

AT YOUR SERVICE...

EXCELLENCE AS STANDARD



Health & Safety

Health and safety is the responsibility of everyone working on an event, however as the organiser of the event you have several important responsibilities, these are outlined in the e-Guide 'Health and Safety Responsibilities' section, starting on page 86, link below.

<https://www.aev.org.uk/e-guide>

Your event manager will compile a safety file for your event on behalf of the venue in case you are subject to any licencing or HSE inspections whilst your event is on site, you will be asked to provide the following documentation;

- A copy of your Public Liability and Employee's Liability Insurance, covered to the amounts details in the venue hire contract.
- A detailed event and fire risk assessment.
- Risk assessments, method statements and where relevant, stand plans from any of your contractors and sub-contractors.

Please ask your event manager if you have any questions about the above requirements.

CDM

In April 2015 the Construction Management and Design (CDM) regulations were updated and now apply to the events industry. Further information about these legal requirements and regulations can be found at:

<http://www.hse.gov.uk/Construction/cdm/2015/index.htm>

CDM Requirements from ACC Liverpool

ACC Liverpool will require copies of your Construction Phase Plan and a copy of your Site Induction / Exhibitor Manual (to include site rules and who will be responsible for managing them) for inclusion in our Event Safety File.

CDM Guidance

ESSA, the AEV and AEO have produced event industry specific guidance which outlines how CDM regulations apply to the event industry. It includes clarification on roles and responsibilities and templates for capturing essential information e.g. method statements, risk assessments and construction phase plans:

<http://www.aev.org.uk/cdmresources>

E-Guide

You will have received, along with your contract, a copy of the e-Guide, our venue regulations. This document specifies any information / documentation that we require from you in order for certain activities to take place within the venue. Should you have any questions or require any advice on any of the topics covered within the e-Guide we will be able to assist you. Please see link to the e-Guide download [here](#). The e-Guide is a working document and is updated on a regular basis, therefore it is important that you use the link above and not the copy received with your contract. Please let your event manager know if you have any comments or feedback.