



# Health & Safety Management Guidelines for Event Venue Operators

## Introduction

This document is published by The International Live Events Association (ILEA) Middle East Chapter and is intended to provide guidance for the provision of high standards of health & safety for all event venue operators operating in the Middle East region. Every effort must be made by all parties to provide a healthy & safe environment for all involved with exhibitions, conferences and events at venues across the Middle East region.

This is not intended as an exhaustive reference and in some cases consultation with a qualified health & safety professional is recommended. Separate guidelines exist for contractors and event agencies/organisers. These guidelines are considered to be best practice according to international standards and are endorsed by the board and members of ILEA Middle East chapter.

The venue has ultimate responsibility and must be given the final decision making authority on all venue related health & safety issues. Health & safety of the venue staff must be covered by the venue operator.

## The Venue Operator's Roles and Responsibilities

It is the responsibility of a venue operator to:

- Ensure that the law and their own company health & safety policy is adhered to.
- Maintain the venue in a way that ensures the safe and efficient production of events.
- Create and maintain a risk assessment for the event venue which indicates common hazards and control measures for all events.
  
- Hold adequate insurance for the venue.
- Create and maintain an evacuation plan that ensures safe exit routes for all present.
- Make sure that competent venue managers are appointed to monitor and implement the venue's risk assessment requirements and also enforce safe working conditions.
- Adhere to a duty of care at all times.
- Appoint representatives to oversee the venue's operations and be present on the premises the whole time the premises are in operation.
- Ensure that contractors directly engaged or via a third party, are competent and have the capacity to fulfill their H&S requirements.

- Have all the required documents from their contractors and ensure that the information is verified and acceptable.
- Review event contractor and event organiser's event specific risk assessments, method statements as well as setup and rigging plans.
- Ensure that the maximum occupancy capacity is not exceeded and safe exits of all participants is assured when conducting more than one event at the venue at the same time.
- Liaise with emergency services and as required local authority (civil defense, civil aviation, RTA etc).
- Seek professional advice regarding the correct action to take or the standard required.
- Brief contractors and all third parties appointed for repairs, maintenance and other operational requirements, not related to the event production of ongoing events in the venue so as not to impair the functionality of safety critical systems.

## Competencies/Qualifications

The venue's own staff as well as their contractors must be competent.

The definition of competence is, the correct level and balance of experience and formal training in relation to an individual's scope and level of responsibility.

The level of competence required for the safe operation of the venue must be determined by the venue's own risk assessments.

The venue operator must reserve the right to impose certain competency criteria where they feel the contractor's/event organiser's risk assessment is insufficient.

Factors used to determine the level of health & safety competence needed include, but are not limited to:

- The size and complexity of the venue.
- The maximum occupant capacity of the venue.
- The use of complex or Temporary Demountable Structures (TDS), such as double deck structures or grandstands.
- The containment of significant risks, such as the number of persons working at height, the volume of heavy lifting, or the provision of any other service that may be deemed to be hazardous.

## Documents

Communicating information with all parties involved in the planning and production of any event is essential to maintaining a high level of health & safety.

All H&S documents shall be made available during the course of the event to any interested party such as authorities, venue operators, suppliers etc.

The venue operator will supply the event organiser or the event contractor with the following documents:

- A venue risk assessment.
- Manifest plans for maximum capacity.
- Rigging plans that define the maximum loading capacity of ceiling structures.
- Floor plans showing emergency exits, permissible build heights, floor loading capacity and non-build/restricted zones.

- An emergency evacuation plan.
- Contact details for venue managers, locally responsible authorities and if required recognized contractors/suppliers.

In return the venue operator shall require the event organiser to submit the following documents:

- An event specific risk assessment.
- Separate risk assessments and method statements for the introduction of special risks.
- Floor plans, seating plans etc. if the intended setup differs from the venues standard setups.
- Construction plans for temporary demountable structures approved by a certified structural engineer.
- A rigging plan showing the intended distribution of loads.
- A detailed work schedule.
- A pass system showing access restrictions.
- A list of contractors and their contact details.
- A list of contacts of persons responsible for emergency operations.

These shall be reviewed by the designated professional at the venues.

## Disclaimer

These guidelines represent a suggested minimum standard to which the venue operator aspires in connection with running an event venue. These guidelines have been prepared for general guidance purposes only.

The information contained here is not legal advice. Legal advice is dependent upon the specific circumstances of each situation.

The venue operator and event organizer and/or contractor all have operating duties under relevant legislation and regulations within the Middle East region and such laws and regulations obviously can differ from territory to territory within the region, and must therefore be observed accordingly.

We make no warranty or representation that this guidance will meet your requirements or that its content is accurate or complete. These guidelines are not a substitute for independent advice and you should obtain professional advice where appropriate from external or internal sources.

To the fullest extent permitted by law, neither the author nor the board members, committee members and/or special advisors to the board of ILEA Middle East Chapter will be liable for any claims of any nature whatsoever (including but not limited to indirect or consequential loss or damage, loss of business, loss of opportunity, loss of data, loss of profits) arising out of or in connection with the use of these guidelines.

It is the responsibility of every venue operator's employee and contractor to ensure that it safeguards health & safety and to comply with all applicable health & safety laws.