

## **HEALTH & SAFETY POLICY**

### General Statement of Policy

River Street Events Ltd, trading as Immediate Live (“The Organisers”) are committed to the provision and maintenance of safe and healthy working conditions both at their own office premises and elsewhere for staff employed by the Organisers and for Contractors, Exhibitors and visitors and to ensuring compliance with all statutory requirements and codes of practice. In accordance with their duty under section 2(3) of The Health and Safety at Work Act 1974, the Organisers have produced the following statement of policy in respect of health and safety at premises controlled by third parties.

The Organisers have introduced procedures for working with the NEC (the “Venue Operators”), independent Contractors and Exhibitors to ensure that they are aware of their responsibility for the health, safety and welfare of all employees whose duties include working at the NEC on BBC Good Food Show Summer. This policy is in conjunction with the Organisers’ Guide to Health and Safety, which is available on request from the Operations Department.

The Organisers will liaise with Venue Operators, Contractors and Exhibitors as far as is reasonably practicable, to ensure particular attention is paid to:

1. The provision and maintenance of plant and systems of work that are safe and healthy for all staff and Contractors employed at a Show, supplied by the venue or professional companies.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, or per Rules and Regulations.
3. The provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others. In this case by staff, venue and contractor meetings prior to event and the circulation of the Exhibitor Handbook.
4. Maintaining the venue in a safe condition as per guidance and Rules and Regulations of the venue.
5. The provision of a safe means of access to and exit from the venue.
6. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.
7. The provision of safety equipment and clothing where relevant to provide protection from injury.
8. Arrangements for ensuring that visitors, and persons who are not employed by the Organisers or by the Venue Operators, Independent Contractor or Exhibitors, but who may be affected by the activities of any of them, are not exposed to risks to their health and safety.
9. Arrangement for consultation with employees and with Venue Operators, Contractors, Exhibitors and other professional bodies periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

### **Organisation and Responsibilities within River Street Events Ltd**

#### **1. Executive**

The River Street Events Board for BBC Good Food Show Summer has overall responsibility for safety for the show, whether on or off-site and will monitor the Organisers’ safety policies on a regular basis. Sophie Walker, or in her absence a relevant (on site) board director, has managerial responsibilities for health and safety issues and reports to the Board. Her responsibilities include keeping a watching brief on changing safety legislation and the investigation of accidents at external venues. The Board will also ensure that sufficient resources are available to provide any health and

safety equipment, clothing, information and training for employees of the Company whose duties include working at external venues in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency both on and off-site. To assist Sophie Walker, or in her absence the relevant (on site) board director, are Jessica Elliman and the appointed Health & Safety Officer.

## **2. Responsibility for Venues**

The Organisers are responsible for the Venue for BBC Good Food Show Summer. They will:

- a) When making arrangements to hire a venue for the first time carry out a full health and safety inspection of the site.
- b) Prepare a written assessment of the health and safety risks of new and existing sites following the inspection.
- c) Re-inspect sites the Show has previously occupied, on an annual basis, updating the written assessment where appropriate.
- d) Inform Operations Managers of particular health and safety requirements of individual sites and of any changes in procedures introduced.

## **3. Operations Managers**

Operations Managers and/or Feature Managers, whether directly employed or freelance, will be responsible for liaising on site with the Venue Operators, Contractors and Exhibitors regarding health and safety. Each Operations Manager will, with the assistance of an appointed Health & Safety Officer:

- Ensure all staff involved with BBC Good Food Show Summer, Exhibitors and Contractor's representatives know the whereabouts of the venue's medical centre and first aid boxes and understand the venue's Fire and Emergency Procedures.
- Ensure all staff involved in BBC Good Food Show Summer, Exhibitors and Contractors are aware of this health and safety policy.
- Be responsible for maintaining an on-site temporary accident book and for reporting any accidents to the Venue Owner and to Jessica Elliman, or in her absence the relevant (on site) board director for entry into the appropriate permanent accident books.
- Investigate all accidents on site with the assistance of venue staff and of Sophie Walker, or in her absence the relevant (on site) board director with a view to prevention.
- Ensure good housekeeping standards are applied.
- Oversee the inspection and maintenance of relevant equipment and facilities and those provided by the Venue Operators, by Independent Contractors and Exhibitors such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes with the assistance of the Health and Safety Officer.
- Together with venue staff, the Health and Safety Officer, Independent Contractors and Exhibitors, inspect and ensure that equipment and facilities such as lighting, passageways,

fire alarms, fire escapes, fire extinguishers and first aid boxes are maintained safely and monitor work practices on a regular basis throughout build up, open days and breakdown.

#### 4. Reporting Accidents

- a) In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for the Event's First Aid Manager, Health and Safety Officer and assistance from the Operations Manager. **DO NOT MOVE THE INJURED PERSON.**
- b) Report the full details to the Health and Safety Officer and the Operations Manager who will ensure the incident is recorded in the accident book for the site and for the Company. The accident will be reported to the inspecting authority as and when necessary.
- c) Any "near miss" incident that occurs should also be reported to the Operations Manager who will be responsible for making a full report to the relevant (on site) board director and to the Venue Owner, and where relevant to the HSE.
- d) All accidents will be investigated by Sophie Walker, or in her absence the relevant (on site) board director, in conjunction with the Venue Owner and with a representative of an Independent Contractor or Exhibitor if appropriate. An account of RIDDOR / HSE reportable incidents will be made to the Board and to any other interested parties who will ensure that appropriate action is taken to prevent recurrence.