



Health & Safety Management Guidelines for Event Contractors

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 event contractors 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 venue operators and event agencies/organisers. These guidelines are considered to be best practices according to international standards and are endorsed by the board and members of ILEA Middle East Chapter.

The event contractor, as referred to in this document, is the principle company responsible for the safe supply, setup and operation of equipment, material and services for a specific event. The event contractor must appoint only competent individuals and sub-contractors to manage the services provided. Health & safety of their employees must be organised by the event contractor.

The Event Contractor Roles and Responsibilities

- Contractors seeking appointment should ensure they have the necessary skills, knowledge and experience required for the task at hand.
- Ensure that the local law and their own company health & safety policy is adhered to.
- Hold adequate insurance for a specific event.
- Maintain their equipment in a way that ensures the safe handling and efficient production of events.
- Prior to the event, deliver task specific risk assessments, method statements, construction drawings, load calculations of any Temporary Demountable Structure (TDS) etc. (where applicable) to the event organiser.
- Appoint responsible supervisors for monitoring and implementing the event contractor's health & safety policies and procedures and work according to event specific safe working conditions.
- Supervisors must be responsible for the contractor's operations and present at all times.

- Make sure an adequate amount of time and resources are allocated to the project to minimise risk.
- The contractor must make the event organiser or venue manager aware of any discrepancies in design, time allotment or coordination of works that create unsafe working conditions.
- Cooperate with other contractors, event organisers and venue managers in coordinating procedures on site.
- The contractor (including employees) has a duty to report to the event organiser or venue manager, instances where they or others are working in a way that puts them or anyone else in danger.
- Ensure any sub-contractors engaged are competent and have the capacity to fulfill their H&S requirements.
- Have all the required documents from their sub-contractors collected, verified and ensure that the information is acceptable.
- Seek qualified health & safety advice where there is any doubt regarding the correct action to take or the standard required.

Competencies/Qualifications

The contractor's own staff as well as their sub-contractor's should be able to demonstrate that they are competent and able to perform their duties.

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 contractor's own safe operations must be determined by the contractor's own risk assessments and method statements.

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

- The size and complexity of the project.
- The use of heavy lifting and moving equipment such as cherry pickers, fork lifts or cranes.
- The presence of significant risks, such as the number of persons working at height, the volume of heavy lifting, electrical hazards and hot works.

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

- Specific risk assessments and method statements.
- Documents such as rigging plans, construction plans and any other documents that must be approved.
- A detailed work schedule.
- Provide license copies for all operators of equipment used on site.
- Contact details and credentials for supervisors on site.

Contractors should provide their employees and any sub-contractors under their control with the information and instructions they need to carry out their work. This must include:

- A suitable site induction, where this has not been provided by the event organiser.
- Information on potential hazards (pyrotechnics, special effects) present on site, the risks associated with those hazards and the control measures put in place.
- The procedures to be followed in the event of serious and imminent danger to health & safety.

Disclaimer

These guidelines represent a suggested minimum standard to which the event contractor aspires in connection with providing event services.

These guidelines have been prepared for general guidance purposes only. The information contained in them 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 duties under relevant legislation and regulations operating within the Middle East region and such laws and regulations can differ from territory to territory within the region.

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.

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.