as serious by the Head of Security the action is escalated to Condition Red and a "stand-by to evacuate" is issued to all radio users.

DECLARING AMBER ALERT

The first message issued in this event will be:

"WILL THE TECHNICAL DIRECTOR'S REPRESENTATIVE PLEASE CONTACT THE EVENT OFFICE"

This is a warning that the alert evacuation procedure is on AMBER. All staff to stand by radios and wait for further instructions.

CONDITION RED

The persons designated as being responsible for halting the show in an emergency will be: External Event Producer's Event Manager or Head of Security. When the incident is considered as very serious and has been confirmed as such, the External Event Producer's Event Manager and her management team assist the Police in implementing their plan to deal with the incident.

Event Control will work in support of the security team and emergency services under the co-ordination of the Police.

In such circumstances Event Control may be re-assigned by the senior Police Commander as the Forward Control Point unless it is compromised by the incident.

DECLARING RED ALERT

This message in this event will be:

"THIS IS AN URGENT MESSAGE. WILL THE TECHNICAL DIRECTOR'S REPRESENTATIVE PLEASE CONTACT THE EVENT OFFICE IMMEDIATELY, I REPEAT, IMMEDIATELY".



This is a warning that the alert state has gone to RED

1. All exits and entrances to be cleared and made ready for egress
2. Loud Hailers are deployed to assist with evacuation
3. Customers to be directed away from the threat and the incident area to be secured
4. RV points to be staffed to ensure swift direction of Emergency Services to the incident
5. Designated person(s) to halt the show and an agreed public announcement made to the audience
6. Security Controllers to receive direct instructions from Security Control
7. All Security staff to assist with evacuation, including artist evacuation from backstage if the alert state alters this will be communicated by Security Control to Security Staff and the Event Management Team via Radio.

The decision to evacuate people from the venue to a designated Safety Area, to be determined on site with respect to the incident, due to fire, structural collapse, bomb threat, public disorder or for any other reason will be taken by the Operations Manager after consultation with the Event Management Team.

Should evacuation be deemed necessary, the Operations Manager will direct the P.A. to announce the following message (or words to this effect) to the public:

"DUE TO UNFORESEEN CIRCUMSTANCES THE ORGANISERS REGRET THAT THE EVENT CAN NO LONGER CONTINUE. YOU ARE, THEREFORE, ASKED TO LEAVE THE VENUE IMMEDIATELY THROUGH THE NEAREST AVAILABLE EXIT. THANK YOU"

Prior to any announcement to the public being made, an immediate message will be given to ALL staff to rendezvous at designated exits. The Security Response Teams will assist in directing the audience to the nearest emergency exits. Security staff on duty inside the site will assist the public from those locations into the emergency evacuation areas as directed by the control room. They will also facilitate the arrival of the emergency services and ensure that they are directed to the location of the incident and are able to work without interference. They will work to prevent panic and take other action as appropriate.

Security and stewards will prevent any re-entry without specific permission from the main control room. This will only be forthcoming following consultation with the blue light services.

Members of the public will not be allowed to collect belongings until this has been authorised by Event Control (following consultation as above), if one part of the site is being evacuated care must be taken to ensure that this does not create crowd build up at another point in the site which may well still be operating.

Part Evacuation

Where CONDITION RED is declared within a controlled area i.e. bag search, the activities may or may not be halted so as to reduce the possibility of panic. However, the area will be severely restricted until CONDITION GREEN is declared. Persons within this area may be evacuated toward other areas of the site or venue. During any CONDITION RED no public admittance will be given to the overall site. Once the event site has been given GREEN status, full public admittance to the event will be given.

Full Evacuation

Once it has been decided that a full evacuation is necessary, it will be carried out as per agreed procedures. Emergency evacuation strategy should recognise empirical research into crowd psychology during escape from disaster i.e. t_1 (time to interpret) + t_2 (time to move)

7.b. Evacuation Routes

The External Event Producer must supply documentation covering the unlikely event of a full or partial evacuation, which details where security and stewarding staff should position themselves, where the muster point is and where the emergency blue route is, as well as all crew's individual responsibilities, for example technical crew turning on working lights and powering down any special effects or non-critical power supplies.

The head of security will meet the emergency services at the main entrance from the public roads and inform them of any injuries or persons requiring medical attention.

Security and Stewarding staff will remain within the muster area until the all clear or call to stand down has been given. This call will only be issued once the Officer In Charge has liaised with all concerned parties. Due to the large nature of the showground, it is acceptable to consider internal evacuation from other areas.

Additional instructions may be as follows:

- Security to assist with information points in the event of unruly patrons upset about full/part evacuation
- Direct any casualty information to Event Control.
- Vendors not in immediate danger are to remain in situ with their unit.



- Ensure no vehicle movement on site, with the exception of emergency services.
- No re-admission to the venue unless authorised by Local Authority and Event Control.
- All other staff to report for roll call, once directed to do so by Event Control
- Security to maintain / preserve evidence until Police are ready to take over affected area. (The security contractors should have a Crime Scene Preservation Policy)
- Security teams to be re-deployed to assist in other areas once roll call taken.
- Direct additional emergency services to the required areas where / when required.
- Maintain crowd control in muster / public RV points and reassure patrons

7.c. Show Stop / Emergency PA Announcement

On any event there will be a sound system that will be installed with the capability to make emergency announcements. The security supervisors for each area will have radios with noise control headsets and additionally the stage managers will have radios on separate circuits.

Should a show stop be required, the instruction will come from Event Control to the security supervisor who will then inform the stage manager to halt the show and make an announcement over the sound system.

Within the production team, a number of designated staff will be authorised to make immediate show stop decisions; however, all decisions must be made with reference and agreement from the Event Management Team.

In ALL cases, Event Control must be notified as to the action being taken, and will enact procedure accordingly.

In the event that the Head of Security receives instructions from the Event Control to evacuate, appropriate numbers of Security will be deployed to the areas to be evacuated and the teams on exits will be instructed to open the doors and ensure that any obstructions have been removed from the path of the crowd.

Music/shows will be curtailed, announcements will be made via the P.A. system and Security will direct the public towards the nearest exit and/or away from the danger area, the crowds will then be marshalled away from the entrances/exits or field gates to prevent these areas becoming bottlenecks.

The event security team will be responsible for evacuating and clearing the affected area

Show Stop Announcement:

"DUE TO UNFORESEEN CIRCUMSTANCES THE ORGANISERS REGRET THAT THE EVENT CAN NO LONGER CONTINUE. YOU ARE, THEREFORE, ASKED TO LEAVE THE VENUE IMMEDIATELY THROUGH THE NEAREST AVAILABLE EXIT. THANK YOU"

CODED MESSAGES REPORTING DETECTION OF A FIRE

Never use the word FIRE on the radios; it may cause alarm if overheard by the public.

The code word for a SMALL FIRE that does not require immediate fire brigade intervention is MR ASH. (This is a fire that can be dealt with by suitably trained staff immediately available using no more than one fire extinguisher).

The code word for a LARGE FIRE, i.e. a structure is MR PUDDING. The location of the incident must be given as precisely as possible. The Security for the area will immediately evaluate the situation and commence evacuation of the area affected and deploy any fire fighting equipment available at that location.

7.d. Reporting Detection of a Suspect Package

Never use the word BOMB on the radios; it may cause alarm if overheard by the public.

The code word for detection of a suspect package is MR CASE.

The precise location of the suspect package and as full description of it as possible must be given. Ensure that the notification is made as quickly as possible but do not use radio or mobile phone within 100m of package.

The External Event Producer's Events Manager and the Head of Security will evaluate the package and if necessary, escalate the situation to the Police. Ensure that the package remains under surveillance and is not disturbed until the appropriate authorities investigate.

When assessing a potential suspect package, staff should use the HOT protocol:

H – HIDDEN – Has the item been hidden from view? Has it been placed in a discrete location?

O – OBVIOUS – Is the package obviously suspicious? Are there signs of wires, tape, batteries, ticking etc?

T – TYPICAL – Is the object typical for its environment? Does it appear out of the ordinary?



Evacuation Radii For Suspect Devices

Briefcase 100m, Suitcase 200m, Car / Lorry 400m Security will assist in the egress of guests from the immediate vicinity and ensuring others do not enter the site. Security will then follow instructions from Police with regards to cordon distances.

7.g. Assembly Point

The assembly points for each event will be decided through the External Event Producer's risk assessments and Bespoke Event Management Plan, which forms an obligation as part of the dry hire conditions. Typically the assembly point will be Field 6, 7 or 8, with one of the other fields taken as the emergency blue route.

7.h. Nearest Hospital

In the event of any injuries being sustained within the event footprint, an appointed first aid facility will be present during the occupation of the site, provided by the External Event Producer. The nearest accident and emergency hospital is Kent & Canterbury Hospital, Ethelbert Rd, Canterbury CT1 3NG, UK, which is 11.3 miles or 21 minutes drive away.

References

- The Event Safety Guide – A Guide to Health, Safety & Welfare at Music & Similar Events, HSE, HSG195
- Gallowglass Health & Safety: Event Management Planning
- A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Five Steps to Risk Assessment: A step by step guide to a safer and healthier workplace, HSE
- Maintaining Portable and transportable electrical equipment, HSG107
- Management of Health & Safety at Work Regulations 1999, HMSO
- Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998, Approved code of Practice and Guidance, HSE
- Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998, Approved code of practice & guidance, HS
- NASC Guidance Note SG40:00 – The use of Fall Arrest Equipment while erecting, altering and dismantling scaffolding, national access and scaffolding confederation
- Work at height regulations 2005, a brief guide,
- Construction, Design Management Regulations 2015; roles and responsibilities
- NEBOSH General Certificate in Occupational Safety and Health
- SIA & Level 3 Working as a Private Security Operative in the Executive Sector

