

ROYAL ARMOURIES



# IMPORTANT INFORMATION

FOR EVENTS

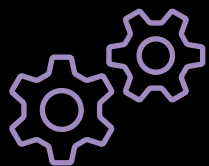
[ROYALARMOURIESCONFERENCEANDEVENTS.ORG](http://ROYALARMOURIESCONFERENCEANDEVENTS.ORG)

We're delighted that you'll be bringing your event to the Royal Armouries, in order to make things as easy as possible for you, we've pulled together this comprehensive guide to hopefully answer any questions you may have.

But don't forget, your Sales Executive, Event Planner, Event Manager and wider team are always on hand too, ready to ensure that planning for your event is smooth and hassle-free.

We look forward to welcoming you to the Royal Armouries, Leeds and New Dock Hall





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**ROYAL ARMOURIES**



## 1.1 GENERAL INFORMATION FOR ORGANISERS AND SUPPLIERS

**Please note that it is your responsibility as an organiser to read and understand the following information and forward this to any third-party suppliers who may be working with you at the Royal Armouries or New Dock Hall during your event.**

### GENERAL NOTES

Please be aware that it is not permitted to affix anything to the fabric of the building (no blu-tack, pins etc), and that any signage brought onto site must be freestanding and of a professional quality. Any signage brought onto site to be located within the Street area must have prior approval from your Event Manager, in accordance with the Royal Armouries and New Dock Hall fire evacuation procedures. Specific approved locations will then be confirmed for this signage.

All signage supplied by the Royal Armouries Graphics team will be disposed of after 24 hours – please advise your Event Planner prior to the event if you wish to take the signage away or arrange a courier collection.

### EVACUATION AND HOUSEKEEPING

A copy of the Royal Armouries evacuation procedure and housekeeping notes can be [downloaded here](#).

### MAPS AND CAR PARKING

Information on getting here can be found at [royalarmouriesconferenceandevents.org/about/location-parking/](http://royalarmouriesconferenceandevents.org/about/location-parking/). Please advise your Event Manager if delegates will be arriving at, or collected from the venue via coach. Additional Traffic Officers must be hired via the Event Planner from the Royal Armouries to ensure health and safety of delegates and members of public at all times.

### PARKING REQUIREMENTS

This is an on-site multi-story car park for 1500 vehicles. Your Event Planner will inform the organiser of the maximum number of parking spaces available for your tenancy, plus load/unload information as required.

### DISABLED PARKING SPACES

Disabled parking space are available on 'First come first park basis'. These are shared space on Armouries Drive, There are 42 disabled parking bays available in the Citi Park, Leeds Dock.

# ONE

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## VENUE INFORMATION

### 1.1 General information for organisers and suppliers

### 1.2 Royal Armouries venue map





## 1.1 GENERAL INFORMATION FOR ORGANISERS AND SUPPLIERS

### PRAYER ROOM

A prayer room can be arranged through your event planner.

### CLOAKROOM

Inside the Royal Armouries and New Dock Hall, there is a cloakroom available for hire at your event, staffed by our venue hosts. Please speak to your Event Planner for costs. Coat rails can also be sited for guest use within the foyer areas but please note that as coat rails are not attended, any items are left at the risk of the owner

### SMOKING POLICY

Smoking is not permitted anywhere within the Royal Armouries or New Dock Hall. Smokers will be directed outside of the building via the Streets main entrance. A 'pass out' system will be in operation for evening functions once the Street closes to the public at 18.00. Please speak to your Event Manager for additional guidance.

Electric cigarettes / vaping is not permitted in any event areas of the Royal Armouries or New Dock Hall.

### WI-FI SERVICES



A Wi-Fi service is available in all Halls and foyer areas of the venue. This is a complimentary service, intended for intermittent delegate use only. Any exhibitor requiring internet access must pre-order a cabled service. Organisers must instruct exhibitors that they do not have access to the complimentary Wi-Fi. Any exhibitor found to have gained access to the Wi-Fi would be charged for a cabled service (which would also incorporate an onsite surcharge).

Payment refusal would lead to the costs being passed to the main organiser.

Organisers should also look to order a cabled service if continued internet access is required for their own needs.

# ONE

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## VENUE INFORMATION

### 1.1

**General information for organisers and suppliers**

### 1.2

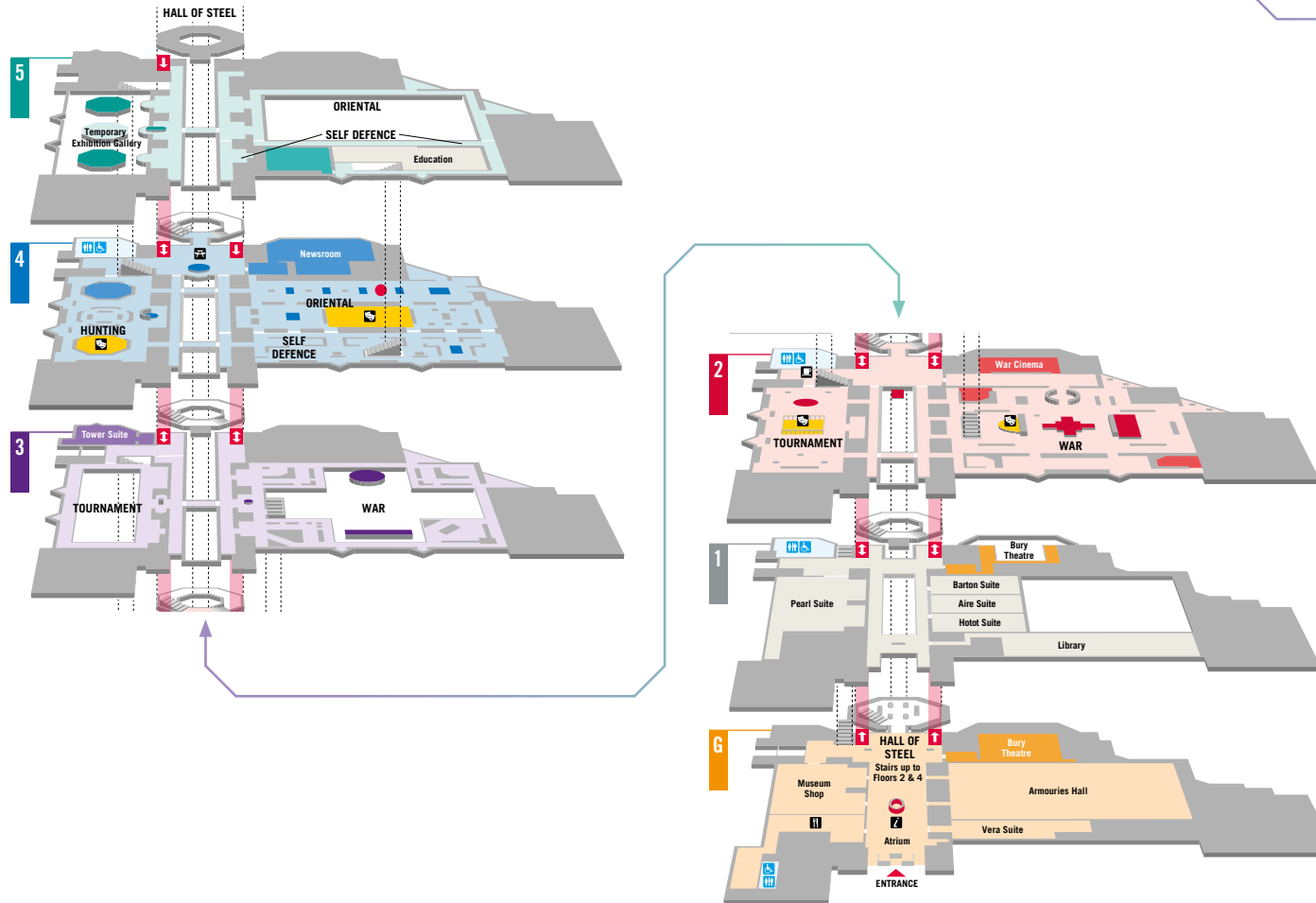
Royal Armouries venue map



**ROYAL ARMOURIES**



## 1.2 ROYAL ARMOURIES VENUE MAP



# ONE

## VENUE INFORMATION

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General information  
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### 1.2

**Royal Armouries  
venue map**





# TWO

## EVENT INFORMATION

### 2.1

Event information for  
organisers and suppliers







## 2.1 EVENT INFORMATION FOR ORGANISERS AND SUPPLIERS

### EXHIBITOR ONLINE ORDERING

The Royal Armouries has an online service that allows both you and your exhibitors to order a wide range of products online. Products include telecommunications and networks, audio visual, stand catering – food, drink, equipment and additional services. Ordering is both quick and easy, with payment being made via a secure card payment system.

Your Event Planner will provide you with a unique link which can be distributed to your exhibitors.

(Please note that American Express (AMEX) payments are not accepted and all online orders must be completed seven days prior to the commencement of venue tenancy).

### ADDITIONAL SERVICES

The Royal Armouries has links with a number of approved local suppliers that can supply shell scheme and exhibition services, exhibition and stage furniture, registration staff and hostesses, coaching, entertainers, floral dressing for dinners and delegate badging. Please contact your Event Planner for further details.

### EVENT CORRESPONDENCE AND INVOICING

If required, purchase order numbers should be forwarded to your Event Planner in advance of the event unless stated otherwise, all payments should be completed in advance of your event date. Speak to your Event Planner for further guidance.

### PORTER HIRE

Porters can be pre-ordered on a minimum four-hour consecutive call. Please speak to your Event Planner for costs and to book. This service is strongly recommended for large exhibitions and is only available if pre-ordered.

### FURNITURE HIRE

All furniture layouts must be confirmed to your Event Planner at least seven working days prior to the events start date. Where layout changes are significant, or turnaround times are tight, additional staffing charges may be applied. Exhibitor furniture can be provided at a charge. 6ft oblong covered trestle tables and conference chairs are available to hire. Please speak to your Event Planner for costs. A full list of requirements with relevant stand numbers should be provided to your Event Planner. Additional furniture such as lounge seating and poseur tables can also be hired in on your behalf. Please ask your Event Planner for a quote to cover your requirements.

# TWO

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## EVENT INFORMATION

### 2.1 Event information for organisers and suppliers





## 2.1 EVENT INFORMATION FOR ORGANISERS AND SUPPLIERS

### HOST AND EVENT SECURITY SERVICES

A number of Hosts are included within your rental package to welcome and assist delegates, monitor delegate movement and manage evacuation in case of emergency.

Licensed Event Security Officers can be hired on a minimum four hour consecutive call. Please speak to your Event Planner for costs and to book.

Any external security staff brought into the venue that are responsible for crime prevention or for the protection of people or property, has to be licenced under the Security Industry Association. A list of the staff names and SIA numbers must be supplied to your Event Planner so they can be checked against the SIA database.

For clarification on the defined roles of “Host” and “Event Security” and the implications regarding SIA licencing, please liaise with your Event Planner.

### PRESS / VIPS / PHOTOGRAPHERS / DELEGATES WITH SPECIAL REQUIREMENTS



Please forward details of any members of the press, VIPs, photographers or delegates with special requirements to your Event Planner within ten working days of your event. If badges or tickets are being issued to delegates, a sample copy should be sent to your Event Planner.

### MEDICAL PROVISIONS

Our security staff provides trained First Aid Responders so should your guests require medical assistance, please contact an Royal Armouries Host.

The Hosts will then arrange for First Aiders to attend and/or request a paramedic. Hosts should also be advised of all accidents on site to ensure they are properly recorded.

It is not an essential requirement to have a nurse on site.

# TWO

## EVENT INFORMATION

### 2.1

**Event information for organisers and suppliers**



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# THREE

## SECURITY

### 3.1

Security procedures for organisers and exhibitors – fire, security and traffic

### 3.2

Housekeeping notice





## 3.1 SECURITY PROCEDURES FOR ORGANISERS & EXHIBITORS – FIRE, SECURITY & TRAFFIC

### YOUR RESPONSIBILITIES

It is of utmost importance that you and your staff are aware of the Royal Armouries security and fire procedures. You should nominate a sufficient number of staff to ensure that these procedures are observed at all times.

### CHECKING YOUR AREA

It is important to make constant checks of your stand to ensure that no unidentifiable packages, cases, or bags have been deposited. Please nominate a person to check at regular intervals, and if suspicions arise, do not touch the article but call the Security Control Room (Internal 1881, external 0113 220 1881) or contact the nearest Host.

In the event of evacuation, and when leaving your area each night, please ensure that:

1. Appliances are switched off
2. The area is checked for other potentially dangerous items

### ANNOUNCEMENT



If it becomes necessary to evacuate the building, the following message will be broadcast:

“This is a safety announcement. Please leave the building as quickly and as quietly as possible by the nearest available route.”

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety.

### FIRST AID EMERGENCIES



In cases of medical emergency call Security Control (Internal 1881, external 0113 220 1881) giving the exact location of the casualty and details of injuries sustained. Security Control will then arrange for all necessary assistance.

Alternatively, please contact the nearest Host.

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## 3.1 SECURITY PROCEDURES FOR ORGANISERS & EXHIBITORS – FIRE, SECURITY & TRAFFIC

### FIRE PROCEDURES



An intelligent fire alarm system and audible sounders protect the Royal Armouries & New Dock Hall. There are portable fire extinguishers, fire hoses and a sprinkler system throughout.

In the event of discovering a fire in your vicinity:

1. Raise the alarm by breaking the glass in the fire alarm call point
2. Inform the Security Control Room on an internal telephone by dialling 0113 220 1881 or inform the nearest Host giving location and nature of the fire
3. Turn off all electrical equipment in your area, where safe and practical to do so
4. Follow Hosts' instructions
5. Make your way to the nearest fire exit; do NOT use lifts
6. Do NOT go back to collect personal belongings
7. Report to the assembly point Tilt Yard opposite the Holiday Inn and await instructions
8. Please notify a Security Officer if you believe a member of your team is missing
9. Only return to the building when instructed by a fire officer

### OFFICIAL PASSES

In order to help with security during build-up and the open period of the event, admittance may be refused to anyone who cannot produce the designated event pass. Please ensure that you and your colleagues carry your passes at all times.

### TRAFFIC NOTICE



For the benefit of all, accessibility and traffic flow must be maintained at all times.

Vehicles parked in 'No Parking' areas will be ticketed for illegal parking. These include double yellow lines and disabled parking areas.

No parking is allowed between the two zebra crossings on Armouries Drive Attention is also drawn to the Standard Conditions of Parking, whereby all vehicle passes must contain details of your company, the hall you are exhibiting in/ delivering to and the stand number.

This pass must be displayed at all times and will be provided to you by the Event Manager on the day.

### VEHICLE PASSES

your event planner will arrange with your event manager to have vehicle passes available.

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## SECURITY

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## 3.1 SECURITY PROCEDURES FOR ORGANISERS & EXHIBITORS – FIRE, SECURITY & TRAFFIC

### DELIVERIES

We request that all exhibitor items that are due to be collected by courier are transferred to the Goods Inwards Area of Royal Armouries Delivery room, which is next door to Royal Armouries Hall. Please do not leave any items on your stand once you have left the venue. For directions out of the exhibition hall to the Loading Bay, please see a Royal Armouries Host for information. Please ensure Event, Date, Event Planner are listed on package.

**Please note** we do not have storage for deliveries before or after events so everything left is at your own risk. Nothing to be delivered more than 2 days before the event and if not collected by 2 days from the event, we will dispose of the boxes.

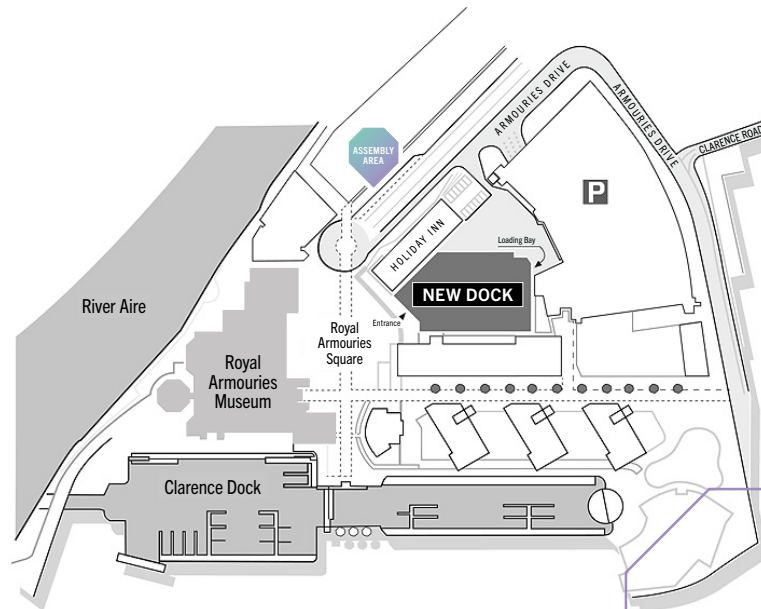
### SECURITY

Please remember to be vigilant throughout your event to ensure the safety of your property. If items cannot be watched then it is important that they are properly secured. Items are left at your own risk

### EVACUATION ASSEMBLY AREA



Located at the Tilt Yard opposite the Holiday Inn (the assembly area may be subject to change on the event day. Please follow Hosts' instructions)



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**Security procedures for organisers and exhibitors – fire, security and traffic**

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## 3.2 HOUSEKEEPING NOTICE

- Toilets are located at close proximity to each hall
- Smoking and vaping is not permitted in the conference halls or in the main Street
- Royal Armouries Hosts are uniformed if you require any assistance. In the event of an emergency, please follow the instructions of the Hosts
- If it is necessary to evacuate the building, a recorded message will be broadcast throughout the venue asking delegates to leave by the nearest available exit. The first evacuation zone is on the Tilt Yard opposite the Holiday Inn. Follow the instructions of the Hosts at all times
- For medical assistance, alert a Host who will contact a first aider
- Please ensure you take all of your belongings with you, and do not leave items unattended at any time. Lost property is taken to Security Control, or alternatively ask a Host for assistance
- It is not permitted to take food, drinks or luggage into the auditoriums

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# FOUR

## VENUE SERVICES

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## 4.1 CATERING

Royal Armouries Taste our inhouse our award-winning in-house team, led by Executive Chef John Brodie. With a kitchen boasting over 650 industry awards, it's fair to say the Royal Armouries catering team understand what's required to deliver daring menus that cater for every dietary requirement and budget imaginable. More than that, they do so in a way that ensures consideration and innovation is evident on every plate.



Whether that's sustainably sourcing local produce, scrutinising nutritional values or adding a little live theatre to table service.

As well as an Event Planner, a dedicated Event Manager will be allocated to you. They will be your main point of contact, supporting you in ensuring that the food and beverage choices for your event don't just meet your requirements, but exceed your expectations. They can advise on specific dishes, serving styles and more.

### KEY INFORMATION

All food and beverage to be consumed within the venue by clients, delegates, exhibitors, crew or entertainers must be provided by the Royal Armouries. It is not permitted to bring outside catering onto site. Your Event Planner will inform you about our dietary policy.

Please note that any special dietary requirements should be forwarded to your Event Planner 7 working days prior to your event.

### CATERING

Please note it is standard practice not to include a table numbered '13' for all banqueting events. Any substantial table plan changes on event days may incur additional staffing costs.

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## 4.2 WASTE

### WASTE DISPOSAL

As a client, you are held responsible for all waste related to your event. Any general paper or cardboard waste can be disposed of by the individual exhibitors (or marked up for recycling within your hall, where we can remove it for you) in the recycling unit in the bay closest to your area of tenancy, all other waste needs to be disposed of responsibly.

Our cleaning contractors are able to hire in skips of varying sizes to accommodate your waste, particularly that resulting from large stage sets or exhibition build/breakdowns. Please liaise with your Event Planner to discuss size and costs to order a suitable skip for your event.

### SUSTAINABILITY CREDENTIALS



We're proud to hold the ISO 14001:2015 accreditation for environment management systems, and have rolled out several different initiatives across the business to demonstrate our commitment to sustainability, including the following:

### CHP GENERATOR

A district-based scheme installed on site at the Royal Armouries to provide electricity, chilled water for air-conditioning and hot water for heating. In addition to reducing our carbon footprint, the scheme also enables us to sell carbon credits – the ultimate sustainability win-win.

### ENERGY CONSUMPTION

Energy-saving sensors are fitted throughout the venue and we use reduced energy LED lighting wherever possible. Our monitored switch-off procedure also ensures that energy use is kept to a minimum in event spaces and offices, and that all equipment and lights are switched off when not in use.

### WASTE MANAGEMENT

We've always been supporters of the 'reduce, reuse and recycle' mantra in terms of waste management. We separate and recycle glass, cardboard and paper waste, and incinerate all other waste to create electricity for local homes and businesses through Leeds City Council's Waste to Energy scheme. The resulting ash from this process is also stored and used as aggregate for road building.

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## VENUE SERVICES

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## 4.3 GRAPHICS

### SIGNAGE / GRAPHICS



The Royal Armouries has its own in-house graphics team with a wealth of experience offering a quality graphics service. Our team can advise which of our Hall packages would provide best value for your event, whether you want to raise the profile of your event, direct delegates around the building, or to display information during an event. We offer a range of printed display options from internal and external banners to freestanding signs, display boards and directional signs. We work with you to find the solution to best suit your budget and are happy to provide no-obligation quotes.

In addition to our range of printed graphics products we have digital signage options available on screens located on our Hall foyers and Street area.

Digital signage is versatile in displaying more detailed information and a range of content types. We can work with you in creating your presentations for these screens or use those you provide.

If you are supplying your own graphics, and this is not removed within your tenancy, a removal fee may be charged.

Any branding or materials that are bought on to site will need to be accompanied by a suitable and sufficient risk assessment. In order to ensure that the Royal Armouries can meet your requirements, any quotation supplied by the Royal Armouries for all extra to package (non-inclusive) staff and equipment requests must be confirmed in writing by ten working days prior to the start of tenancy. Please note in order to allow for scheduling of these screens we request that content be submitted five working days prior to your event. Confirmations after this time are subject to a 30% late order surcharge for the services.

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## 4.4 TECHNICAL

In accordance with Royal Armouries policy, all Technical staff must be allocated an 11 hour break between the end of one call and the start of the next and are able to work a maximum 12 hour day.

Any technical equipment brought onto site must be fully inspected and tested, in accordance with the suppliers risk assessment and policy. All equipment must be suitable for the task and in good working order however Royal Armouries staff may request a copy of any test certificates at any time. It is expected that any electrical items will have been tested within the last 12 months.

Following the event all presentation material will be removed from any playback devices used, in the interest of data protection and security, unless prior arrangement has been made in writing with the Event Planning team.

If pyrotechnics are required for the event the Event Planning team should be made aware at least 28 days before the tenancy period. Specific details will be provided about the Health and Safety requirements once further discussion has taken place. Please note that there may be additional charges to support the use of these effects.

To ensure that the staffing, and equipment requests can be facilitated, all details must be confirmed, in writing, a minimum of ten days in advance of the start of tenancy.

Depending on the terms of contract payment may be required prior to arrival on site. Orders made after the ten days are subject to availability and may be subject to a late notice surcharge.

Armouries and New Dock Hall holds only PRS and PPS music licences. Any requirements for copyrighted media outside of this are solely the responsibility of the event organiser, as are any associated payments to the appropriate body.

The organiser is also responsible for informing the Royal Armouries that the appropriate licences have been requested and must produce a copy of the licence to their Production Manager. Failure on this part may result in the required material not being used at the event.

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## 4.5 CODE OF PRACTICE AND GUIDELINES FOR BANQUETING EVENTS

1. Any tablecloths/linen/fabrics/ drapes/chair covers etc. being supplied by the client or third party must be flame retardant with relevant certificates as required. The H&S Officer is within their rights to test a section on the day and can refuse use if not compliant.
2. Risk Assessments and Method Statements are needed for all suppliers, contractors and entertainers (fire eaters, jugglers etc.), and proof of £10m public liability insurance must be supplied. These must be received at least ten days prior to the start of tenancy for venue approval.
3. Some events will be subject to a Royal Armouries dilapidation on report. The Event Manager will advise the client when this is the case.
4. Final catering table plans must be agreed and signed off five working days prior to the event. Table plans should be based on ten persons per table, and it is standard practice to omit a table numbered '13'.
5. Catering tables are not allowed on the dance floor due to the risk of food spillage. Tables cannot be removed during the event itself in order to accommodate increased numbers.
6. Timings of the evening are at the discretion of the client's individual requirements. However, they must be aware that normal catering shifts are based upon the service concluding at 22.00 in order that the staff may leave site at 23.00. An extended dinner service may result in additional staff costs.
7. Staff hours required to remove balloons from ceiling or items such as glitter or confetti from the floor after an event will be charged for.
8. Damage to carpet tiles or flooring through drinks spillage will be charged for.
9. Deliveries are only accepted during event tenancy times when the client is present to sign for them. The hall must be clear of all items by the end of tenancy. Any items left in halls, foyers or backstage rooms at the end of tenancy will be treated as unwanted and disposed of.
10. All event catering should be confirmed at least 2 weeks prior to the event and additional dietary requirements should be confirmed at least 7 days prior.

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## 4.5 CODE OF PRACTICE AND GUIDELINES FOR BANQUETING EVENTS

11. No materials are to be affixed to the fabric of the building with blu-tack, tape, staples etc. Only freestanding signage of a suitably high quality will be allowed.
12. For safety reasons, children under the age of 16 are not permitted into the hall(s) at any time during the build-up or breakdown periods.
13. During the event, persons under the age of 18 are not permitted to purchase beverages from the bar (alcoholic or non-alcoholic), and must remain clear of all bar areas. No under 18s after 22:30.
14. Battery style candles/ candelabras are preferred however if real candles are in use at an event, they must be contained within a hurricane style vase to reduce the risk of the naked flame starting a fire. A risk assessment will be carried out and flame retardant table coverings must be in place along with a limit to alcohol percentages on the surrounding table i.e. 40% liquors
15. Private wedding celebrations are not subject to credit and therefore all invoices must be arranged, agreed and paid for up front
16. Any tablecloths/linen/fabrics/ drapes/chair covers etc. being supplied by client or a third party must be flame retardant with relevant certificates as required. The H&S Officer is within their rights to test a section on the day and can refuse use if not compliant. This includes all wedding canopies, specialist seating etc.
17. Ceremonial fire braziers must be arranged with a minimum two weeks' notice and will not be allowed unless the accompanying certification/ risk assessments etc. are forwarded in advance. NB: it is a condition of their use that an Royal Armouries Host is present in the ceremony room at all times with access to a fire extinguisher.



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# FIVE

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## 5.1 FUELLED VEHICLE DISPLAY REQUIREMENTS

**Your Event Planner must approve the exact location of the vehicle in advance and in line with this policy, confirming in writing and illustrating the position on a site plan or drawing. Vehicles on display must have a minimum separation distance of 3m from another vehicle. The event may request the vehicles to be parked closer together, this however will require additional controls and assessment. In this case please contact the safety team.**

No more than five litres of fuel to be supplied within the vehicle fuel tank. This must be evidenced before the vehicle is admitted to the venue. Any cars with more than five litres will need to drain fuel off site.

Assessment of the battery connections to be undertaken. If the battery can be disconnected it should be, and also preferably removed. For modern vehicles this may not be possible, therefore additional controls may need to be considered and the safety team must be consulted. The organiser must demonstrate in a risk assessment if the battery is required and the necessary control measures.

Vehicles not reliant on ignition for power assisted steering should be manually pushed into position.

If this is not feasible the area must be cordoned off and a banksman used to direct the front and rear of the vehicle throughout movement. A drip tray(s) must be provided and positioned under the vehicle covering both the engine and fuel compartment.

These must be evidenced before the vehicle is admitted to the venue.

### A SET OF KEYS ARE TO BE LEFT WITH SECURITY CONTROL

Delivery and collection times are to be confirmed at least 48 hours prior to the event with the Event Planner.

No liability is accepted by the Royal Armouries for any damages to the vehicle(s).

For any damage caused to the building or otherwise by the presence of the vehicle, the responsibility and cost of repair lies with the supplier / the client.

Any display material around the vehicle must be non-flammable and flame retardant.

Convertible, open roof or vehicles with open doors are prohibited on the Square, unless accompanied at all times by a Security Officer or nominated Steward at cost to the organiser. However, they can be displayed unaccompanied with the roof up and the windows and doors locked. We will require the vehicle registration number and Health & Safety documents 7 days prior to the event.

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## HEALTH & SAFETY

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## 5.1 FUELLED VEHICLE DISPLAY REQUIREMENTS

### NEW DOCK HALL

There are no limits on the number of vehicles that may be displayed as long as 3m-separation distance is maintained and a suitable and sufficient risk assessment has been carried out.

### ROYAL ARMOURIES HALL

There is a limit on the number of vehicles that may be displayed to a maximum of 6 with the use of spreader plates with a 3m-separation distance maintained and a suitable and sufficient risk assessment has been carried out.

### EXTINGUISHERS

It is the responsibility of the organiser to provide a minimum 2kg carbon dioxide and a 6 litre AFFF foam fire extinguisher per vehicle displayed and the extinguishers must be located within 3m of the vehicle. Where extinguishers are not supplied by the organiser, the Royal Armouries will assist in the supply of extinguishers depending on available stocks in the venue with current venue extinguisher hire charges being passed to the organiser.

# FIVE

## HEALTH & SAFETY

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## 5.2 EGUIDE

The **eGuide** brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues.



Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities.

It must be stressed, however, that this is a GUIDELINE document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/ exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law. It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities.

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## 5.2 EGUIDE

### EVENT SAFETY CHECKLIST

(to be completed by the event organiser)

#### Prior to arriving onsite:

- CDM regulations requirements (if applicable) completed and fulfilled by the client or main organiser up to six weeks prior to event
- Event risk assessment sent to the Royal Armouries Event Planner ten working days prior to event
- Fire risk assessment sent to the Royal Armouries Event Planner ten working days prior to the event
- Items of special risk forms sent by client or organiser to all required parties, returned as required by said parties and relevant notifications sent to Royal Armouries Event Planner 28 days prior to the event
- Notification of the Royal Armouries Personal Protective Equipment requirements sent to all third party contractors and suppliers
- Evidence of minimum £5million third party liability insurance cover
- Compliance that any complex or non-complex structural builds of any type have appropriate certificate of sign-off by a structural engineer

#### Onsite during build period:

- Ensure all documents outlined on the 'event summary open morning' certificate are compiled and available for viewing on request
- Organisers' CDM site safety pack to be available for inspection for documents in line with applicable legislation
- Confirmation in writing that any complex or non-complex structural onsite builds of any type have appropriate certificate of sign-off by a structural engineer or relevant competent person
- Supply an exact location plan of any areas or stands with an increased fire risk as outlined in the eGuide

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## 5.3 EGUIDE COMPLIANCE NOTIFICATION

Dear organisers,

Above all, we aim to make the Royal Armouries and New Dock Hall a safe place to work and visit. The Royal Armouries follows best practice in events as prescribed by the AEV's eGuide.

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves must work within the guidelines in their own professional capacities.

It must be stressed however, that whilst this is a guideline document it does form part of your contract of compliance with the Royal Armouries. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition, event or banquet should still be considered on an individual basis and clients, organisers, suppliers and exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities.

As the event organiser you are required to ensure the above standards are met at your event. A number of process forms are available to assist you from the Royal Armouries webpage. Please review these forms. The Royal Armouries requires a minimum 28 day notification of certain items of special risk ('items of special risk'). Clients and organisers must gather this information from their exhibitors, suppliers and contractors and notify the Royal Armouries Sales Executive accordingly using the forms at the same location.

To ensure your compliance in the above, a completion form known as Event summary open morning certificate must be completed and signed by the event organiser and handed to the Royal Armouries Event Manager one hour prior to opening the event to delegates. Noncompliance would result in the event not opening to delegates at the prescribed time.

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## 5.4 CDM REGULATIONS

You may be aware that the HSE introduced new regulations and from April 2015 they apply to construction work in the events and entertainment industry.



CDM 2015 makes the general duties of the Health and Safety at Work Act etc 1974 more specific. They complement the general Health and Safety at Work Regulations and integrate health and safety management into construction projects.

The Regulations identify specific roles and responsibilities during the preconstruction and construction phases of a project, for which you as the client are ultimately responsible during tenancy.

Guidance relevant to our industry is currently being drawn up by the HSE. In the meantime, for more information please refer to the attached documentation and HSE guidance notes at; [www.hse.gov.uk/entertainment/cdm-2015/](http://www.hse.gov.uk/entertainment/cdm-2015/)

Everyone attending site during the Construction Phase (Build Up and/ or Break Down) must have completed a client/event organiser- led site induction (the Royal Armouries site rules would form part of your overall site induction). This should be done prior to arrival on site before work begins. As the Event Organiser you must ensure that everyone has viewed your own induction in order to comply with the CDM 2015 regulations.

Please also complete the attached CDM Roles and Responsibilities pro forma and return to your Sales Executive at least six weeks before your first day of tenancy.

## WRISTBANDS FOR EXHIBITIONS

Please inform your Event Manager at the planning meeting or during the planning stages what the plans are for identifying crew / contractors onto site during exhibition builds and breakdowns – e.g. badging, wrist banding etc. Your Event Manager can help provide additional staff to help issue passes / wristbands etc at an additional cost.

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## 5.4 CDM REGULATIONS

### CDM ROLES AND RESPONSIBILITIES DESCRIPTION

We request that all exhibitor items that are due to be collected by courier are transferred to the Goods Inwards Area of Royal Armouries Loading Bay, which is next door to Royal Armouries Hall. Please do not leave any items on your stand once you have left the venue. For directions out of the exhibition hall to the Loading Bay, please see a Royal Armouries Host for information.

The Construction (Design and Management) Regulations 2015 (CDM 2015) identifies the following roles in connection with onsite event construction:

1. Client
2. Principle Designer
3. Principle Contractor
4. Contractor
5. Workers

The main responsibilities for each role are described as:

#### ROLE: CLIENT



Designer appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

#### RESPONSIBILITIES:

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties Prepare and provide relevant information to other duty holders.
- Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

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## 5.4 CDM REGULATIONS

### ROLE: DESIGNER



Organisation or individual who as part of a business, prepare or modify designs for a building, product or system relating to construction work

#### RESPONSIBILITIES:

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- maintenance and use once it is built
- Provide information to other members of the project team to help them fulfil their duties.

### ROLE: PRINCIPAL CONTRACTOR



Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor

#### RESPONSIBILITIES:

Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the **construction phase plan**
- organising cooperation between contractors and coordinating their work

#### MAKE SURE:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided

### ROLE: CONTRACTOR



Those who carry out the actual construction work, contractors can be an individual or a company

#### RESPONSIBILITIES:

Plan, manage and monitor construction work under its control so it is carried out without risks to health and safety.

For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single contractor projects, prepare a **construction phase plan**.

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## 5.4 CDM REGULATIONS

### ROLE: WORKERS



Those working for or under the control of contractors on a construction site.

#### RESPONSIBILITIES:

Workers must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety, and of others who might be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- cooperate with their employer, fellow workers, contractors and other duty holders

### MULTIPLE CLIENTS

For a single project there may be more than one Client. For example an exhibition where there are free build space only stands or a combination of free build and shell scheme. The exhibition organiser will be one client who appoints a principle contractor to build the shell scheme. Then each space only exhibitor will appoint their own designer and principle contractor to design and build their stand. Each client is then responsible for CDM 2015 in their designated area.

### HEALTH AND SAFETY FILE

The CDM Client must ensure the Principle Designer prepares a health and safety file when a project involves more than one contractor.

The file should only contain information about significant and/or unusual risks.

The file should contain enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to the risks.

### CONSTRUCTION PHASE PLAN



For projects involving more than one contractor the Principal Contractor must ensure the plan is prepared. For single Contractor projects, the Contractor must prepare the Construction Phase Plan Proportionate to the scale and complexity of the work and risks involved the document should set out;

- the health and safety management arrangements of any construction work
- the construction site rules
- specific measures concerning work involving the particular tasks listed in Schedule 3 of CDM 2015 (e.g. working at height and work involving assembling of heavy pre-fabricated components) (Risk Assessments)

For more guidance on the Construction Phase Plan please [download the PDF](#).

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## 5.4 CDM REGULATIONS

### ROYAL ARMOURIES SITE RULES



These site rules below are provided to form part of a larger site induction document created by the client or their nominated Principle Designer or Principle Contractor under the roles and responsibilities set out in the HSE's CDM2015 regulations.

It is a requirement of the regulations that any person in the construction area during the construction or breakdown phases of the event has received a site induction and proof must be obtained from the person that they have understood the induction.

1. Compliance with Royal Armouries Site Rules, Royal Armouries Hall Access Policy, eGuide, H&S legislation and CDM regulations is required at all times.
2. The speed limit within the Bay Areas and Halls is 5mph.
3. Vehicle access into the halls and/or CDM site must be approved by the venue and Client or Principle Contractor.
4. Be considerate and don't block in other vehicles.
5. Be safe and be seen - Hi-vis jackets should be worn at all times when off-loading and loading vehicles within the loading bays.
6. All forklift and vehicle movement within the halls must be coordinated and managed safely.
7. Hatch markings outside each VE Door and areas immediately in front of the VE Doors inside the halls must be kept clear and accessible at all times.
8. Emergency gangways must be maintained to allow service vehicles, forklift movement and emergency access/egress etc at all times.
9. Emergency gangways must be clearly identified.
10. Authorised access only is allowed into halls – all personnel working within a CDM site must be informed of the Royal Armouries site rules.
11. Appropriate management and safe methods of working at height is required at all times.
12. Hot Work requires a hot work permit from the venue.
13. All accidents, incidents & near misses must be reported immediately.
14. Work tidy – maintain good housekeeping at all times and dispose of all waste in an appropriate manner.

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## 5.4 CDM REGULATIONS

### STRUCTURAL ENGINEER REQUIREMENTS AND CONTACTS

#### REQUIREMENTS

- Shell scheme only – no structural engineer (S/E) required, only a certificate of worthiness from the shell scheme contractor passed to the client who then signs as received via the open morning certificate.
- Space only/ non-complex and modular stands – Organisers must appoint a S/E for a walk-round during the build to certify all these stands are worthy and safe . See eGuide Aug 2015 Certification of Stands & Structures On-Site page 136.
- Space only complex – as per eGuide organisers must instruct and evidence all exhibitors and in turn their stand builders to provide S/E certificates of worthiness in advance and then also must appoint a S/E for a walk-round during the build period to certify all stands.

#### Contacts for space-only exhibitions stands etc.

Under the requirements of the eGuide and your contract with the Royal Armouries all space-only stands and suspended structures are required to have an onsite visual inspection by a Structural Engineer who will deem them safe for use. The following engineers have been used in the past by other clients.

#### Don Walker. T.Eng (CEI) Tech Weld I.

Holly Cottage, 14 Libbard's Mews,  
Stonebow Avenue, Solihull B91 3UP  
T: 0121 622 1005  
M: 07525 855616  
[www.exhibitionsteelwork.com](http://www.exhibitionsteelwork.com)

#### Hancock Wheeldon Ascough LLP.

T: 0121 745 7600  
[www.structuralengineersbirmingham.co.uk](http://www.structuralengineersbirmingham.co.uk)

#### Campbell Reith

Chantry House, High Street, Coleshill  
B46 3BP  
T: 01675 467484  
M: 07876 147 113  
[www.campbellreith.com](http://www.campbellreith.com)

#### Joseph Smith (CEng, MIStructE)

Director, Structural Engineering  
- Property and infrastructure Capita  
3 Brooklands, Moons Moat Drive,  
Redditch B98 9DW  
T: 01527 594500  
M: 0773 649 5424  
E: [joseph.smith2@capita.co.uk](mailto:joseph.smith2@capita.co.uk)  
[www.capita.co.uk/property](http://www.capita.co.uk/property)



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## 5.4 CDM REGULATIONS ROYAL ARMOURIES AND NEW DOCK HALL

### HALLS ACCESS POLICY – SAFETY OPERATIONAL POLICY

Please note that the policy set out in the following pages is an internal Royal Armouries Policy which governs the management of access to the halls by Royal Armouries staff and the expectations we have in respect of venue staff wearing Personal Protective Equipment (PPE).

We have supplied you with a copy of our internal Policy for information only to provide clarity in respect of the way we manage Royal Armouries staff access to the halls and what our requirements are in respect of the wearing of PPE.

As the Event Organiser, you are responsible for ensuring that your activities (and those of your contractors, sub-contractors and other visitors wishing to gain access to the halls) comply with all applicable contractual and statutory health and safety obligations and meet all relevant industry standards. Compliance with any of the standards or obligations set out by Royal Armouries for its staff in this Policy shall not constitute confirmation by Royal Armouries that your activity (or that of your contractors, sub-contractors or other visitors) complies with your contractual or statutory obligations. We do, however, believe that it is a good starting point for you to be aware of our Policy.

Please note that Royal Armouries staff are required under the Policy to report safety concerns. Similarly, we may do spot checks to review hall activities and notify you (and the relevant contractor, sub-contractor or visitor) of any issues or safety concerns identified in such spot checks.



Royal Armouries reserves the right to stop work or carry out duties where unsafe practices are identified.

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## 5.4 CDM REGULATIONS ROYAL ARMOURIES AND NEW DOCK HALL

### HALLS ACCESS POLICY (PPE)

#### SCOPE

In order to comply with the Health & Safety at Work Act (1974) and other subordinate legislation, this Policy sets out the responsibilities and arrangements specific to the Royal Armouries made by the Management Team relating to Personal Protective Equipment (PPE), to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and those persons who are not employees who might be affected by the activities of the Royal Armouries and its service partners or subcontractors.

This policy is relevant to all Royal Armouries employees, authorised visitors and contractors engaged by Royal Armouries engaged at the Venue.

This policy is relevant on event and nonevent days. This policy should be communicated specifically to intended users of the venue and by the Event Manager on an event-by-event basis.

#### PROCEDURES

Under the Construction (Design and Management) Regulations 2015 (CDM) (this needs to be a link) the Event Organiser or their appointed representatives must decide what PPE is required for their event and communicate this decision in their Event Safety Plan to everyone involved in the event.

PPE referred to in this policy includes:

1. head protection i.e. hard hats.
2. hi-vis vests/jackets in high visible colours of orange and yellow only with reflective strips to BS EN471 standard.
3. hearing protective equipment (HPE).
4. safety footwear.

Wearing high-vis jackets, hard hats, safety footwear and additional PPE (e.g. harnesses as appropriate) is mandatory for all Royal Armouries Employees when overhead work is taking place. Local crew agency staff and contractors MUST provide their own PPE for use in the venue.

Hi-vis vests should be worn in the hall and associated areas when vehicles such as Fork Lift Trucks and Mobile Work Equipment Platforms (MEWPs) are being used or other hazardous activities are taking place.

Safety footwear should be worn by operational members of staff as per individual task risk assessments and safe systems of work.

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## 5.4 CDM REGULATIONS ROYAL ARMOURIES AND NEW DOCK HALL

### SIGNAGE/BEACONS

When overhead work is being carried out appropriate signage is placed:

1. at all entry points to the hall or,
2. by a restricted and cordoned section of the hall where the overhead work is being carried out

In addition to signage, flashing beacons will be visible from all entry points.

When the beacons are flashing, everyone entering the hall or restricted area is required to wear a hard hat, hi-vis jacket and safety footwear.

The Event Manager is responsible for authorising the flashing beacons to be switched on ahead of works and off after confirmation that all overhead work is complete.

In cases of non-compliance to the Royal Armouries Halls Access Policy the venue has the right to stop works until compliance is met to the satisfaction of the Royal Armouries Event Manager.

### YOUNG PERSONS WORKING

No persons under 18 years of age should be working / accessing the halls or Service Bay area during periods of work without a specific Young Person's Risk Assessment relating to them.

### SPECIFIC ARRANGEMENTS

#### Get In/Build up

(period from start of tenancy to time when Event Organiser deems construction phase has ended)

- High Vis Jackets, safety boots or shoes and other relevant PPE to the task/activity is MANDATORY from the commencement of "load in" (build period).
- Hard hats are MANDATORY when overhead work or working at height is taking place or when flashing beacons are on. 'Bump caps' are not classed as suitable alternatives.

- PPE is advised from the commencement of the exhibitor load-in stage until a time as set by the Event Organiser. Where because exhibition contractors continue to build, a cordoned section of the hall is still subject to the above Access Policy, the Access Policy rules apply in relation to PPE. The Event Manager is responsible for authorising the flashing beacons to be switched on ahead of works and off after confirmation that all overhead work is complete and to ensure that all access to the affected work area is restricted to ensure no general access.

Using a MEWP will be managed via a "man managed" cordon system around the immediate area where works are being undertaken, in this instance PPE should be localised to this area.

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## 5.4 CDM REGULATIONS ROYAL ARMOURIES AND NEW DOCK HALL

### Get Out/Break down

(period from when exhibitors have cleared their stands of exhibitor items and left the hall to end of tenancy)

- High Vis Jackets, safety footwear is MANDATORY from the commencement of “Get out” for shell scheme and space only stands until the end of tenancy. Hard hats are MANDATORY when overhead work or working at height is taking place or when the flashing beacons are on.
- EITHER, from the close of the exhibition to delegates, there will be up to one hour for exhibitors to clear their stand of belongings, before commencement of structural dismantling of stands by contractors. This period may be reduced if it is agreed all exhibitors have left the hall earlier than one hour.
- OR, if the structural dismantling of stands is scheduled to begin immediately after the exhibition closes to delegates, all exhibitors must wear PPE

### Non-Event Day

- Whilst overhead operations are taking place the hall will be a MANDATORY high vis jacket, safety footwear and hard hat area.
- The wearing of high vis jackets and safety footwear is MANDATORY when there is vehicle movement in the hall unless there is a man managed cordon system in place whereby PPE must be worn within the cordoned area.

In this instance the Rigging Coordinator/ Stage Manager or Technician on duty are responsible for authorising the flashing beacons to be switched

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## 5.4 CDM REGULATIONS

### ROYAL ARMOURIES HALL

#### ROYAL ARMOURIES APPOINTED PERSON

The Royal Armouries Appointed Persons include:

- Head of Operations
- Event Managers
- Rigging Co-ordinators
- AV and Facilities Technician
- Health and Safety Advisors

#### NOISE EXPOSURE ZONE

- All Contractors, Traders, Exhibitors, Displays, Artists and others must inform the Royal Armouries of any noise hazards likely to be created by their undertakings and the controls they are implementing to minimise such risks.
- HSE Guidelines on Noise at Work can be found here.
- High vis jackets, safety footwear and hard hats are MANDATORY when work is taking place suspending trussing from the eye holes. When work is taking place in these areas, below these locations must be cordoned off and kept clear of all persons.

#### PPE COMPLIANCE

For each event during build up and break down all Royal Armouries 'appointed persons' staff are to assist with enforcement and monitoring of this policy.

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## 5.4 CDM REGULATIONS

### NEW DOCK HALL

#### ROYAL ARMOURIES APPOINTED PERSON

The Royal Armouries Appointed Persons include:

- Head of Operations
- Event Managers
- Rigging Co-ordinators
- AV and Facilities Technician
- Health and Safety Advisors

#### NOISE EXPOSURE ZONE

- All Contractors, Traders, Exhibitors, Displays, Artists and others must inform the Royal Armouries of any noise hazards likely to be created by their undertakings and the controls they are implementing to minimise such risks.
- HSE Guidelines on Noise at Work can be found here.
- High vis jackets, safety footwear and hard hats are MANDATORY when work is taking place suspending trussing from the eye holes. When work is taking place in these areas, below these locations must be cordoned off and kept clear of all persons.

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## 5.4 CDM REGULATIONS

### VIOLATIONS TO THE POLICY

Violations to this policy by Royal Armouries employees, authorised visitors and contractors engaged by the Royal Armouries. A Policy exists within the Royal Armouries for managing safety violations and appropriate action in ensuring consistent venue safety will be taken. Individuals failing to comply with this policy will be reported to an Appointed Person, the Appointed Person may then approach the individuals to resolve the breach of Policy. Other appropriate members of staff can accompany them if required. A record of the conversation should be made and entered into the show report and onto the AIR system, AIR Assure as a Hazard Spotting Record and marked as a PPE Non-Conformity including the following information:

- Date and time of conversation
- Name and non-compliant person
- Name of company they work for

Royal Armouries Operational staff can report any violations via radio to the control room for control room staff to enter violation onto the AIR system via the portal. The Royal Armouries Personal Protective Equipment Safety Operational Policy should be referred to for further details. Violations to this Policy by other persons excluding those listed above Where non- Royal Armouries Employees refuse to wear hard hats/safety equipment in accordance with the site/venue rules and regulations the following shall apply: -

Where, in the opinion of the Royal Armouries Appointed Person there is serious and imminent danger, the work activity must be stopped immediately, until compliance is achieved or the hazardous activity stops.

In all other instances, the Event Manager should be informed and the offender approached with other appropriate members of staff if required. A record of the conversation should be made and entered into the Event Report and on AIR Enterprise as a Hazard Spotting Record marked as a PPE Non-Conformity including the following:

- Date and time of conversation
- Name and non-compliant person
- Name of company they are employed by Documents for Review
- 3.26 Personal Protective Equipment (PPE)
- 3.17 Managing Safety Violations Monitoring and Review

This policy shall be reviewed in line with the 'Safety Operational Policy' schedule or sooner if; there are changes in legislation, the policy and/or existing provision is found to be unsuitable/ insufficient or ineffective, there is a significant change in working practices or an incident/ accident occurs.

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## 5.5 RISK ASSESSMENTS

### RISK ASSESSMENTS FOR DINNERS



A risk assessment and proof of a minimum £10 million public liability insurance is required for dinner entertainers such as fire-eaters, stilt walkers, jugglers, stunt artists, angle grinders and aerial artists, and also the use of lasers. Use of such performers is subject to onsite independent safety checks (with costs to be covered by the client). Risk assessments should be made available at least ten days prior to the start of the event, in case of any query, and should examine all potential risks to guests, other acts, Royal Armouries & New Dock Hall staff and the organisers.

#### FIRE RISK ASSESSMENT RULES

1. The client shall appoint a Responsible Person in accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).
2. The client's Responsible Person shall work in conjunction with the Royal Armouries Nominated Person.
3. The client must ensure a fire risk assessment of the event is undertaken prior to the commencement of the Tenancy Period.
4. The fire risk assessment must consider all individuals who may be affected and pay particular attention to those at special risk - such as people with disabilities and other vulnerable groups including new and expectant mothers.
5. The fire risk assessment must also make provision for any dangerous substances liable to be introduced onto the premises as part of the event.
6. An involvement in fire precautions is the responsibility of the customer and its partners together with all persons with management responsibility.
7. The client must at all times abide by these requirements and follow the procedures laid down by Royal Armouries Fire Safety Arrangements.

# FIVE

## HEALTH & SAFETY

### 5.1

Fuelled vehicle display requirements

### 5.2

eGuide

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**Risk assessments**

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Health & safety documents for events



**ROYAL ARMOURIES**



## 5.5 RISK ASSESSMENTS

Equipment brought onto site, including electrical equipment used by bands, contractors, exhibitors and DJs, must be suitable for use and properly maintained. 2 x 13 amp sockets are included onstage in a catering rental, and additional power must be pre-ordered via your Event Manager at an additional cost.

If providing your own table centres or novelties, please advise your Event Manager with information on what you are supplying. All candles must be secured to a base to ensure they cannot topple over, and tealights must be sited within an appropriate holder. Battery LED lights are preferred. Any table centres and novelties that are deemed unsafe by the Event Manager or Health & Safety Advisor will not be permitted to be used. If you are providing your own table linens, chair covers or drapes, a copy of the fire retardancy certificate should be provided to your Event Planner. A flame test may be requested onsite to ensure all materials are fire retardant, and any materials that are deemed unsafe by the Event Manager or Health & Safety Advisor will not be permitted to be used.

Please advise your Event Manager if strobe lighting is to be used so appropriate warning signage can be positioned.

### SPECIFIC ITEMS OF RISK

Certain items of special risk must be notified to the Royal Armouries at least 28 days prior to your event. For all relevant documentation and guidelines about specific items of risk visit: [www.royalarmouriesconferenceandevents.org/downloads](http://www.royalarmouriesconferenceandevents.org/downloads) and choose the 'Items of Special Risk' form. Event Organisers must collate these, and notifications must be sent to your Event Manager.

The use of pyros and lasers for events is subject to the completion of the Royal Armouries pyro/laser questionnaire and full risk assessments to the satisfaction of the Royal Armouries Health and Safety Advisor.

Full documentation must be provided at least three weeks prior to the event and sent to your Sales Executive. Proof of a minimum £5 million public liability insurance is also required.

An on-site pyro/laser check will be required, which will be carried out at an agreed time by the Royal Armouries competent person or approved external company.

The qualified individual carrying out the onsite check has full and final authority in granting permission for pyros/lasers to be used during the event, and may impose additional set conditions as required.

Any costs incurred by the Royal Armouries to provide any checks will be recharged to the client.

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## 5.6 HEALTH & SAFETY DOCUMENTS FOR EVENTS

### HEALTH & SAFETY DOCUMENTS FOR EVENTS

For all relevant risk assessment documentation and guidelines visit: [www.royalarmouriesconferenceandevents.org/about](http://www.royalarmouriesconferenceandevents.org/about)

In accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, the event organiser and exhibition contractor must supply the Event Manager with:

- A copy of their organisation's H&S policy statement
- A suitable and sufficient risk assessment/s to cover the event as a whole – this should be made available at least 14 days prior to the start of the event, in case of any query, and should examine all potential risks to exhibitors, staff, Royal Armouries staff and delegates.

In addition, the event organiser should obtain a risk assessment and method statement from each exhibitor plus any additional contractor/s, which must be brought onto site and be available for viewing in case of any query from H&S advisors or local authority inspectors.

For further assistance with the completion of risk assessments, please visit: [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Please note that children under the age of 16 are not permitted into the hall/s during the build-up and breakdown periods. Minors under the age of 18 are also not permitted to purchase beverages (alcoholic or non-alcoholic) from any bar, and must remain clear of all bar areas. Those aged 16 – 18 are subject to an additional young persons risk assessment. No under 18s after 22:30.

# FIVE

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# SIX

## ACCESS TO THE VENUE

6.1  
LOADING  
BAY ACCESS

6.2  
LORRY & COACH PARK





## 6.1 LOADING BAY ACCESS



# SIX

ACCESS TO  
THE VENUE

6.1  
**LOADING  
BAY ACCESS**

6.2  
LORRY & COACH PARK





## 6.1 LOADING BAY ACCESS

**Organisers will be charged if more than ten carpet tiles are damaged beyond repair during an event. Examples of excessive damage are liquid spillages, tears during exhibition build/breakdown etc. Please speak to your Event Manager regarding costs.**

### DELIVERIES TO SITE



Deliveries to site are only accepted during tenancy times, and preferably when the client is available to sign for packages.

Any deliveries should be clearly marked with the event title, date, hall(s) in use, and couriers should be advised to report to the loading bay/control (off Royal Armouries Drive) for further delivery instructions. The Royal Armouries Goods Inwards will sign for goods (on acceptance of arrival basis only). The Royal Armouries will not accept any liability for items after delivery.

Please be advised that there is no on-site storage available, and all tenancy areas must be clear at the end of the event.

For large scale exhibitions it is recommended that clients book additional traffic officers to assist with the arrival of exhibitors and porters to assist with deliveries and exhibitors parcels. Any parcels or stands left at the venue must be clearly marked ready for collection and left in the Royal Armouries Hall Loading Bay

Collection must be made within two working days of tenancy ending; anything left behind beyond this time will be disposed of by the venue.

Please note that it is the responsibility of the individual organiser/standholder to arrange their own courier.

### DELIVERY NOTE

If you are sending any items to the Royal Armouries via courier, you will need to complete our Delivery Note and attach to all packages.

This should include:

- Name of Event
- Date of Event
- Venue Space (New Dock Hall, Royal Armouries Hall, Pearl Suite etc)
- Stand Number

# SIX

## ACCESS TO THE VENUE

### 6.1 LOADING BAY ACCESS

### 6.2 LORRY & COACH PARK



**ROYAL ARMOURIES**



## 6.2 LORRY & COACH PARK

### LORRY AND COACH PARK

#### FACILITIES

##### Royal Armouries On-site

5 Coach Spaces  
3 Lorry Spaces

##### New Dock Hall

2 x Lorry Spaces

In conjunction with Leeds City Council we have arranged off-site parking to a holding area

If lorry or coach parking is required, please speak to your Event Planner.



# SIX

ACCESS TO  
THE VENUE

6.1  
LOADING  
BAY ACCESS

6.2  
**LORRY & COACH PARK**



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# IMPORTANT INFORMATION FOR EVENTS

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