



**HEALTH & SAFETY
POLICY 2016**

harrogateconventioncentre.co.uk

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Foreword by Director

This is your company Health and Safety Policy and it is essential that you read and understand what part you have to play in the company's health and safety arrangements. This is important not just for your own safety but also the safety of others around you at work. Every single one of you has duties under health and safety law and objectives set by me in this policy and I place a very high importance on individuals taking responsibility. Good leadership is also essential to the success of this policy, I will lead by example and I also expect the managers to set the example for others to follow and be proactive in controlling risk.

The events and venue management business is unique with regards to the spread of risk and the number of different parties that come together to put on an event. It also brings with it the higher duty of care that we have for our visitors. We therefore seek to go beyond mere compliance with the law to achieve a positive health and safety culture that genuinely adds value to the services which we supply to our customers. To achieve this we must maintain a regular dialogue with our customers, their exhibitors and their contractors on health and safety matters to ensure that we keep their needs in mind.



Simon Kent
Director Harrogate Convention Centre

Part One – Statement of Policy

General Policy Statement

The Harrogate Convention Centre management recognises that our customers rely on us to provide an event venue which is safe and without risks to health. Running a venue which is open to the public places a special responsibility on us and extends our duty of care not only to our staff but to organisers, promoters, exhibitors, contractors, visitors and members of the public. Thus we seek not just to comply with the Health and Safety at Work Act and other relevant legislation, but to provide a health and safety framework that is continually improving and genuinely supportive of our business objectives. To ensure that we meet all of our health and safety obligations we will:

- allocate sufficient resources to meet our health and safety objectives
- have access to competent health and safety advice
- provide adequate control of health and safety risks arising from our work activities
- implement emergency procedures particularly for fire, bomb and terrorist attack
- consult with our employees, business partners and clients on matters affecting health and safety
- provide training and supervision to ensure employees are competent for their work
- review and revise this policy as necessary at regular intervals.

Our overall approach will be to follow the HSG 65 and BS8800 standard for successful health and safety management by organising our approach as follows:

- Plan
- Do
- Check
- Act

Harrogate Convention Centre Board Commitment

The Harrogate Convention Centre Board is committed to ensuring this policy is implemented at all levels within the company.

Director Harrogate Convention Centre
Simon Kent



Signed

Date

Chair of Harrogate Convention Centre Board
Richard Cooper

Signed

Date

PART TWO – ORGANISATION AND RESPONSIBILITIES

Harrogate Borough Council Policy

Harrogate Convention Centre is wholly owned by Harrogate Borough Council (HBC) and thus is subject to HBC's Health and Safety Policy. This policy applies specifically to Harrogate Convention Centre and its operational functions.

Scope and Application of Harrogate Convention Centre Policy

Some of Harrogate Convention Centre's arrangements are managed and resourced directly by HBC and therefore outside the remit of Harrogate Convention Centre appointed management. Competent assistance is provided by the Health and Safety Advisor who is employed directly by HBC and this is supplemented by Harrogate Convention Centre's own arrangements. The Building Surveyor and aspects of building management are managed directly by HBC. This applies specifically to the management of Harrogate Convention Centre offices in Springfield House and the management of asbestos and legionella risk in the Harrogate Convention Centre premises which fall outside the remit of this policy.

It is the responsibility of the main board to ensure that the necessary health and safety arrangements are properly coordinated between that which is provided and managed directly by HBC and that which falls wholly under the remit of Harrogate Convention Centre management.

Main Board

The Board is chaired by the Leader of the Council, and comprises the Harrogate Convention Centre Director and council executive officers. The Harrogate Convention Centre Director reports on health and safety to the Chairman and the board as necessary. The board has collective responsibility for strategic health and safety issues at Harrogate Convention Centre and overall scrutiny of its health and safety management processes. It also has a responsibility to ensure that the Senior Management Team (SMT) have sufficient resources to discharge their responsibilities as directed by this policy.

Senior Management Team

Structure

Operational responsibility for health and safety ultimately rests with the Harrogate Convention Centre Director. He is supported by the Senior Management Team (SMT) who have a collective responsibility as well as their individual departmental responsibilities. The SMT members are:

- Simon Kent Harrogate Convention Centre Director
- Martin McNulty Head of Operations
- Brian Dobson Head of Sales and Event Planning

The Harrogate Convention Centre Director is also the designated Health and Safety Director. The Director will:

Health and Safety Director's Responsibilities

The role is essentially to champion the cause of health and safety at SMT level. Specifically the Health and Safety Director (HSD) is responsible for:

- the overall direction of health and safety policy and strategy
- the setting of company health and safety objectives
- ensuring that the SMT allocates adequate resources to achieve company health and safety objectives
- monitoring the company to ensure that it is achieving its health and safety objectives
- reviewing the Health and Safety Policy on an annual basis in conjunction with other members of SMT.
- reporting significant health and safety issues that cannot be resolved to Harrogate Borough Council's Chief Executive.

SMT Members' Health and Safety Responsibilities

Essentially the role is to ensure that the company's health and safety strategy is implemented. Specifically members are responsible to the Harrogate Convention Centre Director for:

- achieving the company's health and safety objectives within their area of remit
- the assessment and management of risk within their area of remit
- the safety and health of their employees and others who may be affected by the acts and omissions of their employees
- ensuring that their departments comply with the Harrogate Convention Centre Health and Safety Policy in all aspects
- ensuring proper monitoring of their departments
- the promotion of a positive health and safety culture within their sphere of influence.

Health and Safety Manager

The HSD will be assisted on a day to day basis by the Health and Safety Manager (HSM). The HSM is responsible for the day to day implementation of the company Health and Safety Policy.

The Head of Operations is the designated HSM. Specifically, the HSM is responsible to the HSD for:

- day-to-day management of health and safety
- advising the HSD on health and safety issues
- coordinating health and safety audits in liaison with the operational departments
- arranging health and safety training in liaison with the operational departments
- coordinating the revision of health and safety documentation in liaison with the operational departments.
- preparation of health and safety reports as directed
- maintenance of risk assessment register and monitoring fire risk assessments to ensure compliance with Fire Safety legislation.
- ensuring arrangements are in place for health surveillance where necessary
- maintaining office health and safety notice boards and health and safety law posters
- the promotion of a positive health and safety culture

Human Resources

HBC provides HR support to the Harrogate Convention Centre. HR has an overarching responsibility for employee welfare and this includes an element of health and safety (including temporary and casual labour). In liaison with the relevant line manager the HR Manager is responsible for the following:

- consultation with employees on health, safety and welfare issues
- risk assessment for the employment of young persons

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- health and safety induction training for new staff
- maintaining a record of licences and driver declaration forms for essential car users
- maintaining on each employee file, their health and safety responsibility statement (SRS) and a record of health and safety training undertaken
- display screen equipment assessments (In liaison with the HSA).

Competent Assistance

Every company is obliged by law to employ 'competent assistance' which means qualified health and safety professionals with the relevant venue management experience. Where that expertise does not exist in house, it can be contracted in.

HBC provide a designated H&S service which is the first contact for routine competent advice.

X-Venture Global Risk Solutions is a specialist event safety consultancy and has been contracted for specialist health and safety consultancy and training.

Line Management Responsibilities

Leadership from the top is fundamental to our approach and this must be reflected at all levels. Managers must take a clear lead by setting the example for their staff to follow. Managers at all levels will be assisted by competent staff where required.

It is fundamental to this policy (and health and safety law) that it is the directors and line managers who are ultimately responsible for health and safety and who must exercise the appropriate controls. Whether or not you have been allocated a specific health and safety role or are one of the key directors above, every manager has a duty to ensure the health and safety of his or her staff and others who may be affected by the actions of his or her staff. It should be noted in particular, that risk assessment is not a specialist function, but the duty of every employee with a management or supervisory function within the company. In particular managers are responsible for:

- the safety and health of their employees and others who may be affected by the acts and omissions of their employees e.g. exhibitors, contractors, venue staff and visitors to events
- ensuring that their departments comply with the Harrogate Convention Centre Health and Safety Policy and achieve company health and safety objectives
- the assessment and control of risk within the bounds of their responsibility
- regular consultation with employees on health and safety issues.

Employees' Responsibilities

All Harrogate Convention Centre employees have a responsibility to:

- read and comply with the Harrogate Convention Centre Health and Safety Policy
- cooperate with the company on all health and safety matters
- not interfere with anything provided to safeguard the health and safety of themselves or others
- take reasonable care of their own health and safety and the health and safety of others
- report all safety concerns to the appropriate person
- report all near misses and accidents, however minor.

Some employees may have additional responsibility assigned to them. These are set down in an individual's SRS.

Allocation of Duties to Newly Appointed Staff

It is recognised that new staff will be appointed and the structure of the company may change over the course of the year. It is the responsibility of management to ensure that new staff are allocated responsibilities under one of the above headings, and any other relevant health and safety duties as appropriate.

Competency

Competency is a mixture of relevant experience and formal training. All staff will receive health and safety training commensurate with their duties and will have access to competent advice where they need it. Managers must ensure that staff are competent to discharge their duties in a safe manner. The arrangements for formal health and training are as follows:

Training matrix

Position	Training
Director	IOSH Directing Safely
SMT Member	IOSH Directing or Managing Safely at Events and Exhibitions
HSM	IOSH Managing Safely at Events and Exhibitions. NEBOSH General Certificate desirable
Event Planning Team	IOSH Managing Safely and other health and safety training relevant to the role
All employees	Company Induction on Health and Safety Emergency Procedures Training Specific training needs will be identified
Designated Duty Managers	IOSH Managing Safely or other health and safety training relevant to the role First Aid at Work Certificate desirable Detailed knowledge of emergency procedures and fire response plan
Fire Wardens	Fire Wardens training

With the exception of the company induction, which must be completed within 6 weeks of employment, the prescribed level must be achieved within one year of appointment. Briefing on emergency procedures must be conducted on the day of arrival.

Communication

Good communication is central to a positive health and safety culture and especially important in a company with a varied event program like the Harrogate Convention Centre.

Board and SMT Meetings

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Every board and SMT meeting will cover health and safety as a routine agenda item but will normally only consider exceptional items such as serious incidents. In particular the SMT is to:

- review the company's performance and health and safety reports
- approve health and safety initiatives to be implemented in the following 6 months and beyond as appropriate.

Health and Safety Committee

This is essentially a subcommittee of the SMT. Chaired by a member of the SMT it is to meet at least quarterly. Representatives from the following departments attend:

- Front of House
- Event Managers/Operations
- Technical
- Sales
- Catering
- Cleaning
- Stewarding
- Security

The committee has the following remit:

- review all near miss incidents significant accidents and incidents and prepare a report for the SMT
- review each department's performance and health and safety reports (these may be given verbally at the meeting)
- review the annual audit
- distribute information on new initiatives, updates, changes in legislation etc. to each department

Consultation with Employees

One of Harrogate Convention Centre's prime commercial assets is its employees, and regular consultation is important. The HR Manager, will organise consultation on specific issues as and when necessary. Managers must organise routine consultation with their employees under their own arrangements. It should be noted that this system is not designed to circumvent normal management processes. Day to day safety issues or defects must be brought immediately to the attention of the relevant manager or supervisor.

Communication with the Event Industry

Each event involves extensive consultation with the interested parties, in particular organisers and contractors, and this must include health and safety issues. Organisers, exhibitors and their contractors must be informed of relevant health and safety issues through the pre event planning meeting and via the Organiser Manual or other relevant publications.

The Harrogate Convention Centre is a member of The Association of Event Venues (AEV) and attends the eGuide committee and thus there is regular input from an industry perspective. The Harrogate Convention Centre is also a member of the following associations which allows the sharing information and best practice within our industry:

- AEV including representation on the eGuide and Technical Committees
- AIPC

X-Venture is an events industry specialist company and provides updates on event related health and safety issues when commissioned to do so.

Cooperation

A positive health and safety culture cannot be achieved in isolation and it must be the product of cooperation at all levels. This is not just good practice; all employees have a legal duty to cooperate with the company, each other, organisers, exhibitors, contractors and all those with whom they work on health and safety issues.

Management Performance

All managers are to have health and safety objectives set for them by the Harrogate Convention Centre Director as part of the overall appraisal process. Review of their performance is to include their contribution to a positive health and safety culture within their area of responsibility. Credit should be given where individuals have done more than simply complied with the policy and have managed to achieve positive improvements.

PART THREE – HEALTH AND SAFETY ARRANGEMENTS

Management of Risk

The company has a clear and specific duty under the Management of Health and Safety at Work Regulations to carry out a suitable and sufficient assessment of all significant risks and to mitigate those risks to the lowest reasonably practicable level. It is also key to our overall policy to proactively manage risk.

Statement of Risk Assessment

The company's operations give rise to particular safety risks. The times of most significant risk are during the build-up and break down of an event, which are constrained by space and time, and the open periods when the company is responsible for public safety. The most significant risks include the following:

- multiple contractors working in a single workplace
- fall from working at heights and working on a live edge
- objects falling from height or loads falling from vehicles
- overturning vehicles
- impact injury from moving vehicles
- structural collapse of seating or an exhibition stand
- outbreak of legionnaires disease from air conditioning system
- food poisoning incident from a catering outlet or stand
- fire
- major incident and civil emergency

This is an overview and by no means a comprehensive account of the risks to which our employees and others are exposed and every situation must be assessed separately and reviewed regularly. Managers should remember that in identifying hazards, anyone with relevant experience e.g. other parties such as colleagues, organisers and contractors should be consulted to ensure that risk assessments meet the legal standard of being 'suitable and sufficient' by identifying ALL significant risk. The Management Regulations also require that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

Risk Assessment Procedure

All significant risks must be assessed and a written record made. Specific requirements are as listed below:

Company Risk Assessment Record

The HSM is to maintain a record of key risk assessments as follows:

- generic event risk assessment for organisers/promoters and for all staff either working in events or who may have cause to visit them.
- individual event risk assessments for Harrogate Convention Centre organised events
- general risk assessments for offices
- any other relevant risk assessments e.g. COSHH assessments

HBC will maintain a record of Fire Risk Assessments for all event areas

Review

All risk assessments are to be reviewed as follows;

- following an accident or incident
- following any changes to the process or operation
- following changes to applicable legislation
- at least annually

The Employment of Young Persons

There is a specific legal requirement in the Management Regulation for risk assessment with regards to the employment of young persons. The Harrogate Convention Centre policy is as follows:

- The HR Manager is responsible for managing this aspect in liaison with line managers
- All offers of employment for employees under 18 must be cleared by the relevant manager and a young person's risk assessment completed by that manager before they start work
- No staff under 21 may be employed for tasks which involve driving, working at heights or operating heavy machinery without specific assessment and authorisation with regards to their suitability
- No staff under 16 are to be employed.

Employee Health

Display Screen Equipment

The use of computer work stations can give rise to serious health issues associated with repetitive strain particularly in the arms. Harrogate Convention Centre has a legal requirement under the Health and Safety (Display Screen Equipment) Regulations to assess and control risk to display screen equipment (DSE) users. Assessments are to be carried out whenever a user has a new workstation, moves to another workstation on a permanent basis or there are significant changes to the workstation. Users will carry out a self-assessment of their workstation and will be trained to do this. DSE assessments are to be carried out where required for all users on an annual basis.

The HR Manager is responsible for the application of this process, with reference to H&S when necessary.

New and Expectant Mothers

A new mother is a woman who is breastfeeding or who has given birth in the last six months. Under UK law the employer must have a generic assessment in place and conduct a specific risk assessment for a new or expectant mother once they are formerly advised of the condition by the employee. The HR Manager is responsible for these risk assessments and liaison with the relevant line manager on any special arrangements that need to be made.

Stress

Stress is the adverse reaction people have to excessive pressures or other types of demand placed upon them. There is a clear distinction between pressure, which can be a motivating factor, and stress which can occur when pressure becomes excessive.

Harrogate Convention Centre recognises that work-related stress is a significant contributor to illness and absence of work. This may be the cumulative effect of stressors both at work and outside the work environment. It is the policy of the company to identify and assess stressors in the work place and put into effect adequate measures to mitigate stressors so far as is reasonably practicable to prevent illness. To achieve this, the company will, through procedures set down by the Council:

- identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress and consult with staff on proposed action relating to the prevention of workplace stress
- provide information and training for managers and supervisors on good management practices
- provide confidential counselling for staff affected by stress caused by work or external factors
- ensure adequate resources to enable managers to implement this policy.

Noise

Arrangements will be as per the Work Place Noise Risk Assessment (Ref; FOH – F)

The need for health surveillance will be identified and arrangements set down to implement health surveillance procedures. Manual Handling

Manual handling can result in injuries some of which may become long term and disabling. To reduce the risks of injury from manual handling, Harrogate Convention Centre will carry out manual handling risk assessments, provide equipment to reduce the need for manual handling, and train all staff involved in manual handling activities.

Welfare facilities

Harrogate Convention Centre will provide adequate welfare facilities for employees, in compliance with the workplace (Health, Safety and Welfare) Regulations 1992. Welfare facilities includes toilets, wash hand basins, rest facilities.

Facilities will be available for employees to obtain hot and cold drinks, prepare and eat meals where the working day includes working over main meal times.

Key Contract Purchasing

Harrogate Convention Centre has a number of key contracts with facilities service companies for the servicing of the buildings and event activity. As a matter of policy the contractor's health and safety performance will rank alongside price and other performance indicators when placing contracts.

Contractors will be monitored when working for Harrogate Convention Centre and will receive feedback on their performance.

Safety of Equipment

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

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.

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.

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 to the HSM.

Lifting Equipment and Ancillaries

Harrogate Convention Centre will comply with the Lifting Equipment and Lifting Operations Regulations (LOLER) with regards to the following:

- the planning and supervision of lifting operations in the venue
- the purchase, hire and maintenance of lifting equipment
- fork lift operations
- training employees

Portable Electrical Equipment

The management of portable electrical equipment shall be in accordance with the Electricity at Work Regulations. Each department must maintain portable electrical equipment that is owned and issued by Harrogate Convention Centre. All portable electrical equipment is to be subject to an inspection and testing regime (PAT) in accordance with the Electricity at Work Regulations. Personal electrical equipment (brought from home) will not be allowed at work unless it has been inspected and tested.

Essential Car Users

All Essential Car Users must submit a copy of their license documents annually to the HR Manager who will maintain the list.

The company reserves the right to review the arrangements with any individual driver who either fails to maintain the company vehicle as directed, or who has a poor record of accidents or violations of the Road Traffic Act.

The use of mobile phones whilst driving a company vehicle, or any vehicle on company business is specifically prohibited. Mobile phones may be used when parked in a safe location.

Control of Substances Hazardous to Health

The company 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:

- event organisers must inform Harrogate Convention Centre staff of any significant risk brought to the venue in the form of hazardous substances and the findings of the relevant COSHH assessment including actions on injury or spillage are to be made clear.
- particular attention must be paid to the possibility of exposure to hazardous substances in an emergency such as a fire
- where employees are directly involved in handling such substances a COSHH assessment must be carried out.

First Aid

The provision of first aid cover for the offices will be determined by the general office risk assessment as required by the First Aid at Work Regulations. Designated First Aiders must have successfully completed recognised first aid at work course with a refresher course where relevant. Names of designated First Aiders are to be posted up on the departmental office Health and Safety Notice Boards and changes notified to relevant office staff by e-mail. For first aid at events see 'Event Safety Planning and Arrangements' below.

Emergency Procedures

It is a legal requirement for every company to have a procedure to deal with serious and imminent danger. As a matter of policy the following will apply:

Events

Event risk assessments must cover serious and imminent danger and identify any increase in risk posed by the event that would impact on the venue's existing arrangements.

Offices

- fire alarms must be tested at least weekly and records kept
- emergency evacuation drills must be conducted every six months and records kept
- all new employees must receive instruction in what to do in the event of an emergency on the day of their arrival. NB This must not wait for their induction training which may follow within six weeks
- emergency procedures must be reviewed and updated at least annually

Further details can be found in the Harrogate Convention Centre Fire Emergency Evacuation Plan, Harrogate Convention Centre Bomb Emergency Evacuation Plan, Harrogate Convention Centre Medical Emergency Plan and Harrogate Convention Centre Electrical Power Failure Procedure.

Equality Act 2010

Harrogate Convention Centre has been designed and welfare provisions provided to ensure it is accessible to all where reasonably practicable. It is the centre's policy to be compliant with the Equality Act 2010.

Harrogate Convention Centre is advised by the District Access Panel to assist compliance.

Event Safety Planning and Arrangements

This is the focus of the company's operational activities. Harrogate Convention Centre has a duty of care to its employees. This also extends to anyone who may be affected by the actions or omissions of those employees e.g. organisers, exhibitors, contractors and visitors to the premises or the general public. All companies have a specific duty under the Management of Health and Safety at Work Regulations to cooperate with each other on a site or undertaking where there is more than one employer.

Harrogate Convention Centre's arrangements will be in compliance with the AEV eGuide document which details the best practice standards to be achieved. Each event will have its own specific arrangements but the following will apply to all events:

Management and Planning

Each event is to have an event manager assigned to it who is responsible for liaising with the organiser on health and safety issues. This will usually be an event manager.

There must be at least one pre event planning meeting which discusses and records safety issues. As a minimum, organisers are to submit the following:

- floor plans and stand drawings at least **21 days** in advance if possible
- risk assessments and method statements for complex structures **21 days** in advance (where relevant)
- an event risk assessment at least **3 weeks** in advance
- note these principles should also apply when Harrogate Convention Centre is the organiser

All complex structures must be certified as safe by a structural engineer's certificate. For the purposes of this policy, complex structures are any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-storey stands, raised platforms and all suspended items are always considered to be complex structures unless demonstrably simple and of no significant risk.

Duty Director/Manager

For any period when the venue is open to visitors or there is operational activity such as the buildup of an event i.e. beyond routine maintenance, the following duty cover must be in place:

- SMT Member on call and ideally on site within one hour but in any case on site within 2 hours
- Designated Duty Manager (DDM) on site (This can be delegated to Technical FOH or Security where appropriate and must be clearly communicated to all parties involved.)
- Trained First Aider on site (can be the DDM though this is not ideal)

The Head of Operations is responsible for publishing the duty list in consultation with the SMT.

Duty cover may have to be increased depending on the risk assessment.

Event Safety File

The event manager is to compile and maintain an Event Safety File (which can be part of the overall Event File) for each Event. The file should comprise the following:

- Organiser's safety file and construction phase safety plan required by CDM Regulations (where relevant)
- Copy of notification of event to HSE as a CDM site if relevant
- organiser's event risk assessment
- organiser's health and safety policy
- organiser's construction phase plan if relevant
- supporting risk assessments from the key contractors and stands such as central features or displays (where relevant)
- method statements and structural certificates for complex structures (where relevant)
- record of audits, inspections and safety tours (where relevant)
- record of accidents and investigations (where relevant)
- record of health and safety meetings and dealings with the organiser, contractors, or enforcement authorities on health and safety issues. (where relevant)
- record of health and safety briefings given on site.
- any other relevant information.

Provision of First Aid Cover for Events

The need for medical cover will be determined by the event risk assessment and the HSM will advise what suitable cover should be provided

Event Opening Procedure

It is the responsibility of the duty manager for each event to ensure that the event is safe to open. The following principles apply as a matter of policy:

- the event can only open with the permission of the Harrogate Convention Centre DDM
- the event organiser must be on site and affirm that they are happy to open
- the DDM must be satisfied that it is safe to open with respect to the functioning of building safety systems and the maintenance of means of escape. This check must be done 15 minutes prior to opening
- the Duty Director or other senior manager is to be informed if the event is late opening by more than 15 minutes for safety reasons.

Safety Tours

The DDM must ensure the FOH team undertakes at least one safety tour each day of the event tenancy to ensure that safety arrangements are in place and functioning. The findings must be recorded in the event safety file.

Proactive Monitoring

The aim of proactive monitoring is to deal with health and safety issues before accidents occur. Such activities include audits, safety inspections and safety tours. All managers are responsible for, and have a duty to monitor the activities for which they are accountable.

Annual Audit

An audit is a systematic and critical examination of the company's effectiveness in managing risk, identifying both strengths and weaknesses. The HSD is responsible for commissioning an annual audit of the company which includes the following:

- the implementation of company policy
- company health and safety organisation and arrangements
- a representative event or group of events
- the company offices.

On completion of the company audit, the findings are to be published and made available to the SMT within 30 days. The report will be considered by the Harrogate Convention Centre health and safety committee

Monthly Building and Equipment Inspection

The HSD is responsible for ensuring regular inspection of all buildings for safety defects. The HSM is responsible for conducting this inspection with regards to structure and permanent fixtures. The HSM may choose to delegate all or parts of this task to the Building Services Manager (BSM) and members of the maintenance team. HBC is responsible for the maintenance of all fire detection and alarm equipment. This includes weekly testing of the fire alarm system, monthly emergency lighting tests and annual testing of the firefighting equipment. Please note: Harrogate Convention Centre undertake the weekly testing of the fire alarm system so this can be coordinated around the venue's events calendar. Defects which present serious and imminent danger are to be brought to the attention of the HSM for immediate action. Routine issues are to be reported via the SMT on Health and Safety. Particular attention is to be paid to the following:

- building safety systems such as heat and smoke detection
- signs of structural damage
- integrity of fire separation
- fire risks, combustible materials and ignition sources
- means of escape
- first aid firefighting equipment
- fire notices and signage in good condition, correct, legible
- fire doors and self-closing devices in good condition
- asbestos issues including damage
- electrical installations and major plant and machinery
- lifting equipment
- trip hazards, safe access and egress
- condition of external roadways
- safety defects of any kind
- welfare facilities, toilets etc

Fire Risk Assessments

The HSD is responsible for ensuring that fire risk assessments of all event areas are conducted or reviewed annually.

Reactive Monitoring – Dealing with Accidents

Reactive monitoring involves accident reporting and investigation and is the management of health and safety failure. It is an essential part of the overall process so that lessons can be learned to avoid the failure being repeated. The overall policy is as follows:

Accident Handling

Every situation that presents itself will be different. In general the following principles will apply:

- make the situation safe to prevent further injury or damage
- help treat and if necessary rescue an injured party
- where possible preserve the scene to enable investigation.

Near Miss and Accident Reporting

All accidents however minor must be reported using the council procedure. All accidents are recorded on Trent. This responsibility has been assigned to the PA to the Senior Management Team.

The HBC Health and Safety Manager will submit a quarterly return covering all Harrogate Convention Centre near misses, accidents and incidents at the Harrogate Convention Centre Health & Safety Working Group meetings. After consideration by the Working Group it is to be forwarded via the HSD for consideration by the SMT. In addition, the following are to be brought to the immediate attention of the senior manager on site or DDM who will decide whether further action is necessary and are to be reported to the HSM or HSD at the earliest opportunity:

- any accident reportable under the Reporting of Injuries Diseases or Dangerous Occurrences Regulations (RIDDOR)
- any accident or incident likely to lead to a civil action against the company
- any significant accident or incident directly involving an employee of Harrogate Convention Centre
- notification by an enforcement agency of an intention to prosecute or take other enforcement action.

Corporate health and safety must be informed immediately of serious accidents and incidents.

Accidents that are reportable under RIDDOR are reported via the HSE Web site.

Where an employee is involved with or sees a near miss incident, they should complete a 'near miss' report form and submit it to the line manager for action. Forms are available on the Council intranet.

Accident Investigation

All accidents, however small, are to be investigated. It will be up to the relevant manager to determine the scale of the investigation required relative to the severity or potential severity of the accident. Trivial accidents may only need an informal verbal investigation; more serious ones however will require formal investigation. The aims of accident investigation are as follows:

- identify reasons for substandard performance
- identify underlying failures in health and safety management systems
- learn from incidents
- prevent recurrences
- satisfy legal reporting requirements.

The findings of accident investigations initially will be reported to the relevant manager, and considered by the departmental health and safety group.

Involvement of Outside Agencies – Health and Safety Executive, Local Authority and Police Service

The powers of enforcement authorities with regards to health and safety are extensive. It is the policy of the company that they are to be given all reasonable assistance as required under section 20 & 21 of the Health and Safety at Work Act. Whenever an outside agency becomes involved directly in an incident on site or any aspect of Harrogate Convention Centre operations the following are to be informed immediately:

- Director
- HSM
- HSD
- relevant department head or line manager
- Corporate health and safety

Employees are obliged to give reasonable assistance to enforcement authorities including witness statements to the authorities. However, on NO ACCOUNT are employees to give statements under formal caution until they have had the opportunity to obtain legal representation from the Council. The Council's Accident Management Protocol sets down the procedure to follow in the event of a serious accident or fatality.

Review Processes

Harrogate Convention Centre has a duty to review its performance and this has been built into the policy. The review processes are designed to ensure that the company can:

- learn from experience
- improve performance
- develop health and safety management systems