Event safety pack

Northfield Group All-Hands, Q1 2027

Risk assessment, method statements, build and strike schedule, fire and evacuation, crew induction and supplier register

Build	Show and strike	Venue	Audience
Mon 8 March 2027	Tue 9 March 2027	Auditorium, Business Design Centre, London	400 in the room

SAMPLE: fictional client and venue. Draft for the competent person to review and sign.

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Drawings referred to: BDC-AUD-01 General arrangement, BDC-AUD-02 Stage end elevation and loads. Room size, doors and capacity from the venue's published floorplan (Aug 2023). Read with the technical production pack v1.0.

1. Scope, CDM 2015 roles and sign-off

This pack covers the technical build, the show day and the strike of the All-Hands in the Auditorium at the Business Design Centre, London: staging, the ground-stacked LED wall, lighting on stands, the venue's retractable tiers, sound, cameras, the gallery and temporary power. The venue's own fire strategy and audience management stay with the venue and are referred to, not repeated.

The build and strike count as construction work under the Construction (Design and Management) Regulations 2015. With more than one contractor on site, the client must appoint a principal designer and a principal contractor in writing.

Duty holder	Who	What they do
Client	Northfield Group	Appoints a competent production company; provides venue information; allows enough time and money for a safe build.
Principal designer	Production company	Plans the design for safety: stage, LED, lighting, layout. Shares this pack with every contractor.
Principal contractor	Production company (TD on site)	Plans, manages and monitors the build and strike. Runs the induction. Keeps the site secure.
Contractors	LED, staging, lighting, sound, electrician	Supply their own RAMS for their work; follow this pack; report hazards to the TD.
Venue	Business Design Centre	Fire strategy, alarm, exits, first aid and the audience on the day. Confirms floor loading, ceiling height and power. Operates the tiers.

Law and guidance this pack follows

Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999 (risk assessment); CDM 2015; Work at Height Regulations 2005; LOLER 1998 and PUWER 1998; Electricity at Work Regulations 1989 and BS 7909; Regulatory Reform (Fire Safety) Order 2005; Control of Noise at Work Regulations 2005; the Purple Guide for event safety.

Sign-off

Role	Name	Signature	Date
Prepared by (draft)			
Reviewed by competent person			
Principal contractor			
Venue duty manager (seen)			

2. Risk assessment

Rating = likelihood (1 to 5) x severity (1 to 5). 3 1 to 5 low 6 6 to 11 medium 12 12 and over high

Hazard	Who could be hurt	Before	Controls	After
Vehicle movements at the BDC loading bay and manual handling through the goods lift	Crew, venue staff, public	12	Banksman for every reversing vehicle. Bay coned off during unloading. Two-person lifts for LED cases over 25 kg; sack trucks and dollies for stage decks. Goods lift loaded to its plated limit only; venue marshals the bay.	4
Building and striking the ground-stacked LED wall under a 2.7 m ceiling	LED crew	15	Built to the manufacturer's manual by the LED supplier's own crew. Frame on level ground, rear-braced and front-ballasted before panels go on. Exclusion zone of 3 m taped during build. Top panels fitted from a podium, with ceiling fittings checked first. Hard hats and gloves in the zone.	5
Working at height: lighting focus and the top LED row	Lighting and LED crew	12	Lighting on 2.4 m wind-up stands, focused from a podium platform, never a stepladder. Top LED row fitted from a podium. Tools on lanyards. Area below closed while anyone works off the floor.	4
Retractable tiered seating moving	Audience, crew	10	Venue staff operate the tiers. Nobody on, under or beside the tiers while they move. Tiers set and locked before the crew call and not moved again until the audience has gone.	5
Temporary electrical supply	Crew, audience	10	Distribution by a competent electrician to BS 7909. RCD protection on all final circuits. PAT records for every item, held in the supplier register. Supply points behind barriers; no daisy-chained extension leads.	5
Trip hazards from cable runs	Audience, crew, presenters	12	Single cable route along the north wall (BDC-AUD-01). One flush ramped crossing at door N2, which keeps its full width. No cable along an escape route. Walk of the route before doors.	4
Stage edge falls and access	Presenters, crew	9	Stage 0.3 m high with white edge tape. Treads both sides, ramp at 1:12 on the north side. Stage edge lit during the show. Presenters walked on stage at rehearsal.	3
Fire: blocked exits, extra fire load, smoke from equipment	Everyone	10	Five exits (N1, N2, N3, S2, S3) kept clear and lit for the whole build, show and strike. Drape and staging certified flame-retardant (certificates in the register). Two extinguishers at the gallery (CO2 and water). Venue fire alarm procedure briefed at induction.	5
Noise exposure: audience and crew	Audience, sound crew	6	Programme peaks kept under 95 dB(A) at the front row. Front fills set at rehearsal. Crew working close to the PA offered ear defenders.	3
Long hours and fatigue on the build and show days	All crew	9	Crew calls kept within 12 hours on site; breaks shown in the schedule. Nobody drives home after a 12-hour shift without a break.	6

> Residual risks are all low or medium. Each contractor's own RAMS must cover the detail of their task and be in the register (section 7) before they start work.

3. Method statements

MS-01 LED wall: build and strike

1. Supplier LED lead confirms the floor rating and the measured ceiling height from the venue before the frame is built.
2. Mark the footprint (3.7 m x 0.7 m) against the Room A wall from BDC-AUD-01. Tape a 3 m exclusion zone; only LED crew inside it.
3. Build the ground-stack frame in three sections, check it is level, fit the rear braces and front ballast.
4. Hang panels bottom row first. The top rows go on from a podium platform with its gate shut.
5. Data and power to the processors; power on only when the LED lead has signed off the frame check.
6. Strike in reverse. Power isolated and locked off by the electrician before the first panel comes down.

MS-02 Lighting stands

1. Set each wind-up stand at its marked position (BDC-AUD-01) with legs fully spread.
2. Fixtures and safety bonds fitted at low height, then the stand is wound up to no more than 2.4 m.
3. Focus from a podium platform. Area under the stand coned off during focus.
4. Strike: wound down fully before fixtures come off.

MS-03 Cabling and temporary power

1. Electrician installs distribution from the venue's higher-power supply (13 A wall power is standard; the venue offers more on request) and 32 A to BS 7909, with RCDs on final circuits.
2. All cable runs follow the route on BDC-AUD-01, with one flush ramp at door N2.
3. Electrician tests and records the installation before the show crew call at 12:00 on Monday.
4. Walk of every route at 09:00 on Tuesday, before doors.

> Stop rule: anyone can stop a task they think is unsafe. Work restarts only when the TD has looked at it.

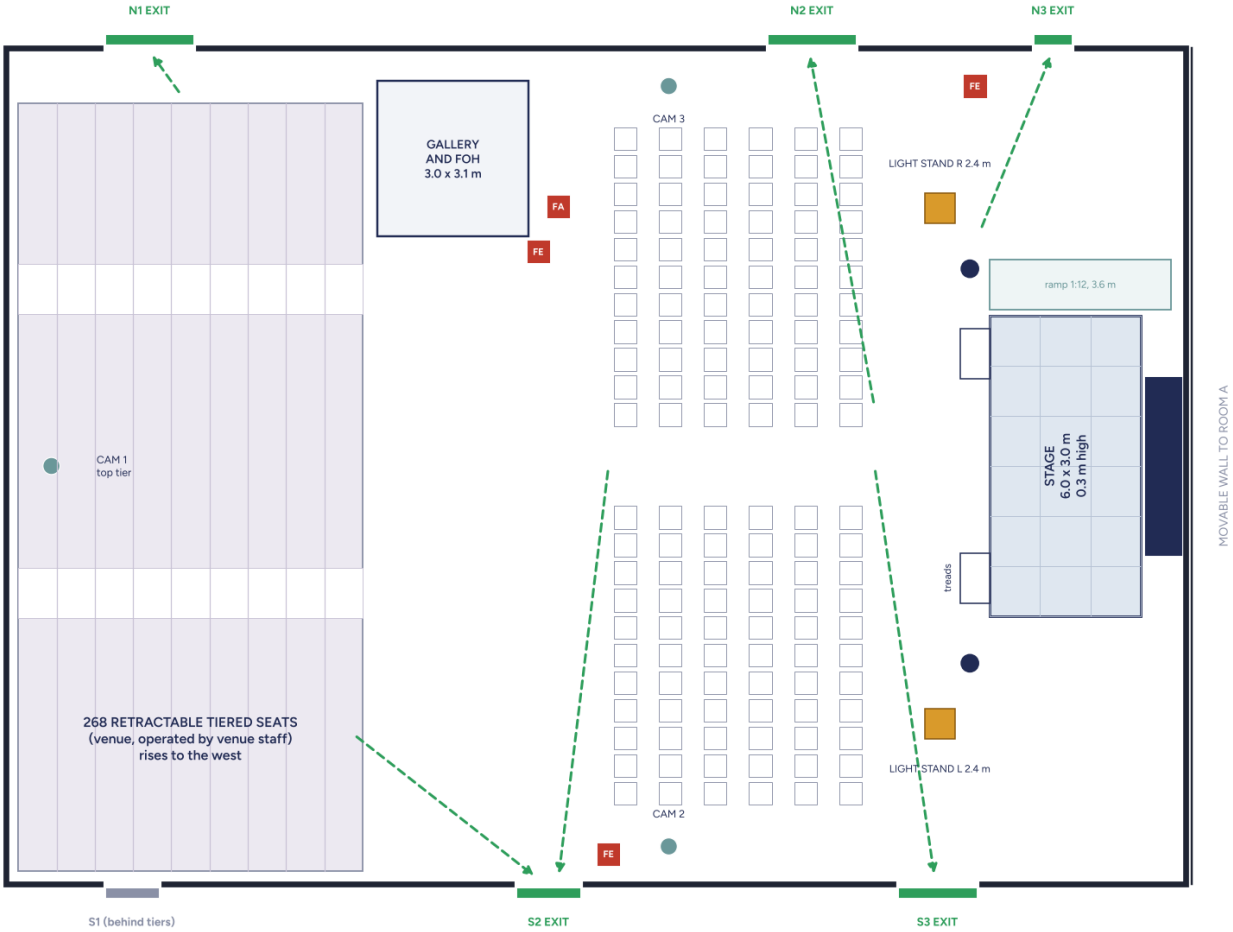
4. Build and strike schedule

Day	Time	Activity	Responsible under CDM
Mon 8 Mar	07:30	Get-in starts. Venue induction for all crew	Principal contractor (production company)
	08:00	Venue sets and locks the tiers; staging and LED frame build	LED supplier; staging supplier
	08:30	Light stands set, power distribution installed	Lighting supplier; electrician
	11:30	Electrical installation tested and recorded	Electrician
	12:00	Show crew call; cameras, gallery, comms	TD
	19:00	Build complete; venue walk with the duty manager	TD; venue
Tue 9 Mar	07:00	Crew call; cable route and exit walk	TD; stage manager
	09:30	Doors (venue in charge of the audience)	Venue duty manager
	11:30	Strike starts; power isolated before LED strike	Principal contractor; electrician
	15:00	Atrium handed back, walk with the venue	TD; venue

Site rules for the build and strike

1. The Auditorium is closed to other users during the build and strike; access by the goods lift from the loading bay.
2. Hard hats inside the LED exclusion zone and under any work above 2 m. Hi-vis and safety footwear for everyone on the floor.
3. No lone working. Breaks as scheduled; nobody on site more than 12 hours.

5. Fire and evacuation



The venue is in charge of evacuation. On the alarm, the show caller stops the show, the host reads the evacuation announcement, and stewards send the audience to the nearest of the five exits.

Exits

Five doors: N1, N2 and N3 on the north wall, S2 and S3 on the south wall, as on the venue plan. S1 is behind the tiers and is not counted. 400 seated is inside the venue's 500 theatre capacity for the room. Widths to be confirmed against the venue's fire strategy. Exits are kept clear and lit through the build, show and strike.

On the plan

Green arrows escape routes. **FE** fire extinguishers (CO2 and water at the gallery; venue extinguishers at each exit). **FA** first aid and the show's announcement point.

Assembly point

The venue's assembly point, as given at the venue induction. The TD takes the crew sign-in sheet and reports to the venue fire marshal.

Show stop announcement

> "Ladies and gentlemen, we need to leave the Auditorium. Please follow the stewards to the nearest exit and go to the assembly point. Leave your bags."

6. Crew induction sheet

Read out at 07:30 on Monday and 07:00 on Tuesday. Everyone signs the sign-in sheet.

Who's who

Technical director (principal contractor)	Channel 1
Venue duty manager	Channel 3
First aider	Venue, ext. 2222
Electrician	Channel 2

If you hear the alarm

Stop work, make your task safe if you can do it in seconds, and leave by the nearest exit to the assembly point.

On this site

1. Loading bay and goods lift: follow the venue marshal; banksman for every reversing vehicle.
2. LED exclusion zone: LED crew only, hard hats on. Keep off the tiers while the venue moves them.
3. Nothing goes over 2 m without a podium. No stepladders for focus.
4. Cables only on the marked route, never across an exit.
5. Report every accident and near miss to the TD; it goes in the venue accident book.
6. Welfare: crew room as allocated by the venue; toilets in the conference centre corridor.

7. Supplier document register

Status as at 4 February 2027 in this sample. The TD keeps it current and nobody starts work until their row is "In".

Supplier	Document	Status	Notes
LED supplier	Public liability £10m	In	Expires 31 May 2027
LED supplier	RAMS for LED build and strike	In	Checked against MS-01
LED supplier	Manufacturer's ground-stack manual	In	
Lighting supplier	Public liability £5m	In	
Lighting supplier	Stand and fixture weights	Chased	Asked 2 Feb; due 9 Feb
Lighting supplier	PAT records	Missing	Second chase sent
Staging supplier	Flame-retardancy certificates, skirt and drape	In	BS 5867 Type B
Electrician	BS 7909 design and test sheet	Due	On the day, 11:30 Monday
Sound supplier	Public liability, PAT records	In	
Venue	Fire risk assessment summary and evacuation procedure	Chased	Asked 26 Jan
Venue	Measured ceiling height and floor loading	Missing	Open question; LED sized to 2.7 m