

# Health and Safety Responsibility for Running Events at The CCD



The Convention Centre Dublin (the “Venue”) is committed to high standards in Health and Safety. To ensure that your Event runs smooth and safely, we have developed our Rules and Regulations document (the “Rules”), which outlines your obligations and compliance requirements with health and safety legislation. We would ask that this information is shared with your staff and sub-contractors well in advance of your Event. The purpose of this note is to give a brief outline of some of the responsibilities of the Customer. However, this note is no substitute for the Rules, which the Customer is required to comply with

As outlined in your contract, during the License Period, The Customer is solely responsible for ensuring their event is run, organised and supervised in compliance with all Laws, in particular health and safety legislation and the Rules. It is critical that equipment, exhibits, stands, displays, hoardings, billboards, advertisements, performances, temporary structures and other structures or things that are erected or placed in or around the Venue by or on behalf of the Customer and/or the Customer’s sub-contractors, exhibitors, delegates or staff do not pose a health and safety risk and are compliant with applicable Laws and Rules.

## **The Customer is required to:**

- Appoint a competent person with responsibility for Health and Safety during the planning stage and the duration of the event license period. Contact details must be provided to the Venue to ensure any health and safety queries can be addressed.
- Supply suitable and sufficient Risk Assessment(s) to cover the event as a whole, including any activities associated with the event.
- Provide a scaled drawing of any builds or layouts including the exhibition spaces, foyers, stage builds, common areas (minimum 1:200) for approval by the Venue. This needs to outline the following:
  - The size and position of each exit for the space
  - The width and position of each gangway and position of each stand (including measurements)
  - Stages and features clearly identified such as shell scheme, space only or table top stands

- Positions of any vehicles
- Positions and details of any power requirements
  
- The customer/ event organiser should obtain a method statement and a risk assessment for all stands/exhibits. These documents should be made available to the Health and Safety Manager, 30 days prior to the event commencing. The information must also be readily available for viewing by any enforcement authority representatives (i.e Dublin Fire Brigade) that may visit the Venue during your license period.

Where relevant, this needs to include the following:

- Fire certs – for all flammable materials used on stands/or being brought into the Venue. The main part of the stand, the front should be constructed to comply with the following - Class 1 or Class C/s3, d2.
- Where a vehicle forms part of the display on the stand, a Vehicle Risk Assessment form must be completed, including a risk assessment and verified certificate for 3L of fuel. This must be verified by The Convention Centre Dublin.
- All structures must be structurally sound, and all complex structures will require sign off by a structural engineer.

This explanatory note should be read in conjunction with the customers contact and the Rules.

All defined terms are as per the contract between The CCD and the Customer.

Please use the link to access a full copy of the Rules and Regulations

<<insert link to Rules and Regulations on new website>>