

Construction Design Management (CDM)

Since April 2015 it is now the law that all Event sites during build and breakdown must comply to The Construction Design and Management regulations (CDM).

This essentially means the site should be fenced from public access and totally managed by the event organisers. Signage must be in prominent positions informing the public of access routes around the site and all workers entering the site of the site rules and that they must register they are onsite and receive a site specific induction before commencing any work. A sample plan can be found in the appendix. There is much information also available on the Health and Safety Executive (HSE) web site.

Your duties as an event organiser

You are responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety.

These duties will include:

- having health and safety arrangements in place to control risks
- ensuring co-operation and proper co-ordination of work activities

- providing your employees and others with relevant information on any risks to their health and safety
- ensuring the competence of staff to undertake their role safely
- monitoring health and safety compliance
- reviewing your health and safety arrangements

What you need to do

Once physical activity starts at the event site, attention should move away from planning and paperwork to the effective management and monitoring of site operations, as follows:

Management

Have appropriate management systems in place for each phase of the event to make sure health and safety risks are controlled. While the numbers onsite during the public period will be significantly greater, the need for safety management during build up, load-in, breakdown and load-out is just as important (CDM). There may be fewer people, but this is likely to be when the highest-risk work activities are carried out.

Co-ordination

Ensure co-operation and proper co-ordination of all work activities on the site. You should make sure you develop a safe overall phased programme

of work by taking into account contractor risk assessments, method statements and communicating this to all relevant parties.

Information

Provide your employees and others, including contractors, with relevant information on any risks to their health and safety identified by your risk assessment/s. Your contractors will need to do the same for their employees.

Do this as part of a general site induction and briefings about individual work activities or tasks. For example, you need to tell people coming onto site about:

- site hazards and control measures
- buried services such as electric cables
- safe speed limits
- where they can safely park
- first aid, drinking water, rest areas, toilets and wash facilities
- emergency arrangements
- weather forecast news
- procedures for using / booking plant
- introductions to key staff members and where to find event organisers
- PPE (personal protection equipment)

You must also provide relevant health and safety information to the public, eg in the form of signage.

Competence

Staff should be competent to undertake their role safely. There should also be an appropriate level of competent supervision, proportionate to the risk, nature of the work and the personnel involved.

Monitoring and review

Periodically, you should check your agreed methods for controlling risks and test them to make sure they are working and being followed. Your risk assessments should set out the frequency of checks, who is responsible for them, and the methods they use.

Small-scale events, a simple checklist is probably enough. **Larger events**, such as a festival, a number of people may share the monitoring role. Whoever has the role should be familiar with the risk assessment findings and control measures, and be able to identify new hazards and assess risks as they arise. Others with managerial responsibilities can also assist in this monitoring role while undertaking their other duties.

For guidance on accidents, ill health and dangerous occurrences see RIDDOR.