



BACKSEAT EVENTS 2025 Health & Safety Policy

Backseat Events Ltd - Health and Safety Policy

1. Policy Statement

Backseat Events Ltd is committed to providing a safe and healthy working environment for all employees, contractors, freelancers, clients, and event attendees. We understand the importance of health and safety in live event management and production, particularly in our industry where audio-visual equipment, event installations, and live performances often create specific risks.

This Health and Safety Policy outlines the measures we have in place to ensure the safety of all individuals involved in our events, from the planning stage to event execution. We strive to create a culture where safety is a shared responsibility, and health and safety is integrated into every aspect of our work.

2. Legal Compliance

Backseat Events Ltd complies with all relevant local, regional, and national health and safety legislation, including the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health (COSHH) Regulations, and the Provision and Use of Work Equipment Regulations (PUWER). All employees, contractors, and event team members are expected to adhere to these standards and report any concerns regarding safety to management.

3. Risk Assessment

A comprehensive risk assessment will be carried out for each event or project. This assessment will include:

- Identification of hazards associated with audio-visual equipment, lighting, staging, electrical installations, and crowd control.
- Evaluation of the risks posed by these hazards.
- Implementation of control measures to minimize identified risks.
- Provision of adequate personal protective equipment (PPE) where necessary.

The risk assessment will be reviewed and updated as required, especially when new activities, equipment, or venues are introduced.

4. Staff Training and Competence

At Backseat Events Ltd, we ensure that all employees, freelancers, and contractors receive adequate health and safety training for their roles. This includes:

- Safe operation of AV equipment (sound systems, lighting rigs, projectors, etc.).
- Safe handling and transportation of heavy or delicate equipment.
- Emergency evacuation procedures.
- Fire safety and first aid training.
- Awareness of electrical hazards and compliance with electrical safety standards.

Staff will only be allowed to operate equipment or perform tasks for which they have received appropriate training.

5. Equipment Safety

All equipment used by Backseat Events Ltd must be regularly inspected, maintained, and tested to ensure its safety and proper function. This includes:

- Regular servicing of AV equipment, lighting rigs, and staging structures.
- Safe and secure installation of electrical systems, including cables, power supplies, and wiring.
- Ensuring all equipment complies with relevant electrical safety standards (e.g., PAT testing).
- Safe lifting techniques when handling heavy or bulky equipment.
- Clear labeling of hazardous equipment, e.g., high-voltage areas, and sound systems.

6. Event Site Safety

Backseat Events Ltd ensures the health and safety of all individuals attending or working at an event by implementing the following measures:

- Site inspections before the event to identify potential hazards such as tripping hazards, structural integrity of staging, and electrical safety.
- Clear signage for restricted areas, fire exits, and emergency routes.
- Adequate crowd control measures to ensure the safe movement of people, especially in areas with high traffic.
- Coordination with venue managers to ensure compliance with venue-specific health and safety regulations.
- The provision of first aid kits and emergency contact information at each event.
- The availability of trained first-aid personnel, if required.

7. Emergency Procedures

In the event of an emergency (fire, electrical fault, medical emergency, etc.), Backseat Events Ltd ensures:

- Clear emergency evacuation procedures are in place and communicated to all personnel at the start of the event.
- Emergency exits are well marked and easily accessible.
- Adequate fire safety measures are in place, including fire extinguishers, fire alarms, and staff trained in fire evacuation procedures.
- The team is trained to handle medical emergencies, including CPR and first aid.

8. Reporting and Monitoring

All accidents, incidents, near-misses, and health concerns must be reported immediately to management. Backseat Events Ltd will investigate all incidents to determine causes and implement corrective actions. An accident/incident report will be completed and reviewed to ensure continuous improvement in health and safety practices.

9. Health and Safety Culture

We foster a culture of continuous improvement and accountability in health and safety. All employees, contractors, and freelancers are encouraged to actively contribute to identifying risks and proposing solutions to improve safety standards. Health and safety are a priority at every stage of planning, setup, execution, and breakdown of events.

10. Review of Policy

This Health and Safety Policy will be reviewed annually or more frequently if required by changes in legislation, work practices, or equipment. The review will involve consultations with staff and other relevant stakeholders to ensure its continued relevance and effectiveness.

11. Responsibility

Ultimately, it is the responsibility of Backseat Events Ltd's senior management to ensure the implementation and adherence to this Health and Safety Policy. However, all employees, contractors, and freelancers share responsibility for maintaining a safe working environment.

Signed,

Jake Williams

Backseat Events Ltd.

06/01/2025