

AREAS OF RESPONSIBILITY FOR VENUE OWNERS AND MANAGERS

Venues and venue managers also have responsibilities and an Agreement should be made within the initial Tenancy Contract between the Venue and Promoter for exact areas of responsibility regarding provisions of service and facilities (i.e., cleaning, security, car parks, toilets, etc.). Some areas of responsibility may overlap and will vary between venues and between different shows or tours. These agreed areas of responsibility are for the specific show only and do not absolve any other statutory responsibility under Law.

It is the collective responsibility of both Venue and Promoter to ensure the suitability of the venue for the proposed event. Depending on the nature of the event you may need more than the existing facilities that the venue has to offer, but this and the hazards associated with the event will become evident from undertaking a suitable and sufficient Risk Assessment.

The Venue is responsible for providing a safe place of work and environment for its staff, contractors, visitors and clients - the Promoter, so far as is reasonably practicable.

The Venue is directly responsible for the upkeep of the venue *fabric* – i.e., roofs; walls; columns; floors; ducts; heating and ventilation systems; public gathering places and thoroughfares; basic fire-fighting cover; and all plant, materials and equipment normally contained therein which has not been expressly brought in or hired directly by a Promoter for a specific show or event. If purpose-built, static restrooms, toilet, hygiene and welfare facilities for visitors are provided then the Venue is also responsible for their maintenance.

It is the Venue's responsibility to satisfy itself, so far as is reasonably practicable, that suitable arrangements are in place and to ensure that the Promoter has developed a full Health & Safety Management Programme, including a suitable and sufficient Risk Assessment for the show or event, in order to fulfil the Venue's legal duties as set out in Regulation 3 and 4 of the Management of Health and Safety at Work Regulations 1999.

The Venue must ensure that all its own staff are trained and that the published emergency procedures are adequately communicated to all parties using their facilities onsite.

The Venue should agree and implement suitable temporary management hierarchy so as to cover all the risks assessed and any emergency procedures required for each specific event, which may vary from event to event. A 'Health and Safety file' should be kept for each event, containing such documents as the Risk Assessments and statutory forms for RIDDOR, COSHH, etc., etc.

The Venue has a responsibility to pass on any information relating to any site-specific Health & Safety requirements/procedures to Promoters, who then should disseminate this information down to the Production

Step-by-step safety checklist for venue owners and managers:

It is your duty to Promoters to ensure, so far as is reasonably practicable, that the venue is a safe one in which to hold the proposed event. The following checklist is suggested:

1. Appoint a Competent Person or 'Safety Co-ordinator' for the planned event:

This person will take responsibility for managing and co-ordinating Health and Safety matters both pre-show and on site between you and the Promoter, and you and the Local Authority. They can be an experienced and competent member of your own staff or from an independent body.

2. Review the accident statistics with the Promoter:

From the details of the Promoters last show/event/tour, if applicable, establish the most common type of accidents or incidents and enter these in your Risk Assessment for their forthcoming event. Note too if there were any serious accidents or near misses and bring these to the attention of the Promoter. If the Artist is new, reviewing the general accident records with the Promoter should help to establish any patterns in accident types. If the act is an established one but just new to your venue, make available the existing accident records in order to establish the necessary control measures.

3. Undertake a separate In-house Risk Assessment:

This may be done in conjunction with the Local Authority as part of an Entertainment License application. Consider the hazards at your venue which present risks to your in-house staff and Contractors who work on your behalf within your venue. This Risk Assessment should also be instrumental in creating a safe working environment in which the Promoter can hold their event.

4. Undertake a Risk Assessment for the show.

From the Accident Records and details of the show supplied to you by the Promoter, consider the most significant hazards and risks that will be present on-site throughout the three areas of the event, i.e., the "get in" and build-up, the show and breakdown and "get out" phases. Undertake this with a senior member of the Promoters or Production team and agree who exactly will be responsible for what on site, and the control measures in order to be implemented by each organisation

5. Notify all parties concerned of your findings:

From the Risk Assessment you will be aware of what the Promoter expects and what you are to provide for the show (such as better hall lighting, external signage, traffic management, etc.).

All your in-house staff and tied Contractors must be made aware of the safety control measures you are implementing, usually by way of: a) safety bulletins; b) staff training; c) staff meetings; d) 'Toolbox' talks; and e) safety notices or flyers distributed on notice boards, etc. The Promoter should receive written notification of precise areas of responsibility and any guide lines on specific venue requirements.

6. Compile a 'Health & Safety Filing System.

This should be kept up to date and contain the following for each event:

Tenancy Agreement;

Risk Assessment for the show;

Accident records and reports;

Policy statement;

Pre-show timetable (showing dates of all the planning meetings such as Production meetings, Promoter meetings, etc.);

Example stage and rigging plans;

Sample documents you produced for the Promoter, i.e., safety information;

Promoters material;

Post-show report.

7. Chase and collate, from the Promoter:

General Risk Assessment for the event if not done with you;

Structure Drawings and Rigging Plots for each such stand or feature;

Structural Calculations and Inspection Certificate for each such structure;

Method Statement for each structure and rigging operations;

Details of any item, material or chemical that has been brought to the Promoters attention by way of the Productions Risk Assessment;

Health & Safety Policy Statement;

Copies of the Production Risk Assessments as required;

All other relevant information that you may stipulate in the Tenancy Agreement.

8. Review the event:

A short while after the event, it is suggested that you evaluate everything that went right – and what went wrong – to enable you to plan and initiate control measures for the next show or event. Revise the existing control measures if necessary for the next show at your venue, and relay these findings to all relevant parties.

STAGES SAFE