

RICOH ARENA

Business | Entertainment | Sport



EVENT SAFETY INFORMATION

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This document is a living document and as such newer versions will be issued from time to time. If in doubt, please check with your Event Manager.

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1. INTRODUCTION

Thank you for choosing Ricoh Arena as the venue for your event.

To help with the planning and preparation of your event, we have created this document to guide you through the Health & Safety requirements, which are required by law but also covers venue policy.

Within the document we have covered Event Risk Assessments, CDM 2015, Event Risk Categories and the Safety Forms we require for some elements of Health & Safety – for ease, we have detailed below what each form is for.

In addition, as with the majority of major UK venues, we are part of the Association of Exhibition Venues and National Arenas Association and comply with the E-Guide and A-Guide rules and regulations. Your event manager will send you a copy of the appropriate event safety guidance.

Safety Form Overview

Items of Special Risk Form One – This a checklist of regular special risk activities which occur on events. This form can be used as a check list for events, but also highlights any potential high risk activities to the venue.

Floor Plan Sign Off Form Two – This is to be completed once you would like the venue to approve you proposed event floor plan.

Competent Person Form Three – To be completed by the person who is overseeing and taking responsibility of the Health & Safety on the event.

Water Feature Form Four – To be completed if you have any water features or exhibits that use water.

Fire Head Isolation Form Five – To be completed if you need the venue fire detection system to be isolated with your event space. This is normally requested if are using haze machines or pyrotechnics

Laser Effects Form Six – This is for use of a laser on your event.

Pyrotechnics Form Seven – This is for anything that comes under the special effects section in the E-Guide

Simulators and Rides Form Eight – To be completed if you are having any simulators or rides on your event.

Vehicle and Motorised Exhibits Form Nine - This is for anything that comes under the vehicles section in the E-Guide

Completion Certificate Form Ten – This form is to be completed before the show opens and can be filled out by your nominated contractor for the service they are signing off. For example, if you have shell scheme exhibition stands, then your shell scheme contractor would need to signoff their service.

For space only/self-build stands, we would require one overall Completion Certificate which is to be signed off by the Competent Person for the event, as this person would have signed off the structures with the contractors prior to and before the event opens.

Please note that this information is provided to organisers holding events at Ricoh Arena. We endeavour to keep this document up to date. Organisers must ensure that these are the minimum standards that apply and that if other legislation supersedes the contents of same that they follow the latest approved guidance and / or regulations as required.

Additionally information can be sought from

- The Health & Safety Executive
- The A Guide – National Arenas Association
- The E Guide – Association of Exhibition Venues
- The Guide to Safety At Sports Grounds (Green Guide)
- The Purple Guide
- CDM 2015

Version 1

2. EVENT RISK ASSESSMENTS

There is an absolute legal requirement under the Management of Health and Safety at Work Regulations (MHSWR) to carry out a 'suitable and sufficient' risk assessment. This means that it must identify all 'significant risk'. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration e.g. they are more than trivial.

Risk assessment is a MANAGEMENT responsibility and all but the simplest risk assessments should be carried out by competent staff who are knowledgeable about the event or the activity in question.

Ricoh Arena has a generic risk assessment for the events spaces which indicates common hazards and **control measures for all events**. The organiser should then produce their own specific risk assessment detailing the hazards and controls for that particular event.

The type of event will factor what level of Risk Assessment you will need to carry out. To help with this process, we have created "Event Risk Categories" on [page 6](#) of this document. These categories will give you an idea on where your event sits within Health & Safety requirements for Ricoh Arena.

We have also created on the next page Summary of Risk Assessments on Events, which highlights who is responsible in creating risk assessments of events.

Risk Assessment – Step by Step Guide

A full step by step guide on how to create a risk assessment can be found [here](#) with the E-Guide.

Risk Assessment Templates

Contractors and organisers may find the templates hosted [here](#) to be a useful starting point. These are provided as aid and not prescriptive

3. SUMMARY OF RISK ASSESSMENTS ON EVENTS

The following is a summary of the risk assessments that would be created for an event

Document	Responsible Party	Copy to	Status
Generic venue risk assessment	Venue	Client organiser	
Venue fire risk assessment	Venue	Client organiser	
Event Risk Assessment	Client organiser	Venue / key contractors / floor managers	
Event fire risk assessment	Client organiser	Venue / floor manager	
Organiser key contractors risk assessments	Contractors	Organiser / floor manager	
Complex structures inc fire risk assessment	Exhibitors	Venue / organiser	
Shell scheme stands where there is identified significant risk or fire risk	Exhibitors	Organiser	
Venues key contractors	Contractors	Venue	
Final floor plan	Client organiser	Venue / floor manager	
Venue floor plan sign off	Venue	Venue security and continuity manager	
Public liability insurance	Client organiser	Venue	
Employers liability insurance	Client organiser	Venue	
Event Insurance	Client organiser	Venue	
Atrium floor plan	Client organiser	Venue	
Competent Person register	Client organiser	Venue	

4. CDM OVERVIEW

What is CDM

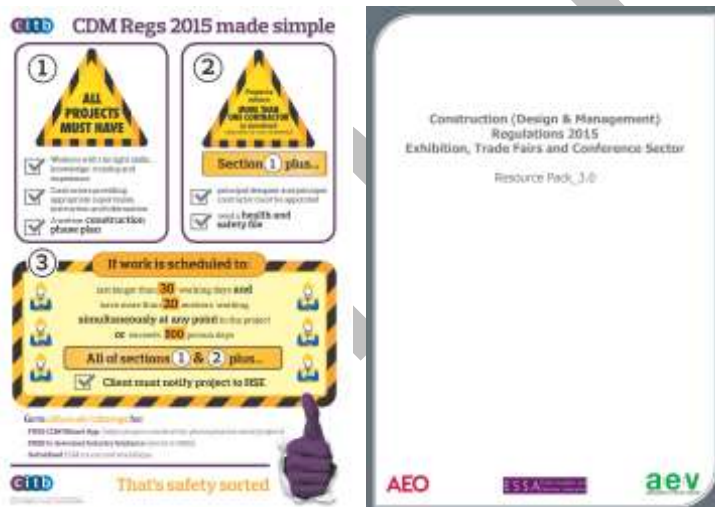
The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands).

The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil. A summary of the roles and responsibilities under CDM 2015 is provided in the below link. It is important to note that organisations or individuals can assume more than one role for a project e.g. a Client can act as their own Principal Designer and Principal Contractor.

Helpful Links

The AEV's resource pack can be found [here](#)

The citb have put together a one page overview of CDM – please click [here](#) to open the document



CDM 4 Events by the AEV

Visit the CDM 4 Events Website www.cdm4events.org.uk

This website is a free to use resource provided by the Association of Event Organisers, Association of Event Venues and the Event Supplier and Services Association. It's aim is to provide organisations working in the events & exhibitions industry a resource that will allow them to generate and store the appropriate documentation to keep them in line with the recently enforced Construction Design Management Regulations that now apply to this industry.

Although this is a free to use website, you will need to register in order to use the functionality. This is because the site offers an ability to store your completed documents as both a back up resource and an immediately accessible repository should they be needed on site.

You will be able to create method statements, risk assessments and construction phase plans. You do this by following a step by step process, using a series of simple forms. Once the forms are complete, you will be able to output them to pdf and save in your storage area, to email to any address you choose, or print them out directly from screen. Should you be unable to complete the form at that time, you will be able to store it and complete it when the opportunity arises.

Alongside this website there is a companion app available for iOS, Android and Windows and it is available to download at all the usual places. The app does have slightly different functionality in that it cannot store the documents or partially completed forms, however, the remaining features are all available. There may be some variances in between platforms to enable the app to work.

5. EVENT RISK CATEGORIES

	Activity	H&S / Documentation Required
Low Risk Event	Use of in-house facilities only	No H&S documents required from client Existing venue general risk assessment will cover.
	Client providing own AV (Projector and screen only)	RAMS Insurance
Medium Risk Event	Client providing own AV (Set) Demos Manual handling Working at height	Risk Assessment Insurance Construction phase plan (CDM Regulations)
	Event with specific layout	Floor plan & Floor plan sign off
High Risk Event	All High Risk Events (Which include any of the high risk activities below)	RAMS Insurance Floor plan & Floor plan sign off Assigned Competent person Fire Risk assessment Construction phase plan (CDM Regulations) H&S File available onsite with appropriate documentation included
	Use of a third Party contractor	Contractor Risk assessment and Insurance
	Items of special risk (See Items of special risk form for full list – FORM ONE)	Complete the item of special risk form (FORM ONE) and subsequent forms if required
	Vehicle Exhibits	Complete and adhere to the vehicle guidance. FORM 9
	Smoke / Haze / Pyros	Submit the required form. MSDA (Material Safety Data Sheet) Fire Steward booked for areas that fire heads are isolated
	Electrical Distribution	Electrical testing and sign off PAT testing
	Exhibition Shell Scheme Stands	Organisers to keep a copy of Exhibitor RAMS & Insurance on file
	Increased security risk / Consumption of Alcohol	SIA security staff required from the Venue
	Use of Chemicals	Included in RAMS and COSHH documents available
Very High Risk Activity	All Very high Risk Events (Which include any of the high risk activities above or very high risk activities below)	RAMS Insurance Floor plan & Floor plan sign off Assigned Competent person Fire Risk assessment Construction phase plan (CDM Regulations) H&S File available onsite with appropriate documentation included
	Activities with high risk of injury, such as sporting events.	Client to provide sufficient Medical Provision
	Suspended / Rigging	Plans / Weight loading summited Sign off after installation
	Construction, including: Stands and Sets	Completion certificate Construction phase plan & F10 if Applicable (CDM Regulations)
	Use of Access / Lifting equipment	Copy of operator licences
	Platforms / Stages that hold 20 or more people	Section 39 Application and local council sign off
	Complex Structures Temporary Structures	Plans summited & structure sign off onsite Structural calculations & structural sign off onsite

Pre-Tenancy – Items of Special Risk – Form One
To be submitted at least 28 days prior to the event, to your Event Manager

Exhibition/Event Name:		Event Dates:	
Hall/Location:			

Colored items indicate a fire risk. A floor plan identifying the location of any fire risks on individual stands must accompany this submission along with any relevant documentation* and details of the risk.

eGuide Regulation List of stands to be attached	* Relevant Documentation supplied
Aerial Equipment and Demonstrations	
Adult Entertainment	
Airships, Blimps & Balloons	
Alcohol	
Animals	
Auctions	
Children / Young Performers	
Compressed Gases	
Crèches	
Crowd Management	
Equality Act	
Double Decker Buses – Please see Form 9	
Feature Areas – Please see Form 10	
Filming, Television & Recording	
Food – for example cooking demos	
Gambling	
Hazardous Substances	
Heat Generating Displays	
Hot Works Permits (Welding & Similar Processes)	
Lifting	
Lasers – Please see Form 6	
Marquees, Temporary Demountable Structures (Note: Ground penetration and staking will require venue approval 28 days in advance of tenancy) – Please see Form 10	
Noise	
Platforms & Stages – Please see Form 10	
Product Demonstrations	
Rigging (Third Party)	
Seminar Theatres (Note: Plans are to be submitted to the venue 7 days in advance of tenancy) – Please see Form 10	
Seating and Temporary Tiered Seating – Please see Form 10	
Simulators & Rides – Please see Form 8	
Special Effects (Note: some Special Effects will require venue approval 28 days in advance of tenancy) – Please see Form 5, 6, 7 E.G. Pyrotechnics, Flame Effects, Lasers, Smoke Machines, Use of Compressed Gases. Where applicable complete the relevant additional documents	
Special Treatments	

Stand Construction inc. Stepped or Ramped access – Please see Form 10	
Vehicles – Please see Form 9	
Water Features / Water & Waste – Please see Form 4	
Weapons	
Working at Height	
Working Machinery	

* Relevant Documentation may include H & S and Fire Risk Assessments, ADIPs, Public Liability Insurance, Training Certificate, Licence Details. It should be noted that this list is not exhaustive. Please note: Failure to provide this information for inspection when requested by the venue may lead to the stand or product being unable to operate.

Declaration:	I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the Ricoh Arena Rules and Regulations & all applicable laws.		
Contraventions and Control Measures			
Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance			
Signed:		Name:	
Company:		Date:	

Version 1

Pre-Tenancy – Floor Plan Design Stage – Form Two
First plan to be submitted at least 90 days prior to the event, to your Event Manager Floor plan update to be submitted at least 28 days prior to the event, to your Event Manager

Exhibition/Event Name:		Event	
Hall/Location:		Dates:	

	Yes/No	Comments
Attendance		
Daily anticipated attendance?		
Amount of exhibitors/spectators or delegates within the hall?		
General arrangement plan / travel distances acceptable?		
Are there any feature areas or demonstration stands?		
Are there any stands or structures over 4.0m high?		
Are there any stands, stages or structures that hold more than 20 people at any one time?		
Complies with recommended gangway plan?		
Size of perimeter gangway?		
2.0m Minimum gangway width?		
Have any of the hall fire exits been blocked?		
Event name & date and hall number detail on the plan?		
Are the pillars on the plan in correct location?		
Have the following elements been added to the floor plan? – sqm of stands, gangway dimensions and an indication of shell and space only stands.		
Are there any void/storage areas and are they marked on the plan?		
Risk assessment required		

Declaration:	I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the Ricoh Arena Rules and Regulations & all applicable laws.		
Contraventions and Control Measures			
Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance			
Signed:		Name:	
Company:		Date:	

Ricoh Arena Use – Initial Signoff			
Date Received:		Reviewed By	
Signed Off:		Date:	
Plan Number			

Ricoh Arena Use – Revision Signoff			
Date Received:		Reviewed By	
Signed Off:		Date:	
Plan Number			

Ricoh Arena Use – Revision Signoff			
Date Received:		Reviewed By	
Signed Off:		Date:	
Plan Number			

Ricoh Arena Use – Revision Signoff			
Date Received:		Reviewed By	
Signed Off:		Date:	
Plan Number			

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Pre-Tenancy – Competent Person Register – Form Three

To be submitted at least 28 days prior to the event, to your Event Manager

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Competent Person Details:			
Company:		Contact Name:	
Contact Number:		Contact Email:	
Date Form Completed:			

IMPORTANT:

It is essential that you as a organiser have someone on site who is a competent person to coordinate health and safety. This role can be fulfilled by the Operations Manager, Exhibition/Event Director or Floor Manager, if suitably qualified, or sub-contracted to a health and safety professional. They must understand the business of managing health and safety at the event. The recommended minimum training is the IOSH Managing Safely Certificate (preferably event specific) or equivalent.

Typically the duties of the competent person would include but not be limited to:

- Pre event planning with the Ricoh Arena, contractors and exhibitors
- Appointing contractors who are competent with regard to health and safety
- Carrying out a suitable and sufficient risk assessment (or ensuring that it is done by a competent person)
- The coordination of all health and safety issues within the event management team and on site
- Monitoring health and safety on the floor or appointing competent floor managers (see below)
- Compiling and maintaining an up to date event safety file for each event
- Ensuring that arrangements are in place to deal with emergencies such as a fire or security threat
- Giving competent advice to the Exhibition/Event Director
- Carrying out the duties of a Floor Manager if none is appointed
- Ensuring the client is fully compliant with the CDM regulations 2015 and information submitted to the venue

Details of Experience or Qualifications'

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Competent Person – To be completed by the competent person appointed by the Exhibition Organiser.

Declaration: I hereby sign that I have provided Ricoh Arena with the correct information and agree and understand the fire procedures for Ricoh Arena which are detailed in the Rules and Regulations and E-Guide. As the nominated competent person for the above event I also hereby sign to be the responsible person for this area under the tenancy hours agreed in the tenancy contract for the above event and all applicable legislation.

Additional Comments:

Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance

Signed:		Name:	
Company:		Date:	

Water Feature – Form Four

To be submitted at least 28 days prior to the event, to your Event Manager

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Stand Name:		Stand Number:	

REGULATIONS REGARDING THE USE OF TEMPORAY WATER FEATURES ON EVENTS

There are regulations relating to the avoidance of health risks associated with water based and airborne diseases such as Legionnaire’s Disease.

Events are not permitted to use open, flowing, sprayed or atomised water (for example in whirlpools, fountains, air humidifiers, stand-alone air conditioning units, high pressure cleaning systems etc) unless the following conditions are fulfilled:

- Exhibitors wishing to use water within the confines of the exhibition hall **MUST** obtain the supply from a venue water mains source.
- Water which is outside the Legionella risk category (ie colder than 20°C and hotter than 60°C) should, wherever possible, be changed daily and preferably more often. It is recommended that thermometers be used to demonstrate that the water is too hot or too cold to pose a health risk.
- Water that comes within the risk category (ie between 20°C and 60°C) may be used in whirlpools and fountains etc, provided that at least 0.3 milligrams of chlorine per litre of water has been added and that the water is changed at least twice a day, if not more. It is recommended that other disinfecting measures (eg ozone) be used as well.
- Events are required to co-operate in all conceivable tests, samples or spot check inspections that may be carried out by the organisers and other official bodies.

For further guidance see HSE Approved Code of Practice for the prevention and control of Legionellosis (including Legionnaire's Disease) (Rev) L8 HSE Books 1995 ISBN 07176 07321

	Yes/No	Comments
Water Questionnaire		
Please list the water features that you have on your stand.		
Are you aware of the implications of the Health & Safety Executive’s guidance document L8		
Have you prepared a written risk assessment for your water feature(s) under the provisions of the Management of Health & Safety at Work Regulations 1992 and the Control of Substances Hazardous to Health Regulations 1994 & L8?		
Do you carry out any treatment of the water in your water features?		
Please detail any treatment that you carry out (eg, filtration, sanitising programme etc).		
Do you have a constant supply of fresh water to the feature?		
If you do not have a constant supply of fresh water to each feature, how often do you change the water, if at all?		Hourly Daily Other Please specify

Declaration:	I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the Ricoh Arena Rules and Regulations & all applicable laws.
Contraventions and Control Measures	
Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance	

Signed:		Name:	
Company:		Date:	

Ricoh Arena Use – Initial Signoff			
Date Received:		Reviewed By	
Signed Off:		Date:	
Plan Number			

Version 1

Fire Head Isolation for Smoke/Haze Machines – Form Five

To be submitted at least 28 days prior to the event, to your Event Manager

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Stand Name:		Stand Number:	
Contact Name:		Contact Number:	
Email Address:		Company Name:	
Location of machines:		Attendance within event space with heads isolated:	
Time of Isolation:		Finish Time of Isolation:	

REGULATIONS REGARDING ISOLATING FIRE HEADS WITHN THE RICOH ARENA

There are regulations relating to isolating fire heads within the Ricoh Arena.

- Events are not permitted to turn on any smoke/haze generator without the written approval from the Ricoh Arena prior to the event, nor are they permitted to turn on any generator without verbal confirmation from the event manager that the heads have been isolated. **Failure to do this will result in the building being evacuated and the event fined.**
- **Due to the size of some event spaces within the venue, security maybe required when heads are isolated at an additional cost.**
- A copy of the Event Risk Assessment and Fire Risk Assessment must be submitted with this form.
- A copy of the SDS (Safety Data Sheet) must be submitted with this form. Only approved chemicals are to be used in smoke/haze generators.
- Operation of the smoke generators shall be restricted to the minimum amount of time required to achieve the approved density level of smoke/haze. Account will be taken of the visibility and CO₂ levels, which must not adversely affect public safety.
- If a smoke/haze generator is required during rehearsals, then please ensure this is documented above, as the fire heads will still require isolating.

Ricoh Arena reserves the right to refuse applications for heads to be isolated and request machines are turned off on the event day.

Competent Person – To be completed by the competent person appointed by the Event Organiser.

Declaration:	I hereby sign that I have provided Ricoh Arena with the correct information and agree and understand the fire procedures for Ricoh Arena which are detailed in the Rules and Regulations and E-Guide. As the nominated competent person for the above event I also hereby sign to be the responsible person for this area under the tenancy hours agreed in the tenancy contract for the above event.
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Additional Comments:	
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Signed:		Name:	
Company:		Date:	

Internal Use Signoff

Signed:		Name:	
ACL:		Date:	

Use of Laser Effects – Form Six
 Permission must be granted by the venue prior to use

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Stand Number:		Stand Name:	
Purpose of Laser:			
Laser Company/Provider:		Contact Name:	
Contact Number:		Contractor Email:	
Date Form Completed:			

	Yes/No/Comments
The following required documentation, as applicable, must be submitted along with this form.	
Public Liability Insurance (Valid for the date of the event)	
Risk Assessment	
Safe Systems of Work / Method Statement	
Stage Plan (Include location of the: effects, firing point, safety zones, fire safety equipment etc)	
Operating Plan (When during the event the effects are being used)	
Proof of competency – membership or training certificates	
Details of the effects, including:	
Class (Note Class 3b and 4 lasers can cause serious eye and skin injuries from direct exposure to the laser beam. Diffuse reflections from the beam can also be hazardous.	
Type	
Power levels	
Nominal ocular hazard distance, i.e. the distance along the laser beam to the point at which the beam does not exceed the laser's MPE (maximum permissible exposure)). In the exhibition context this would be the safe distance at which members of the public could stand away from the laser and not be detrimentally affected.	

Beam divergence (The angle between points on opposite sides of a light beam at which the irradiance drops to 1/e (0.37) times its maximum value).	
Equipment Inspection Certification, including CE mark and Portable Appliance Test, as applicable.	

Audience scanning/specular reflection into the audience is not normally permitted at Ricoh Arena. Only when the venue's elected safety manager is satisfied that a laser effect's emission will remain below the MPE during normal operation, and under any reasonably foreseeable fault condition, should consideration be given to audience scanning/illumination.

Please be aware that Ricoh Arena may, at their discretion, undertake a pre event safety check or instruct an external competent person to undertake such checks on their behalf and have a presence at any pre event testing of effects. Any fees for incurred from external competent persons are the responsibility of the organiser.

Declaration:	I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the Ricoh Arena Rules and Regulations		
Contraventions and Control Measures			
Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance			
Signed:		Name:	
Company:		Date:	

Ricoh Arena Use:			
Date Received:		Reviewed By	
Signed Off:		Date:	

Pyrotechnic & Special Effects – Form Seven

Permission must be granted by the venue prior to use

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Stand Number:		Stand Name:	
Purpose of Pyrotechnics:			
Company/Provider:		Contact Name:	
Contact Number:		Contact Email:	
Date Form Completed:			

	Comments
Attendance	
Anticipated attendance per day	
Will alcohol be served at the event	
Profile of audience	
Event Date	
Comments	
The following required documentation, as applicable, must be submitted along with this form.	
Public Liability Insurance (Valid for the date of the event)	
Risk Assessment	
Safe Systems of Work	
Stage or Location Plan (Include location of the: effects, fuel sources, firing point, safety zones, fire safety equipment etc)	
Firing Plan	
Timings and Frequency	
Proof of competency – membership and training certificates	
Details of the effects, including:	
Product/Safety Data Sheet	
Quantities being brought onsite	
Equipment Inspection Certification	
Does the chemicals used comply with the Rules and Regulations	
Method of warning of the firing of the device <i>(Pit Crew/Camera Operators/Stage Personnel)</i>	
Number and location of spotters during fire	
Where will there be warning signage displayed	

Onsite storage details	
Method of disposal of misfired effect	

Device Number	Manufacture Type	Safe Distance Vertical	Safe Distance Horizontal
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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21			

Declaration: I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the Ricoh Arena Rules and Regulations and all applicable legislation.

Contraventions and Control Measures

Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance

Signed:		Name:	
Company:		Date:	

Ricoh Arena Use:			
Date Received:		Reviewed By	
Signed Off:		Date:	

Simulators & Rides – Form Eight

Permission must be granted by the venue prior to use

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Purpose of Simulator or Ride:			
Company/Provider:		Contact Name:	
Contact Number:		Contact Email:	
Simulator/Ride Name:		Type of Simulator/Ride:	
Event Day Contact:		Event Day Contact Number:	
Name of Person Operating the Simulator/Ride:		Level of Experience:	

REGULATIONS REGARDING THE USE SIMULATORS & RIDES ON EVENTS

- All funfair rides must be accompanied by current ADIPS certification (Amusement Device Inspection Procedures Scheme) incorporating electrical, mechanical and functional safety tests.
- Fairground operators must provide evidence to the Company that they have insurance in place with a reputable Insurer in respect of the following:
 - Employers Liability in respect of personal injury or death of any person arising under a contract of service with the Contractor and/or arising out of an incident occurring during the course of such persons employment in compliance with the Employer’s Liability (Compulsory Insurance) Act 1969, minimum limit of Indemnity £10,000,000 GBP
 - Public Liability in respect of their legal liability for accidental loss or damage to material property, minimum limit of Indemnity £10,000,000 GBP.
- Suitable and sufficient RAMS must be in place with the ride or attraction and made available to the Company upon request.
- Suitable arrangements must be in place for passenger rescue should equipment failure occur.
- All rides and attractions must be operated to the manufacturer’s instructions.
- Any amplified music or announcements

Declaration:	I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the Ricoh Arena Rules and Regulations and all applicable legislation.
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Contraventions and Control Measures	
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Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance

Signed:		Name:	
Company:		Date:	

Ricoh Arena Use:			
Date Received:		Reviewed By	
Signed Off:		Date:	

Vehicle Exhibit Form – Form Nine

Permission must be granted by the venue prior to bringing onsite

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Stand Number:		Stand Name:	
Company:		Contact Name:	
Contact Number:		Contact Email:	
Date Form Completed:			

	Comments
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Vehicle Details

Registration Details

Petrol or Diesel

Declaration: The vehicle above for the above show will arrive at the loading gates of the Ricoh Arena already complying with the requirements of the rules and regulations set out below.

The following required documentation, as applicable, must be submitted along with this form.

All petrol/diesel-fuelled motor vehicles or other petrol/diesel engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

1. The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage
2. Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel
3. Fuel tanks on all other petrol engine equipment must be empty
4. The fuel tank must be sealed, wherever possible with a lockable cap
5. Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter
6. The running of engines during the open period of an exhibition is strictly prohibited
7. For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
8. Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times

PLEASE NOTE: The Ricoh Arena reserves the right to reject any vehicles from the Ricoh Arena if compliance to the above regulations are NOT met!

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Due to vehicle emissions, certain areas have restrictions on engines being run inside the venue – please speak to your event manager to discuss your access options.

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As a strict venue policy, all keys for vehicles that have been parked inside the venue must be left onsite in a secure safe at Main Reception – please speak to your event manager

Comments

Competent Person – To be completed by the competent person appointed by the Exhibition Organiser.	
Declaration:	I hereby sign that I have provided Ricoh Arena with the correct information and agree and understand the fire procedures for Ricoh Arena which are detailed in the Rules and Regulations and E-Guide. As the nominated competent person for the above event I also hereby sign to be the responsible person for this area under the tenancy hours agreed in the tenancy contract for the above event and all applicable legislation.
Additional Comments:	
Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance	

Signed:		Name:	
Company:		Date:	

Ricoh Arena Use:			
Date Received:		Reviewed By	
Signed Off:		Date:	

Version 1

Completion Certificate – Form Ten

Form must be handed in to the event manager before the event/exhibition opens

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Company:		Contact Name:	
Contact Number:		Contact Email:	
Date Form Completed:		Stand Number	
Emergency Contact Number:			

Please indicate from the below list what is being signed off

Shell Scheme	
Carpet	
Stand Electrics	
Staging	
Space Only/Self-Built Stands <i>Please indicate stand numbers of the stands being signed off.</i>	
Feature Area <i>Please indicate stand numbers/areas being signed off.</i>	

The structure detailed above has been erected by competent, trained operatives in compliance with the manufacturer's erection method statement and plans submitted. All of the required components have been correctly fitted and comply with the design specifications and structural calculations provided. The structure has been inspected by a competent Site Manager or other nominated competent person responsible for the event.

Comments

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References – please indicate if these documents are in the event safety file for inspection	
Plans	
Method Statements	
Risk Assessments	
Purpose Intended	
Limitations on use	

Competent Person – To be completed by the competent person appointed for the structure.	
Declaration:	I hereby certify that this structure or service has been installed in accordance with the predetermined plan, in line with manufacturers' instructions and current legislation, industry guidelines and best practice and for the purpose stated. It is safe to use and in suitable condition to be handed over to the Client. All relevant information, training and instruction has been provided.

Signed:		Name:	
Company:		Date:	

Competent Person – To be completed by the competent person appointed for the structure if any modifications have been made.	
Declaration:	I hereby certify that the following modifications have been made to the structure or service during installation and that these modifications have been assessed by a competent person and do not affect the safety of the structure or system or the purpose intended or place restrictions on its use unless stated.

Signed:		Name:	
Company:		Date:	

Modifications	Authorised by (Sign and Print)	Limitations on use	Date