Appendix H [**A Guide to CDM in Events**](#CDMEventsGuidance)

**CDM in Events Guidance EMILY TO COVER WITH EVENTS TEAM TO CHECK STILL HAPPENING LINK TO OTHER DOCUMENT EVENT PLANS will cover**

**Introduction**

1. The Construction Design and Management Regulations were substantially revised and reissued (6th April 2015, referred to in every day context as CDM 2015). The 2015 changes are substantial, with significant impact on duty holder roles, thresholds for appointments, requirements for Construction Phase Plans and Project Notification. This Guidance provides advice on compliance with CDM 2015 in events The Corporate Health and Safety Policy **3.20** provides further information.

**Health and Safety Executive Brief**

2. The Health and Safety Executive have stated through their Joint Advisory Committee for Entertainment (JACE) see HSE letter at link: <http://www.hse.gov.uk/entertainment/theatre-tv/cdm-update-letter-161214.pdf> that CDM 2015 will like CDM 2007, apply to construction activities in the entertainment sectors.

A Construction activity is defined by section 2.1 of the CDM Regulations 2015 as ***‘ the carrying out of any building, civil engineering or engineering construction work’*** and include

**Construction Activities in Event**

From the definition above and policy document 3.20 the likely activities that are construed as construction are as follows:

* 1. Construction of the stage, the stage canopy, a grandstand, or a tower;
	2. The erection and dismantling of marquees;
	3. Erection of security fencing and barge barriers
	4. Erection of scaffold.
	5. Temporary electrical installation to include: a power source for the live acts on stage, a power supply to the concessions and catering facility in the Marquee, lighting rig beam;
	6. Emergency lighting independent of the main supply.

The identified activities a – d above are considered by the HSE to be Temporary Demountable Structures. The HSE have a dedicated a web page to the management of health and safety in events at <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

**Effects of CDM on Events**

The HSE have confirmed through the Joint Advisory Committee for Entertainment communication …… ‘***that the industry will wish to be a position where it can demonstrate compliance with CDM. In practical terms, duty-holders who currently have effective arrangements in place to manage risks arising from construction activities will need to do little more to comply with the CDM 2015 Regulations’***

**Achieving Compliance**

Effective management of health and safety risk in any construction project requires an informed and adequately resourced Project Team, to ensure effective cooperation and coordination at all stages of the Project.

The current arrangements in place to manage events already have a suitable management structure in place to manage the construction activities and to cover the duties identified in the CDM Regulations. The table below details the current duty holders in events management, that should adopt the duties under CDM 2015 for the construction phase of the event.

**Table 8**

|  |  |  |
| --- | --- | --- |
| **Current Management Structure** | **CDM Duties** | **Guidance Document** |
| Cultural Services Business Manager | Client | See “A Guide for the Client” |
| Events Team | Principal Designer | See “A Guide for the Principal Designer” |
| TDS Designer | Designer | See “A Guide for the Principal Designer” |
| TDS Contractor | Principal Contractor | See “A Guide for the Principal Contractor” |
| TDS Sub-contractor | Contractor | See “ A Guide for the Principal Contractor” |

The current process of recording the planning of any event is to produce and event plan. The event plan covers the following:

**Table 9**

|  |  |
| --- | --- |
| Site Details | Staff Information/ Good Practice |
| Personnel | First Aid |
| Roles & Responsibilities | Catering |
| CDM Regulations | Parking |
| Communications | Provision for people with special needs |
| Infrastructure* Site setup and strip-out arrangement
* Backstage facilities and fencing
* Toilets
* Power provision
* Handover of infrastructure
* Removal / strip out of equipment
* Contractor induction guidelines
 | Emergency Management arrangements* Emergency Situations
* Emergency response arrangements
* Bomb Threat & Search Procedure
* Fire Hazards
* Weather conditions
 |
| Audience Profile | Cleansing |
| Artist Profile | Lost Children |
| Crowd Management | Illegal Trading |
| Noise Management | Event Cancellation |

The event plan is a comprehensive guidance document for running the event, and for CDM 2015 purposes the content covers all the area expected in a pre-construction information pack, therefore it must be given to the Principal Contractor (TDS), in sufficient time for them to formulate a Construction Phase Plan.

The CDM Regulations 2015 recognise three distinct phases to any construction project (see policy document 3.20) as identified in the table below.

In event planning those phase have an equivalent also detailed in the table below.

**Table 10**

|  |  |
| --- | --- |
| **Construction Phases** | **Equivalent Event Phases** |
| Pre-Construction Phase | Planning |
| Construction Phase | Building and dismantling of the TDS |
| Practical Completion | Use of the TDS |

Once a construction phase plan has been received and agreed by all the event project team, it should be included in the main event plan.

As a guide to construction activities in events the HSE have provided a practical g