HEALTH AND SAFETY POLICY

Hot Box Live CIC · 28-29 Viaduct Road, Chelmsford, Essex CM1 1TS

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1. PURPOSE OF POLICY

Hot Box Live CIC prioritises the health, safety, and wellbeing of employees, performers, and visitors. This policy sets out clear safety standards, operational controls, and emergency procedures in line with *The Event Safety Guide (HSG195)*.

2. ACCESSIBILITY AND INCLUSION

We provide safe, inclusive access for all patrons and staff, regardless of physical ability. Emergency egress routes are kept clear at all times, and trained staff assist individuals with accessibility needs during emergencies.

3. WHO IS RESPONSIBLE

The Director holds overall responsibility for health and safety. Operational safety management follows a clear hierarchy:

- **Director (David Hughes):** Ultimate responsibility for policy and strategic safety oversight.
- **Safety Manager (Jonathan Hughes):** Oversight of daily safety operations, risk assessments, and incident investigations.
- **Site Production Manager:** Responsible for technical safety, contractor compliance, and site-specific hazards.

Note: The role of “Event Organiser” referred to in our operational Risk Assessments is functionally delegated to the Safety Manager or Site Production Manager, depending on the specific event scope.

Competent Person Definition: A competent person possesses the necessary skills, knowledge, training, and experience to carry out tasks safely. Written proof of competence (e.g., certifications, professional memberships) is required for all high-risk technical work.

4. COMMUNITY & ENVIRONMENTAL RESPONSIBILITY

We manage noise levels to protect local residents while preserving the venue’s cultural activities, operating in line with the Agent of Change principle.

Sound levels in audience areas must not exceed an Event Leq of 105 dB(A) or a peak sound pressure level of 140 dB.

5. EMPLOYER RESPONSIBILITIES

- Protect the health and safety of staff, performers, and visitors.
- Conduct risk assessments for every event covering capacity, accessibility, hazards, and facilities.
- Assess and manage specific hazards, including crowd control, environmental conditions, fire safety, child and vulnerable adult protection, first aid provision, and equipment or trip hazards.
- Provide trained first aid personnel on site.
- Deploy warning signage for spills and require at least two people for manual handling tasks.
- Deploy SIA-licensed door staff to manage entry and prevent prohibited items from entering the venue.
- Brief all staff on event emergency plans before work begins.
- Inspect and test electrical equipment regularly and prior to events.
- Maintain clear safety communications and consultations with workers.
- Review health and safety performance regularly and update procedures when required.
- Enforce crowd, queue, and re-entry procedures using SIA security personnel.
- Enforce the Lost Child Policy to reunite separated children and parents swiftly.

- Enforce a strict “No Glass” policy across all public areas.

Security Integration: SIA-licensed security staff follow venue emergency plans, fire exit protocols, and dynamic risk management procedures. All security personnel must receive briefings prior to every event.

6. STAFF RESPONSIBILITIES

- Follow all health and safety instructions and venue policies.
- Use electrical equipment safely and report faults immediately to the Director.
- Do not attempt to repair or fix electrical equipment.
- Report all accidents and personal injuries immediately for logging in the Accident Book.
- Summon the duty first aider immediately when an incident occurs.
- Use mechanical lifting aids (forklifts, sack trucks) for heavy loads. Manual handling is restricted to trained personnel following task assessment.
- Keep the workplace tidy and hazard free.
- Report safety hazards immediately to the Director.
- Maintain hand hygiene and sanitation standards.

7. ADVERSE WEATHER & STRUCTURE SAFETY

For outdoor events, the Site Production Manager monitors weather forecasts daily. Severe weather (such as high winds) will trigger pausing, modifying, or relocating the event indoors. Temporary structures (stages and marquees) must be erected by competent persons and inspected daily.

8. FIRE EMERGENCIES

If a fire occurs, activate the nearest fire alarm call point immediately. The Duty Manager must call 999 and lead safe evacuation of all occupants.

Identify and assist individuals with accessibility needs who require evacuation help. Only trained personnel may use fire extinguishers if safe to do so.

Hot Box Live CIC has two fire exits: the front door onto Viaduct Road and the rear exit into the car park. Wheelchair users and individuals with mobility impairments should use the step-free front exit where possible.

Evacuate to the assembly point, **in front of Thirst, 23 Viaduct Road**, and notify Directors once clear. Leave personal belongings behind. Do not re-enter the building until the Fire Warden gives permission.

9. CONTRACTOR MANAGEMENT

Contractors must complete a Contractor Pre-Arrival Checklist and submit the following documentation before gaining site access:

- A suitable and sufficient Health & Safety Policy.
- Activity-specific Method Statements and supporting Risk Assessments.
- Proof of valid insurance (Public Liability, Employers Liability, and Professional Indemnity).
- Electrical equipment connected to site power must be protected by 30mA RCDs. Generators and distribution boxes must be fenced and kept clear of public areas.

10. NON-COMPLIANCE

Failure to comply with safety rules or policy directives will result in disciplinary action up to and including immediate dismissal or removal from site.

11. DYNAMIC RISK ASSESSMENT

Staff must perform dynamic risk assessments continuously during operations to identify emerging hazards (e.g., spills, broken glass, or crowding). Staff are authorised to pause, alter, or stop any activity if immediate safety risks arise.

12. RECORD KEEPING

The venue maintains central logs of staff training and inductions, Portable Appliance Testing (PAT) records, and incident or near-miss investigation reports. Records are reviewed during annual policy audits.

Incident Investigation: The Safety Manager investigates all reported accidents, incidents, and near-misses to identify root causes and prevent recurrence. Investigation outcomes are shared with staff for continuous safety improvement.

ANNEX: EMERGENCY CONTACT DIRECTORY

- Emergency Services: 999
- Police (Non-emergency): 101
- Rail emergencies: Network Rail Emergency Helpline; Phone: 03457 11 41 41
- Security Lead: Andy Page RSP Security; Phone: 07515 122814
- Local Hospital / Urgent Care: Broomfield Hospital, Court Road, Chelmsford CM1 7ET; Switchboard: 0300 443 0001 (NHS 111 for urgent medical advice; 999 in an emergency)

VERSION CONTROL

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Date	19/09/2026
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Author	Dave Hughes

SIGNED ON BEHALF OF HOT BOX LIVE CIC

Name	David Hughes
Date	19/09/2026
Position	Director