

RA Venues

HEALTH & SAFETY REQUIREMENTS AND EVENT REGULATIONS

RA Venues holds in the highest regard the health, safety and welfare of all visitors to and users of its premises and services, including our staff. Furthermore, we wish to ensure that the premises that we provide to clients are treated with respect, and left in as good a condition after your event as when your event started, so that our future clients can enjoy them to the same level of satisfaction that you have.

These regulations are provided so that - from the outset of planning your event – you are fully briefed as to what we expect from you, your staff, your guests and your contractors.

HEALTH AND SAFETY (“H&S”) REGULATIONS

RA Venues expects all clients to comply with all relevant H&S legislation at all times during their event. This document is not intending to repeat every piece of legislation, and we appreciate that every event is unique and presents its own risk profile. Therefore, to allow us to ensure that we are satisfied with your H&S arrangements, we ask that you provide us with the following information – as a minimum – no later than 28 days before your event is due to take place:

- Health & Safety policy
- Floor plan
- Method statement
- Risk assessments
- Contractors and sub-contractors

These documents will be reviewed by our H&S Officer, and the results of the review communicated to you as soon as possible. The floor plan and method statement are two key documents in the planning process, as these will dictate what you are planning to do, what equipment you will be bringing on to site to achieve it, and how you will use the equipment. Furthermore, it helps RA Venues to better understand your event – not just from a H&S perspective, but also operationally so that we may work better with you to make your event run smoothly. Your risk assessments should satisfactorily address the risk profile generated by the method statement and floor plan.

The reason we ask for this information so soon is so that we have chance to clear up any issues at the earliest opportunity, so that we can all then focus on delivering your event. As stated before, we appreciate that each event is unique, however the following areas are frequently experienced, and it is useful to bring them to your attention now if you may be planning to incorporate any of them into your event:

Portable Appliance Test (“PAT”) Certification

Every piece of electrical kit (including for the avoidance of doubt any items under 12 months old) must carry a valid PAT certificate, otherwise it will not be allowed to be plugged into any of our electrical circuits.

Electrical Work

Any electrician brought on to site must be qualified to the IEE Wiring Regulations 17th Edition as a minimum, and all tools should be portable and battery powered. All power needs for an event should tail into our 3-phase supply. The wall sockets should not be used. The premises plans on our website detail where electrical outputs are provided.

Ladders

RA Venues ladders ARE NOT available to clients or their contractors. Only authorised RA Venue staff may use these.

Lifting Equipment and Mobile Platforms

Any such item brought on site must have a valid certificate of inspection, and all users must be qualified to use it and carry their licence with them at all times on the premises. If you are not able to satisfy this, but require the use of these items, RA Venues can supply them with qualified operators.

Fire Safety

Our site is fitted with effective fire detection and prevention equipment, and all our staff trained in its use and interpretation. Should the need for evacuation arise, our Duty Management – with the help of their staff – will ensure that this is completed safely and efficiently. We ask that you follow their instructions at all times. In order to comply with our Fire Safety Regulations, please ensure that the following are observed at all times:

- All aisles and gangways are a minimum of 2m across
- All fire exits and escape routes and signage are kept clear at all times
- No packaging or combustible materials to be stored in the premises during your event
- No naked flames are allowed
- No smoking is allowed at all within the premises
- Flammable materials are not allowed on the premises (including petrol/diesel in cars)
- Pyrotechnics are specifically prohibited

Food Safety

If your event involves giving food away to guests (this does not include food prepared by RA Venues), you must keep samples of all food types to satisfy food safety regulations.

Hazardous Substances

If you are bringing any substances on to site which are governed by the COSHH regulations or have the potential to cause any environmental damage or contamination, you must incorporate the safe use and/or disposal of such into your risk assessments and supply a copy of any material data sheets prior to your event.

EVENT REGULATIONS

RA Venues is proud of its facilities, and kindly asks you to ensure that you leave them in the same condition as they were handed to you to ensure that future clients can continue to enjoy the same level of comfort. Please adhere to the following requirements at all times (this is not an exhaustive list):

Public and products liability insurance

You must supply us with a valid certificate of public and products insurance no less than 28 days before your event. The level of cover should be £2m as a minimum. Please note that should damage be incurred by any of your agents or contractors, you will still be held liable, so it is your responsibility to ensure that they provide you with evidence of commensurate cover before you engage their services. If you do not carry this cover, please speak to an insurance broker as they can easily (and usually at low cost) supply you with temporary cover.

Carpet tape

Any tape used to secure carpet or any other temporary surface to any floor with the premises must be NEC approved. You will be recharged for any damage if this is not adhered to.

Waste removal

As stated in the H&S regulations previously, you must adhere to good housekeeping to ensure that aisles are clear of debris and combustible materials are not stored on the premises. RA Venues can remove reasonable amounts of waste, however you will be recharged for the removal of any excessive amounts.

Delivery and collection of goods for your event

All deliveries for your event must be marked for the attention of the "RA Venues Duty Manager" and clearly display the name of your event. Deliveries can only be made once you have taken occupation of the premises, and all collections must be made before you vacate.

Floor Loads

Royal Armouries Hall has a sprung wooden floor and care must be taken not to exceed the maximum permitted floor load of 4kN/m² UDL. There is a reinforced area of the Hall which covers 130m² which can tolerate 10kN/m² – please advise us if you wish to use this area.

Floor protection

If you are working with or presenting food, liquids or oils, the floor of the premises must be suitably protected by you at all times during your event.

If you are moving any objects which are heavy, have any protrusions or point loads or are capable of marking the floor, it is your responsibility to ensure that the floor is protected from damage or soiling. Failure to do so will result in a charge being made to remedy any such damage.

Signage

We do not allow signage or posters to be affixed to the walls, floors or ceiling of the premises. You will be recharged for any damage if you do not follow this instruction. Please refer to the Marketing Rules within our general terms & conditions which dictate the types of signage which are permitted.

Noise

The premises are situated in close proximity to many residential apartments. The premises have been acoustically designed to contain a reasonable amount of noise, however if excessive noise is being produced steps will be taken to reduce it to a

manageable level. Similarly, we kindly ask all our guests to refrain from unnecessary noise upon leaving and while outside the premises.

RA Venues Duty Management

It is our Duty Manager's responsibility to ensure that your event runs smoothly, but at the same time ensure that H&S and Event Regulations are adhered to. The Duty Manager will be familiar with your event based on the information you supply – it is therefore essential that this information is as complete and timely as possible.

Should you have any issues that need to be dealt with on the day of your event then your point of contact will be the Duty Manager, but please be aware that any Duty Manager's instruction or decision is absolute and final and must be adhered to at all times.

General behaviour

The safety of our staff, clients, premises and anyone who uses or is impacted by our premises is paramount. We also wish that those people who use our premises also respect the needs and rights of others. RA Venues Duty Management reserves the right to eject anyone from the premises for any of the following reasons (this is not an exhaustive list):

- Persistent or wilful failure to comply with H&S legislation
- Consumption or supply of non-prescription drugs at any time
- Excessive consumption of alcohol during an event
- Consumption of alcohol at any time during an event set-up or de-rig
- Confrontation with any member of RA Venues staff
- Fighting, or threatening/abusive behaviour