

# HSE Event Planning Guide



***This document is designed to give you a step by step guide to planning your event to ensure it is run safely.***

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## 1.0 Introduction

This document is designed to give you a step by step guide to planning your event to ensure it is run safely. The guide is designed to give you information on things that you should consider when planning and running an event.

Safety is of the highest importance at events as we are dealing with a huge up scaling of services, equipment and workforce. Temporary structures are in place at most events and also generally an increase in public capacity. It is important to take all reasonable precautions in the planning stage to ensure no incidents occur pre, during and post event.

The information within this guide will help you to plan your event safely and give you direction on what systems and records you should have in place to control the safety of both our employees and that of the general public.

## 2.0 Operational Structure

The very first thing you need to do is create an operational structure for the event. This will begin with an Event Manager, who will be responsible for the overseeing and managing of the event and liaising with the client. He may then appoint further responsible persons with key duties such as Head Chef, Logistics Manager, HR/ Staffing Manager, Cash Office Manager. Positions may vary dependant on the nature and size of the event. However it is important that all persons appointed are briefed in the scope of the event and the nature of their responsibilities. The Event Manager should also engage the HSE team at this stage. The HSE team can offer advice and assistance with the planning of the event and arrange pre event inspections and HSE cover during the event itself.

**NOTE: Once this Operational Structure is completed it should be made available to all involved and a copy inserted into the relevant section of the managers HSE Event Pack for use at the Event.**

## 3.0 Client Communication

The next step in event planning should be to consult with the client on details of the event and what they have in place already with regards to their own event plan, this may be very helpful and provide a lot of the information you require to put our event procedures into place, for example access and egress to site, emergency procedures, and operational contacts and site plans.

We should also take into account Welfare Facilities for our teams at this stage and ensure we have suitable areas for Check In and changing facilities, rest breaks and toilets at convenient locations on the site.

## 4.0 Licensing

You will also need to ensure that all the relevant licenses have been arranged and the local authority has been informed of the event. Licenses that may be required are as follows;

- Premises Licences (for sale of alcohol)
- This Premises License also requires a DPS (designated premises supervisor) who must hold a Personal Licence
- Personal Licences (for sale of alcohol)
- Public Entertainments License

Further information can be received from your local licensing authority, dependant on what the event is and what activities you will be carrying out.

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## 5.0 Site Plans

It is important to have a plan of the site we will be operating on and also internal plans of any temporary structures we will be operating in such as marquees. This will be vital when it comes to ordering and installing equipment required for the event. The local authority may request copies of plans to be sent to them 28 days prior to the commencement of the event.

**NOTE: A copy of the overall site plan should be put into the relevant section of the managers HSE Event Pack for use at the event.**

## 6.0 Build Up and Break down

The build-up and break down of an event can on most occasions be one of the most dangerous stages as the site is effectively a construction site if marquees are being erected, large AV screens and other towers and platforms that may be required as part of the event. It is important that communication is received from the client on strategies for this stage, to include access and egress from site, traffic routes, restricted areas any personal protective equipment required whilst on site such as hard hats, high visibility jackets, safety boots. No one should be allowed on site without a briefing as to what the hazards and safety precautions are. The same rules apply to the breakdown of the event site after the event is finished.

### 6.1 Construction Design and Management Regulations 2015 (CDM)

The Construction Design and Management Regulations 2015 (CDM) applies to all construction activities and where your event has temporary structures these regulations will apply. CDM has different duty holders with varying roles and responsibilities under CDM at each level. There are essentially 6 Key Duty Holders.

1. Client – *we may fall into this category, if we do, consult with the HSE Team immediately*
2. Principal Contractor – *we should not be principal contractor*
3. Principal Designer – *we should not be principal designer*
4. Designer – *we may have some design input*
5. Contractor – *we will always fall into this category*
6. Workers – *we and our colleagues will also fall into this category*

Where CDM applies to your event you should consult with your client to ensure they are aware of their duties under CDM. In the majority of events we will be a contractor under CDM and we will be asked to provide Risk Assessment and Method Statements (RAMS) and may be asked to provide a Construction Phase Plan (CPP) so that we can inform our client and the Principal Contractor of our planned activities and they can include in the overall CPP for the event.

The RAMS is essentially our Risk Assessments/ Safe Systems of Work relevant to the activities and equipment used throughout the course of the event, this would be broken down into two sections; The Event Build Up and Break Down Risk Assessments and the Event Specific Risk Assessments, examples of which are contained in the Events section of the Levy Restaurants UK page on the HSE Website. The Method Statement is just an overview document of what is happening and when and who and how it will be managed in the build-up, event and break down. Again an example Method Statement is available in the Events section of the Levy Restaurants UK page of the HSE Website.

If you have any sub-contractors working on our behalf such as equipment hire companies (PKL, Well Dressed Tables) or LPG installations (Event Catering Installations Ltd), we should request copies of their RAMS and Insurance Documents and these should be included with anything we send to the client.

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If you are required to create a Construction Phase Plan (CPP) a template and example is available on the Events page of the Levy Restaurants UK page of the HSE Website, however please consult with the Levy Restaurants UK HSE Team before submitting any CPP to the client.

**NOTE: There is a CDM 2015 Overview presentation and video available on the Events section of the Levy Restaurants UK page on the HSE Website. Please review this document for further information.**

## 7.0 Temporary Structures

Marquees form a large part of outdoor event sites and bring with them their own hazards and risks. All marquees should be erected by competent persons and a reputable marquee company. In the majority of cases the client will be responsible for appointing the marquee company, however this does not relinquish the responsibility we have to our employees to ensure that the marquee is safe and fit for purpose before our employees and sub-contractors engage in any work activities within. The marquee company should provide the client with a completion certificate to say it has been checked and meets the standards required. This certificate should also give information to confirm that the materials used are flame resistant.

**NOTE: A copy of the certificate should be requested from the client and filed in the main event office or catering office in a folder marked inspection certificates. Additional certificates will be added to this folder of which will be mentioned later in this guide.**

### 7.1 Temporary Kitchen Design Requirements

The Temporary Event Kitchens and Catering Facilities – Basic Design Requirements document will ensure that when planning your temporary kitchens and catering facilities you operate to a minimum standard of design and where possible implement best practice.

The document will give you the **key requirements**; show you *Best Practice*, *Minimum Standards* and what *Not Acceptable* is. We should always be aiming for Best Practice when planning and designing our temporary event kitchens, however sometimes this may not be possible. If *Best Practice* cannot be achieved then we should be ensuring the *Minimum Standard* is adhered to.

Under no circumstances should we be considering implementing any design featured in the *Not Acceptable* category.

For additional information and assistance on planning your event please make use of the reference page at the end of this document, which contains links to useful information and documents. In all situations, you must ensure that plans of your temporary kitchen designs are submitted to David Crowe (Head of HSE, Levy Restaurants) and Evan Judge (HSE Manager, Levy Restaurants) for approval prior to commencement of installation.

## 8.0 Utilities – Gas, Electric, Water, Drainage

With temporary structures we will generally have to bring in temporary power sources, LPG or Electrical Generators. There are generally ground water sources available at most sites and drainage is normally available also. Electrics, Water and drainage are normally the client responsibility but confirmation of this should be agreed at an early stage. LPG can be client responsibilities but usually fall under our remit. Again this should be agreed at an early stage in the planning. Were we are responsible for the LPG installations we should appoint a competent person to carry this out. They must be a GAS SAFE registered Gas Installer and they must test and certify the installation prior to use.

**NOTE: Copies of Gas certificates should be kept in the Event Office or Main Catering office in the file marked Inspection Certificates.**

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LPG cylinders should be kept in a caged or secure area preferably hidden from public view to reduce the risk of interference. The LPG storage area should be signed with appropriate signage to notify persons of the hazard, risk and that there should not smoke or use naked flames in this area. Your Gas Installer or LPG provider should be able to provide these signs. Otherwise copies can be obtained from the SLH document manager site under the section Useful Signage. Example can be seen in Control Forms Section.

Electric is normally supplied using generators unless there are fixed power sources on site. If generators are to be used it is recommended that you discuss the types of generators that are to be sourced, some can be quite noisy and in sites located close to urban areas this may pose a noise problem particularly if generators need to be left on overnight. The generator should come with a dbA rating this is the decibel level produced by the generator in operation.

The lower the rating the quieter it will be. Generally below an 85dbA would be preferred. It is important to ensure that the generators will not be turned off during the evening of events as this will spoil food stock we have stored in fridges and freezers on site. Temperature monitoring is crucial on events as there can be problems with equipment and power supplies. All electrical installations should be protected by an RCD (residual current device) and ensure there are no trailing cables across any walkways.

**NOTE: Copies of Electrical installation inspection certificates should be received from the client for areas our employees are working in. Again these should be kept in the file marked Inspection Certificates.**

Catering areas will need to have some way of heating the water to provide hot water at sinks, particularly for effective hand washing, including hand soap and paper towels. This will be done by installing a water heater. This will generally be gas powered and will be installed by your Gas Engineer.

Drainage will be organised by the client, however it is important that they have made provisions for ensure drainage is maintained and works efficiently, the last thing we want is drains being blocked or backing up particularly in catering areas and on a warm summers day. The methods of this should be discussed at the earliest stage with the client, also emergency contact procedures and what do if a problem occurs.

Water and drainage facilities should also take into account toilets. There should be separate toilets for use solely by catering employees. They should not be shared with the public. Again these will need hot and cold running water, hand soap and paper towels.

## 9.0 Risk Assessment

Health and safety legislation requires every employer to carry out a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed at work and the risks to other people who may be affected by their work activities.

There will be some pre-event risk assessments that are required. These generally being, COSHH, Fire Safety, First Aid, Floor Safety, Manual Handling, Driving, Fork Lift Truck Pre Event Assessment. Copies of which are available in the Forms Section at the end of this guide. You should always consult with your HSE Manager if you are unsure on any aspects of the risk assessment process.

### 9.1 COSHH

Regulations relating to the Control of Substances Hazardous to Health (COSHH) requires employers to prevent the exposure of their employees to substances hazardous to health, if it is reasonably practicable to do so.

The Company has worked with its nominated cleaning product suppliers to establish the most appropriate cleaning products for specific cleaning tasks. Safety has been a factor in this selection process to ensure that the least hazardous products are available.

However, in commercial situations, some products do have to contain hazardous substances to be particularly efficient in cleaning processes.

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Where use cannot be avoided by elimination or by substitution with a non-hazardous product, then assessments have to be undertaken to control the associated risks.

COSHH Control measures will include:

- Informing employees of the hazards and associated risks to which they are exposed
- Training employees in the proper storage, handling and use of hazardous substances and emergency procedures to be followed
- Wearing appropriate personal protective equipment and training employees how to wear it correctly and how to take care of it

Employees, as well as employers, have responsibilities under the regulations. They must co-operate with the policy / instructions given to reduce the risks from hazardous substances, and act sensibly, using equipment properly, in order to protect themselves and others.

There are three documents which need to be completed as part of the COSHH assessment:

1. COSHH Inventory (copy of which can be found in the Forms section of this manual)
2. COSHH Product assessment for each product used, this is available from the Compass HSE website.
3. Task Cards for each product used, these are available from the Compass HSE Website.

**NOTE: The chemical provision for a temporary kitchen is different to that of a fixed kitchen, please refer to the Event Chemical Product Guide on the Compass HSE Website under the Health and Safety / Levy Restaurants UK / Events**

## 9.2 Fire Safety

Fire is the most serious hazard that can occur in any workplace. Fire and smoke inside buildings kills people. Particularly at event sites where there is the use of LPG, it is important to be extra vigilant. It is a legal requirement to assess the risks from fire and to establish fire precautions and management control measures that effectively reduce the risk of fire.

The Fire Safety Risk Assessment must be completed for all sites or parts of premises under Compass control, regardless of whether or not they are under the main control of Compass or the Client, Landlord, Managing Agent or others who have overall responsibility for the fire safety arrangements of the premises.

The form can be found in the Forms Section of this guide. One should be completed for each area.

Once the Fire Safety Risk Assessment is completed ensure that any significant fire risks are eliminated or reduced as far as is practicable by implementing the improvements and actions noted on the assessment. This may mean involving the Client, Landlord, Managing Agent or other responsible persons as appropriate.

Any significant findings should be communicated to all employees (this can be incorporated in the Safety Briefing under the hazards section) and where applicable other occupiers of the premises.

Details of the Fire Evacuation Procedures; how to raise the alarm, evacuation routes and assembly points should be completed on the Fire Action Notice in the HSE Event Manual, and copies of these notices should be put up in all catering areas if not already done so by the client.

### Portable Fire Fighting Equipment (FFE)

Portable Fire Fighting Equipment should be provided near to fire exits and in areas of special risk, e.g. near to deep fat fryers, storage facilities for flammable materials etc.

**REMEMBER: Portable Fire Fighting Equipment should only be used to extinguish small fires by people who have been trained to use them, AND only if it is safe to do so without putting themselves in danger.**

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The choice of FFE should be determined by the types of materials likely to be found in the premises and its location within the premises. A fire blanket should also be provided for use in kitchens.

### Types of Portable Fire Fighting Equipment

Class of Fire	Type of Materials	Suitable Types of Portable Extinguisher
	Free burning combustible materials (e.g. paper, wood, fabric, furniture)	Water Spray Foam ABC Dry Powder
	Flammable liquids (e.g. oils, spirits, petrol)	Spray Foam ABC or BC Dry Powder CO <sub>2</sub> Gas
	Flammable gasses (e.g. Propane, Butane, Natural Gas)	ABC or BC Dry Powder
	Cooking Oils & Fats	Wet Chemical
	Electrical appliances and equipment, electrical installations and switchgear	ABC or BC Dry Powder, CO <sub>2</sub> Gas

### 9.3 First Aid

First-aid can save lives and prevent minor injuries becoming major ones.

First-aid at work covers the arrangements that need to be made to ensure this happens, that is, the initial management of any injury or illness suffered at work, although the cause does not have to be work related. It does not include giving tablets or medicines to treat illness.

It must be remembered that it is only first-aid that is being administered and not medical treatment. Any injuries beyond minimal first-aid care must be referred to a doctor or hospital. If no one is trained, assistance MUST be sought.

Health and safety legislation relating to First-aid requires every employer to make adequate first-aid provision for their employees.

In order to comply with the requirements of the regulations, employers must assess their own needs taking into account, not only the number of employees, but also the hazards in their workplace. The Approved Code of Practice and Guidance to the regulations gives information on what is adequate and depends on a number of relevant factors including:

- The number of employees
- The nature of the undertaking (i.e. low, medium or high risk)
- The size of the site and the distribution of employees
- The location of the site and the locations to which employees go in the course of their work

**REMEMBER:** In order to comply with the above requirement, a First-aid Needs Assessment must be completed.

This assessment is available in the forms section of this guide. One should be completed for the entire site.

At all events there will be on site medics, usually in the form of St John’s Ambulance or another contracted First Aid or Medical Provision Company. However by carrying out the First Aid Needs Assessment this will help you to establish and agree if our employees can use these facilities. Otherwise we may need to appoint a number of First Aiders within our teams. Consideration should be given to pre and post event with regards to first aid cover.

### Trained First-aiders / Appointed Persons

A "First-aid" is defined as a person who has attended an approved course and is in possession of a valid certificate of competence in "Emergency First-Aid at Work" (EFAW) or "First-Aid at Work" (FAW), issued by an organisation whose training and qualifications are approved by the Enforcing Authorities.

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The certificate is valid for three years and is renewable by attending a refresher training course before the end of the 3 year certification period.

It is also strongly recommended by the Health and Safety Executive that trained first aiders (EFAW and FAW) undertake annual refresher training in order to maintain their basic skills and keep up to date with any changes to first-aid procedures.

Where a First-Aid Needs Assessment identifies that a first-aider is not necessary, the minimum requirement on an employer is to appoint an "**Appointed Person**", who is defined as the person to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.

### Emergency First-Aid at Work:

On completion of training in EFAW, successful candidates should be able to:

- Understand the role of a first aider including;
  - The importance of preventing cross-infection
  - Use of the available equipment
  - The need for recording incidents
- Assess the situation and circumstances in order to act safely, promptly & effectively in an emergency
- Administer first-aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation
- Administer first-aid to a casualty who is choking
- Administer first-aid to a casualty who is wounded or bleeding
- Administer first-aid to a casualty who is suffering from shock
- Provide appropriate first-aid for minor injuries

### First-Aid at Work:

On completion of training in FAW, successful candidates should be able to:

- Provide emergency first-aid at work (see above)
- Administer first-aid to a casualty with:
  - Injuries to bones, muscles and joints, including suspected spinal
  - Chest injuries
  - Burns and scalds
  - Eye injuries
  - Sudden poisoning
  - Anaphylactic shock
- Recognise the presence of major illness and provide appropriate first-aid

Guidance to First-Aid regulations, suggests the following numbers of first-aid personnel should be available at all times when people are at work.

Degree of Hazard	Example	Number of people at work at one time in any location	Suggested number of first-aid personnel
<b>Higher Hazard</b>	Light engineering and assembly work, food processing and catering kitchens, warehousing	Fewer than 5	At least one appointed person
		5 – 50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
		More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

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## First Aid Facilities

The minimum level of first-aid equipment where no special risk arises in the workplace is a suitably stocked, properly identified and readily accessible first-aid container. The minimum stock of first-aid items in the container would normally be:

- One Guidance Card
- Twenty individually wrapped sterile adhesive waterproof dressings (assorted sizes, must be blue for food handlers /food preparation areas)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six medium sized individually wrapped sterile undedicated wound dressings (12cm x 12 cm)
- Two large sterile individually wrapped un-medicated wound dressings (18 cm x 18 cm)
- One pair of disposable gloves and six safety pins

**Note: Standard First-aid kits available from the Company nominated supplier may contain additional approved items to those listed above. Refill first-aid materials are also available.**

## First Aid Procedure

The Site Manager is responsible for:

- Completing the First-Aid Needs Assessment and ensuring that there are sufficient appointed persons, trained first-aiders (EFAW or FAW), first aid materials, equipment and facilities that have been identified as being necessary, are provided so that the required level of cover will be available to employees at all relevant times.
- Maintaining a record of first-aid provision.
- Maintaining records of first-aider training, where the Company has trained personnel in EFAW or FAW.
- Where the Client has agreed to provide first-aid cover, either under the terms and conditions of the contract or otherwise, arranging for this agreement to be in writing with a copy being retained by both Client and Site Manager/Line Manager.
- Regardless of any Client provision, where the First-Aid Needs Assessment identifies that a First-aider is not necessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements, (the Appointed Person), including looking after the equipment and facilities and calling the emergency services when required.
- Ensuring that ALL EMPLOYEES, including TEMPORARY and AGENCY EMPLOYEES, are informed of the arrangements that have been made in connection with the provision of first-aid. This must include the location of equipment, facilities and personnel and how to summon first-aid assistance. The Event Health and Safety Poster contains a section that can be filled in with the site specific information.

## 9.4 Floor Safety

The greatest number of accidents recorded each year by the Company involve slips, trips and falls and they result in many minor and some very serious injuries to both employees and customers.

To help you to assess the risks of such accidents and identify remedial action, the Floor Safety Risk Assessment checklist should be completed by all units. It is Company Policy to provide employees with personal protective equipment, which may include safety footwear where this is deemed necessary, on the basis of a suitable and sufficient risk assessment. The provision of PPE must always be considered as the “last resort” to protect against risks to health and safety - after other controls have been considered first.

The instructions for completion are on the assessment form. The form can be found in the Forms Section of this guide. One should be completed for each area.

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## 9.5 Manual Handling

Manual handling is the transporting or supporting of loads (lifting up, putting down, pushing, and pulling, carrying or moving) by hand or by bodily force.

More than a third of all reported “over three day injuries” are caused by manual handling. Manual handling injuries often build up over a period of time rather than being caused by a single handling incident.

Health and safety legislation requires the Company to:

- Avoid the need for hazardous manual handling, as far as reasonably practicable
- Assess the risk of injury from any hazardous manual handling that cannot be avoided
- Reduce the risk from hazardous manual handling, as far as reasonably practicable

The normal operations that form part of all Company business will involve a wide variety of manual handling tasks, the majority of which will present a low risk of injury and do not need further assessment, providing that employees follow the simple guidance in HSE Event Manual on Manual Handling.

The regulations say that trivial risks can be ignored. What is important is that significant risks of injury are identified and measures taken to remove or reduce the risks.

The General Manual Handling Risk Assessment must be completed and where High Risks are identified take remedial actions to eliminate the need for the manual handling task or to reduce the risk to the lowest practicable level.

The General Manual Handling Risk Assessment is used to list all the significant manual handling tasks being carried out in the work location and to identify whether the tasks are considered to be Low Risk or High Risk manual handling activities.

Where manual handling tasks are considered to be High Risk or where the manual handling tasks fall outside the general guidelines in this section of the Health and Safety Manual, a Task Specific Manual Handling Risk Assessment must be completed. If you require further guidance on Manual Handling please contact your HSE Manager.

## 9.6 Driving

In some cases our employees will be required to drive vehicles whilst carrying out some of their duties at an event. This does not include travelling to and from an event to their home or accommodation.

The Driving Whilst on Company Business Risk Assessment addresses the following important issues:

- Driver fatigue
- Use of mobile phones and satellite navigation equipment
- Protection from postural problems arising from prolonged periods in the driving seat
- Manual handling of items, i.e. from the car boot
- Safety procedures in the case of breakdown
- Vehicle security
- Progressive driver training

All drivers on Company business must follow the road traffic rules and regulations and drive in accordance with prevailing road and weather conditions. The risk assessment is available Compass HSE Website and one should be completed for each individual as required.

A daily check should also be made of vehicles by the driver. The Daily Vehicle Check form should be used to record the details of this check. Available from the Compass HSE Website.

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Some venues may use Light Utility Vehicles (LUV's) such as buggies on site for transporting equipment and goods. These should also be risk assessed and drivers of these vehicles must hold a Full UK Driving Licence and be over the age of 21 years and have reviewed and signed off that they have read and understood the hazards, risks and safe system of work for using these vehicles.

Copies of the LUV's risk assessment and authorised user list can be found on the Event section of the Levy Restaurants UK page of the HSE Website.

## 9.7 Fork Lift Trucks

Fork Lift Trucks (FLT) are used at many of our events. It is important that all fork lift truck operations are managed safely at events. **FLT should only be operated by trained employees who have been trained to a standard to operate these competently.** The training received should be to an accredited standard which is generally recognised within industry, currently there are five such accredited bodies recognised by the Health and Safety Executive (HSE) for LT training in the UK these are;

- Association of Industrial Truck Trainers (AITT)
- Construction Industry Training Board (CITB)
- Lantra National Training Organisation Ltd
- National Plant Operators Registration Scheme Ltd
- RTITB Ltd (formerly the Road Transport Industry Training Board)

Upon successful completion of a theory and practical assessment an Authorised User License shall be awarded identifying the class of FLT they are authorised to operate.

Refresher training should be carried out on a 3 yearly basis and approached with the same attention to detail as basic training to ensure that all gaps in and variants on existing skills and knowledge are identified and covered during training.

### Pre Event Checklist

A pre event checklist should be carried out prior to the initial use of FLT at events to consider location of use, who will be using it and what can be done to ensure the operation is kept as safe as is practicable. This form is available in the Forms Section of this guide.

Pre-use Checks: Each operator should undertake a visual inspection of the vehicle before it is put into operation, the checklist on the following page, whilst not exhaustive should be considered.

### FLT – Pre Use Checklist

1. Tyre pressures, where pneumatic tyres are fitted, tyres should also be checked for damage.
2. Brakes, including service brakes, parking brake and steering gear.
3. Audible warnings including reversing beepers, (where fitted), and horn.
4. Lights, (if fitted).
5. Fuel, water and oil in internal combustion engines for levels and leaks.
6. Batteries checked for charge level and leaks, condition of connections.
7. Lifting mechanisms, tilting and side shift for hydraulic fluid leaks and ease of operation.
8. Condition of forks, e.g. heel wear, cracks and security of fixing.
9. Drivers seat for sit and ride vehicles, security of mounting.
10. Seat belts for operation, whether in use or not.
11. Roll cage for security and damage.
12. Condition of screens for vision.
13. Windscreen wipers for operation
14. Riding plates for pedestrian ride on trucks for security.
15. Mirrors for vision and adjustability.

A full checklist and risk assessment is available on the Event section of the Levy Restaurants UK page of the HSE Website. Any deficiencies must be reported to the line manager so the appropriate action can be taken to rectify the issues raised.

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**Note: When FLT's are not in use they should be parked in a safe area with the forks lowered. The keys should be removed to prevent unauthorised use. On gas powered FLT's the gas valve should be turned off.**

## 9.8 Young Persons

In general the company does not employ children (under the statutory school leaving age). The company can employ young persons (under 18) but must carry out a site risk assessment in order to ensure that any risks to those young persons are identified and addressed. Any employee under the age of 18 will also be given a Young Persons Individual Assessment Record at the Staff Check In. This should be taken to their work area and completed by the manager.

## 9.9 Noise

Some events can be 'noisy', be it from the crowds cheering or the generators we use for our power. Employees may also be exposed to continuous amplified noise from music systems. The Control of Noise at Work Regulations requires employers to prevent or reduce risks to health and safety from exposure to noise at work.

Employees have duties under the Regulations too. If you feel there is an issue with noise in your working environment then you should inform your manager.

A good test to decide if there may be a noise issue is as follows;  
Stand approximately 2 meters apart from a colleague and try to have a conversation, if you need to raise your voice to make yourself heard or have difficulty hearing the whole conversation then you may have a noise issue and should consult the HSE Team for further advice. Hearing protection is available from our approved PPE Suppliers.

The regulations set out action values, which state what actions you must take when the noise reaches a certain level. These can be seen as follows;

Action level	Action value	Action to be taken
<b>Below Lower Exposure Action Value</b>	Daily or weekly exposure less than 80 dB(A)  Peak sound pressure less than 135 dB(C)	<ul style="list-style-type: none"> <li>Record the findings of the assessment and inform employees of the level of risk</li> <li>Consider low cost noise reduction measures</li> </ul>
<b>Lower Exposure Action Values</b>	Daily or weekly exposure of 80 dB(A)  Peak sound pressure of 135 dB(C)	<ul style="list-style-type: none"> <li>Record the findings of the assessment and inform employees of the level of risk</li> <li>Ensure suitable hearing protection is available and inform employees</li> <li>Provide hearing protection to staff who ask for it</li> <li>Consider noise control measures</li> </ul>
<b>Upper Exposure Action Values</b>	Daily or weekly exposure of 85 dB(A)  Peak sound pressure of 137 dB(C)	<ul style="list-style-type: none"> <li>Record the findings of the assessment and inform employees of the level of risk</li> <li>Prepare an Action Plan, i.e. a programme of noise control measures, including dealing with immediate risks.</li> <li>Identify hearing protection zones, i.e. where the use of hearing protection is compulsory, and mark the zones with appropriate signs</li> <li>Provide suitable hearing protection and ensure employees wear them when noise exposure exceeds the Upper Exposure Value</li> <li>Provide employees with training and information on how to use and care for hearing protectors</li> <li>Ensure that hearing protectors are properly used and maintained</li> <li>Provide health surveillance (hearing checks) if required</li> </ul>
<b>Maximum Exposure Values</b>	Daily or weekly exposure above 87 dB(A)  Peak sound pressure above 140 dB(C)	<p>As in Upper Exposure Action Values above; and</p> <ul style="list-style-type: none"> <li>Take all necessary actions to ensure employees are not exposed to noise exposure above these levels</li> <li>Provide health surveillance (hearing checks) and to anyone who has been regularly exposed to noise above these levels</li> </ul>

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**If you feel there may be a noise issue then please consult your HSE Manager immediately. All Risk Assessments once completed should be filed in a Pre Event Risk Assessment file. Any actions arising from these assessments should be completed prior to the commencement of the event and any significant hazards communicated to all those who may be affected.**

## **10.0 Safe Systems of Work**

To ensure all tasks and activities are carried out properly and equipment is used safely, it is important to follow a safe system of work. You will need to identify the tasks and equipment you are using within the site, once you have done this you can compile your safe system of work pack. To begin with use the Risk Assessment Packs on the Compass HSE Website, these have a list of the generic safe systems of work that are available, any tasks and equipment that does not have a safe system of work will need to have one completed for that specific item. The full pack along with implementation notes is available on the Compass HSE Website under Health and Safety - Risk Assessments.

Once you have completed all the relevant safe systems of work you can compile your safe systems of work pack, you will require a pack for each catering area on site. This will be used as a training aid to assist employees on the safe way to carry out each task or use particular equipment.

## **11.0 HACCP**

It's now a legal requirement that caterers have considered the risks involved in the food they produce and have ensured appropriate control measures are in place.

**HACCP** is a systematic preventive approach to food safety that addresses physical, chemical, and biological hazards as a means of prevention, rather than finished product inspection. It is used in the food industry to identify potential food safety hazards at Critical Control Points (CCP's) to reduce or eliminate food safety risks. The system is used at all stages of food production and preparation.

You must implement the event HACCP booklet for your event, this will be best completed by the Head Chef. He must complete the event details, identify each of the process steps relevant to the operation and ensure that the control measures and records required for each step are followed and completed. There is an action plan at the end which must be completed with any remedial actions required, these actions should be completed prior to the beginning of the event. A copy of the HACCP should be available in each kitchen area.

**NOTE: The Event HACCP is available on the Compass HSE Website under the Health and Safety / Levy Restaurants UK / Events**

## **12.0 Food Simulants**

One of the key controls in food safety is temperature control. When monitoring Fridges a food stimulant should be used.

A refrigerator food simulant is designed to copy the temperature response of foods stored within your refrigerator.

Measuring temperatures by probing a food simulant is considered to be the best method of temperature monitoring:

- it is quick
- it avoids the need to probe actual foods
- it should provide the most accurate indication of the overall refrigerator performance.

Manufactured food simulants may be purchased, but you can make your own within your unit using butter blocks.

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## 13.0 Chefs Event Pack

The Chefs Event Pack contains all the necessary records and control forms needed to ensure that the HACCP system is working correctly. It is important to ensure you have enough copies of the record forms for each kitchen area, fridge / freezer temperature record, and production / service records. This pack also contains an event de-brief sheet which should be completed by the lead chef in each kitchen and returned to the Event Head Chef for consideration for future event planning.

**NOTE: The Chefs Event Pack is available on the Compass HSE Website under the Health and Safety / Levy Restaurants UK / Events**

## 14.0 Managers Event HSE Manual

The Managers HSE Event HSE Manual has been specially developed to assist Event Management teams in the safe running of our events. The overall Compass health and safety operating standards are detailed in our main Company Health and Safety Management system (HSMS) which is located on the Compass HSE Website. This manual is a shortened version of the HSMS containing a summary of the essential information event managers will need. In addition to this manual you will need sufficient copies of the event 'Control Forms' to issue to all areas on the site where catering will be managed by the company.

**NOTE: The Managers HSE Event Manual is available on the Compass HSE Website under the Health and Safety / Levy Restaurants UK / Events**

## 15.0 Communication Methods

Communication is key in all working situations to ensure a smooth and safe event. When the event is up and running one of the best ways of communicating is by using radios. However there can be many radio sets and networks operating simultaneously on site. There for it is important to agree radio channels for each of the companies operating radios. Radios are used as a medium to communicate emergency situations at events and it is important that where coded messages are used these are communicated to all radio users so they understand what is meant and what action to take.

**NOTE: Ensure radio tests are carried out pre event and that coverage is available at all areas on site, please be aware temporary structures can sometimes have an impact on radio coverage.**

An alternative communication medium is the telephone or mobile phone, there for as a backup the contact numbers of the key event personnel should be made available in emergency situations. These should be added to the Organisation Structure, of which a copy will be put in the Managers Event Manual.

## 16.0 Incident Reporting

Reporting of incidents is important to identify what caused the incident and implement measures to ensure there is no reoccurrence of the incident. A copy of the Unit Managers Emergency Manual should be available in the Event Office or Main Catering Office. This contains full details of what to do in any emergency situation. A brief instruction of what to do in the event of an accident. Alleged food poisoning and alleged foreign body complaint are located in the manager's event manual. An Incident Investigation Pack must be completed for all accidents and a completed copy sent to the HSE Department at Parklands address on the front of the Incident Investigation Pack.

The Unit Managers Emergency Manual can be found on the HSE Website site in Management Systems – Emergency Preparedness, this needs to be completed with site specific contact details.

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## 17.0 Safety Briefings

As a large number temporary employees are used at events or where the event site is not their normal place of work, they will be unfamiliar with the surroundings. It is important to carry out a briefing to communicate the methods and procedures that will be used during the event.

Safety briefings should cover as a minimum the following points;

- Fire and Evacuation Procedures
- First Aid and Incident Reporting
- Rules of Safety
- Essentials of Food Hygiene
- COSHH and PPE
- Slips, Trips and Falls
- Cuts, Burns and Scalds
- Manual Handling
- Allergen Information

**NOTE: A Safety briefing checklist is available in the HSE Briefing Pack and should be completed and made site specific prior to the commencement of the event.**

**You should also download and print the A3 Food Safety Poster and the A3 Health and Safety Poster and display a copy of each in all the kitchens on site, these posters will aid as a reminder to the information in the briefing. Additional kitchen signage is available in the Temporary Kitchen Signage Pack, please see the Event section of the Levy Restaurants page on the HSE Website.**

## 18.0 Links to Control Forms

Control Form	Link to Form	Issue Date
COSHH Product Inventory	<a href="https://www.compassconnect.com/mycompasshse/582.aspx">https://www.compassconnect.com/mycompasshse/582.aspx</a>	Oct 15
Event Fire Safety Risk Assessment	<a href="https://www.compassconnect.com/mycompasshse/4401.aspx">https://www.compassconnect.com/mycompasshse/4401.aspx</a>	Sep 17
Floor Safety Risk Assessment	<a href="https://www.compassconnect.com/mycompasshse/1022.aspx">https://www.compassconnect.com/mycompasshse/1022.aspx</a>	Nov 14
General Manual Handling Assessment	<a href="https://www.compassconnect.com/mycompasshse/1022.aspx">https://www.compassconnect.com/mycompasshse/1022.aspx</a>	Nov 14
Task Specific Manual Handling Assessment	<a href="https://www.compassconnect.com/mycompasshse/1022.aspx">https://www.compassconnect.com/mycompasshse/1022.aspx</a>	Nov 14
Driving Whilst on Company Business Risk Assessment	<a href="https://www.compassconnect.com/mycompasshse/1022.aspx">https://www.compassconnect.com/mycompasshse/1022.aspx</a>	Mar 17
Daily Vehicle Checklist	<a href="https://www.compassconnect.com/mycompasshse/4401.aspx">https://www.compassconnect.com/mycompasshse/4401.aspx</a>	Sep 17
Forklift Truck Pre Event Assessment	<a href="https://www.compassconnect.com/mycompasshse/4401.aspx">https://www.compassconnect.com/mycompasshse/4401.aspx</a>	Sep 17
Forklift Truck Daily Pre Use Check	<a href="https://www.compassconnect.com/mycompasshse/4401.aspx">https://www.compassconnect.com/mycompasshse/4401.aspx</a>	Sep 17

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