

# The NHS Confederation

Charity number 1090329

Company number 04358614

## Horizon Leeds

# Health & Safety Statement and Policy

Date policy agreed by [Board of  
Trustees/Audit Committee/Group Executive]  
Date of policy review  
Owner of policy

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Commercial Director

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# 1 Statement

Note: The venue is situated within a leased space of a managed building and therefore some of the health and safety arrangements rest with the landlords building agent JLL (Jones Lang LaSalle).

Horizon Leeds has a responsibility for the health and safety of all staff, contractors, suppliers, event organisers and their delegates whilst onsite. We have measured risk as set out in the Risk Assessment put safety measures in place and will do what is reasonably practicable to ensure the safety of those that visit Horizon Leeds.

All Health and Safety procedures, assessments and measures are to be made available to those who host events at Horizon Leeds. Event organisers have a duty of care to their staff, volunteers, subcontractors, and delegates and should make health and safety information available should any person that is a part of event request it.

Event organisers should be prepared to provide their own Health & Safety files for events that require one as set out in the policy. If organisers wish to use their own subcontractor's, method statements and risk assessments must always be provided to the venue team in advance.

This statement should be read alongside the policy written below and in some cases NHS Confederation's Health and Safety Policy produced by the Organisation which details the responsibilities and general arrangements for the management of health and safety for employees, sub-contractors and visitors.

This policy written below applies specifically to the Horizon Leeds Venue and events hosted at Horizon Leeds.

## 2 Responsibilities within the venue

### 2.1 Roles and Responsibilities

Health and safety for Horizon Leeds is headed up by the Facilities and Venue operations manager, the responsibilities include

- the safe maintenance of the venue, which includes the liaison with the landlord
- the safe delivery of events hosted at the venue
- the general risk assessments for Horizon Leeds
- the fire risk assessment for Horizon Leeds
- the individual event risk assessments for hosted events that require further risk management
- assume the role of Health and Safety Assistant for hosted events

The onsite team have a collective responsibility to ensure the day-to-day health and safety of the venue is managed including

- daily health and safety checks to mitigate risks
- carrying out equipment check
- scheduling maintenance visits
- working in line with the risk assessments

### 2.2 Responsibilities and competencies

Team	Competencies
Facilities & Venue operation Manager	IOSH Managing Safely (Event specific)
Sales & Marketing Manager	Fire Marshal Training and First Aid at Work
Reservations Officer	Fire Marshal Training and First Aid at Work
Horizon Operations team	Fire Marshal Training and First Aid at Work
Bank staff and temporary employees	Company Induction on Health and Safety Briefing for each show if working on an event
Suppliers	Company Induction on Health and Safety Briefing for each show if working on an event

## 3 Management of Risk withing the venue.

### 3.1 Statement of operational risk and assessment

Event operations give rise to safety risks. The times of most significant risk are during the production build-up and break down of an event which are constrained by space and time, during and event with large numbers and full production set-up, and the open periods when the company is responsible for public safety. For event risk assessments the overall risk is a combination of the three following factors:

- risks associated with the venue/location
- risks associated the event profile
- risks associated with the visitor profile.

The most significant 'event based' risks applicable to working within Horizon Leeds include the following:

- structural collapse of production/AV set, exhibition stand or other
- outbreak of legionnaires disease
- food poisoning incident from temporary catering
- fire, injury from fire
- slips, trips, falls
- injuries to hands caused by sharp objects in event waste including consequential infection
- exposure to contagious disease
- major incident including terrorist attacks
- security and safety risks associated with business travel
- security and safety risks associated with high profile speakers

This is an overview of the risks to which our delegates, employees, contractors are exposed, and every situation will be assessed separately and reviewed regularly. Risks will be mitigated with a view to achieving maximum reduction in the level of risk within what is reasonably practicable. Emphasis will always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is a control of last resort.

## **4 Risk Assessment Procedure**

All significant risks will be assessed, and a written record made within the venues main Risk Assessment.

### **4.1 Company Risk Assessment Register**

The Facilities & Venue Operations Manager will ensure that the following risk and safety assessments for the venues activities are conducted and appropriately archived:

- general risk assessments for offices and venue spaces
- fire risk assessment for all offices and venue spaces
- risk assessments and PEEP (Personal Emergency Evacuation Plans) are provided for venue staff with access requirements or for new and expectant mothers
- DSE assessments for office-based staff and home-based staff
- COSHH assessments and data sheets were necessary
- individual event risk assessments

Events that carry further risk such as set build/exhibition, activities must have a bespoke risk assessment, this is to be carried out by the individual client or supplier and to be provided to the venue for their Health and Safety file.

Standard conferences and meetings that fall within the scope of the venues risk assessment do not have to provide Health and Safety file.

### **4.2 Review**

The Facilities & Venue Operations Manager should review all risk assessments and procedures in the following scenarios;

- following an accident or incident
- following any changes to the process or operation
- following changes to applicable legislation
- at least annually or for each new event.

## **5 Safety of Equipment**

Horizon Leeds will comply with the requirements of the Provision and Use of Work Equipment Regulations as listed below:

### **5.1 Purchasing and Selection**

Managers are to ensure that all equipment purchased is suitable and fit for the purpose intended. Safety and health must be a consideration when purchasing all new equipment.

### **5.2 Information, Instruction and Training**

All equipment supplied to staff must be accompanied by the manufacturer's safety instructions where appropriate and operators must be properly trained in the safe use of equipment.

### **5.3 Maintenance**

All equipment must be properly maintained:

- as per the manufacturer's instructions and schedule
- as required following a risk assessment
- where applicable as required by law (e.g., LOLER)

Any safety defects are to be immediately reported and rectified or equipment discarded and replaced.

## **6 Personal Protective Equipment (PPE)**

The Organisation will comply with the requirements of the Personal Protective Equipment Regulations or other relevant legislation as follows:

- managers are to ensure that staff are issued with and wear personal PPE where required
- the requirement will be decided for each event by the responsible person unless the local legislation or venue rules dictate specific requirements (e.g., CDM Regulations in the UK, Government legislation)
- suitable footwear to be worn throughout the events varying phases. (Build, live, de-rig)

Staff should note that they have a personal responsibility to ensure that they are compliant.

## **7 Control of Substances Hazardous to Health**

The Organisation will comply with the requirements of The Control of Substances Hazardous to Health Regulations (COSHH). Our policy is to avoid such risks by using alternative methods or substituting for a safer substance where at all possible. Where it is not possible to avoid such risks, the following will apply:

- for events where there is handling, or use of hazardous substances either as part of a process, or as an exhibit, this must be reflected in the event risk assessment and relevant information supplied to the venue.
- where employees in the venue are directly involved in handling such substances a COSHH assessment must be carried out.

## **8 Emergency Procedures for live events**

It is a legal requirement to have a procedure to deal with serious danger.

The venue has an emergency procedure in place which covers standard events, where a specific procedure is necessary, this will be carried out by the Facilities & Venue Operations Manager.

As a matter of general policy, the following will apply:

- venue risk assessment will cover serious danger and identify event scenarios that bring an increased risk and impact on the existing arrangements.
- It is the duty of the client to provide a risk assessment for their events which should cover any outsourced products, materials, suppliers
- all event delivery staff deployed to events must have an understanding of the emergency procedures and where appropriate the part that they play in executing them.

## **9 Event Safety Planning and Delivery**

The following arrangements will apply to all events hosted in Horizon Leeds

### **9.1 Management and Planning**

Each event is to have an allocated Event Manager who is responsible for liaising with the 'client' or 'organiser'. The role of Event Manager will be assumed by a member of the Horizon Leeds team for hosted events.

Arrangements for all events will be compliant with the AEV eGuide document which details the best practice standards to be achieved.

## **9.2 Event Safety File**

The Event Manager is to compile and maintain an Event Safety File for each event that requires one. An Event Safety File should be completed if an event, its activities or set-up fall out of the scope of the venues risk assessment.

The file should include at minimum:

- venue risk assessment
- specific risk assessment completed by the organising team
- supporting risk assessments from key contractors and exhibitors

Other information which may be required dependant on the event

- method statements and structural certificates for complex structures
- CDM Construction Phase Safety Plan (UK Events Only) where appropriate
- record of audits, inspections, and safety tours
- record of health and safety meetings and dealings with venues, contractors, or enforcement authorities on health and safety issues
- record of health and safety briefings given on site
- record of accidents and investigations
- any other relevant information.

## **9.3 Safety and Welfare of delegates**

The safety and welfare of the delegates is the responsibility of the event organiser or client. The venue risk assessment and Health & safety policy will include matters that affect delegates including safe evacuation, threat, fire and first aid procedures. This also applies to any employee of the NHS Confederation who may have cause to visit an event as part of their duties.

Safety standards on site will not compromise the safety of the delegates, venue staff, contractors or NHS Confederation employees. If they are not acceptable it is to be brought to the attention of the venue and the matter resolved before events/work are allowed to continue.

## **9.4 Dealing with Accidents at Events**

Horizon Leeds has a structured process in dealing with accidents at events, the following applies in all cases.

- all accidents and significant near misses must be brought to the attention of the venue staff immediately
- the Facilities & Venue operations Manager is to be informed of any accidents and significant near misses that occur at events as soon as is reasonable
- a record of all accidents and significant near misses is to be logged in the accident log and in the booking file
- if an employee of the organisation is either injured or involved in any accident, it must be reported as per the accident reporting procedure.



## **9.5 Duty Manager**

For any period of event operational activity such as the build-up and breakdown of an event, the following duty cover must be in place:

- SMT Member on call
- Designated Duty Manager (DDM) on site
- Trained First Aider/Fire Marshal on site

## **9.6 Floor Management at Events**

The level of cover should be determined by the event risk assessment. Where required all floor managers must have at least an IOSH Managing Safely Certificate.

## **9.7 Event Opening Procedure**

It is the responsibility of the venue team to ensure the following prior to opening.

- the venue team have completed all relevant daily health and safety checks

In the event of a large-scale event and/or exhibition

- the event organiser must be on site and safety checks completed following build phase.

## **9.8 Event Closing Procedure**

It is the responsibility of the venue team to ensure the following prior to closing.

- Organising teams and delegates have left site
- Subcontractors have safely broken-down equipment and removed from site
- Venue space is cleared down and re-set
- Cleaning team is onsite