POTENTIAL

AND

POSSIBILITIES

SAVOY

LONDON

PLACE

EVENTS MANUAL

Includes health and safety guidelines and forms.
Under our Venue Hire Terms and Conditions
Customers are obliged to comply with instructions
included in this Events Manual.

October 2026 | Version 7

VENUES FROM: IET

MANAGER	Martyn Westcott-Wreford | Operations Manager IET London: Savoy Place, 2 Savoy Place, London, WC2R 0BL **T** 020 7344 5482 **M** 07738 713858 **E** mwestcott-wreford@theiet.org
COORDINATOR	IET London: Savoy Place, 2 Savoy Place, London, WC2R 0BL **T** 020 7344 5479
AUDIO VISUAL	Ben White | Audio Visual Manager IET London: Savoy Place, 2 Savoy Place, London, WC2R 0BL **T** 020 7344 5477 **M** 07921 230 114 **E** audiovisual@ietvenues.co.uk

APPOINTED CONTRACTORS		
	Cleaning/Concierge	Xenon Services Limited
	Mechanical & Electrical Maintenance	Apleona UK Limited
	Catering	Searcys

CLIENT'S CONTACT DETAILS	
Company	
Name	
Position	
Telephone	**Mobile**
E-mail	

Unless otherwise indicated, defined terms used in this manual shall have the meaning as set out in the IET London: Savoy Place Terms and Conditions (attached to the Booking Sheet). If there is any conflict between the IET London: Savoy Place Terms and Conditions and this Event Manual, the IET London: Savoy Place Terms and Conditions will prevail.

EVENT DETAILS	
Date of event	
Nature of event	
Schedule Include information on access to Rooms booked (as set out on the Booking Sheet); details of setup and de-rigging; any costumer Equipment being delivered (quantities & subcontractors)	
Venue Open and Closes As per Booking Sheet. Please note, set up and de-rigging must be completed within the confirmed Event timings. Overruns will be charged.	

If you are bringing one or more of the following into the Venue, you must complete and return to the Event Coordinator Forms 1A, 1B and 1C (found at the end of this manual) 14 days prior to the Event Date: external audio-visual provision, stage sets, production lighting, film crews, bands and discos, exhibitions stands, caterers, set builders, fitters and similar contractors.

Failure to complete the necessary forms will mean that any equipment and build will be rejected on the Event Date.

By virtue of the agreement between IET Services Ltd and the Customer (including their contractors) the Customer commits to strict compliance with this event's manual terms.

ABUSE AND HARRASSMENT

See our ZERO TOLLERANCE

ACCESSIBILITY STATEMENT

Please refer to our Accessibility Statement for information regarding services, facilities and equipment for those Delegates with mobility, hearing or visual impairments. This is available to download from our website: https://savoyplace.theiet.org/about/accessibility/

ACCESS

ACCESS is only permitted as per the hours stated in the contract - booking sheet. Clients should consider Early or Late Access fee to ensure you have time to set up and derig. This can be pre-booked via your Event Coordinator up to two weeks before your event.

ADVERTISING, BRANDING COLLATERAL (INTERNAL)

Throughout the duration of the Event, we reserve the right to reject the display of any branding marketing collateral (or similar) that we consider to be inappropriate in nature.

Free standing material: Your marketing collateral may be displayed in a free-standing format within the rooms booked, providing that is does not endanger the Delegates or obstruct any exits. Free standing material may not be displayed in the Ground Floor and Second Floor Reception areas.

Digital Content: Digital branding may be permitted on allocated screens subject to a tariff and the agreement of the Event Coordinator.

Window Banners: Window banners may be attached to the inside of the windows subject to our prior written consent.

We have received guidance from Westminster City Council that this form of advertising benefits from 'deemed consent' under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, and therefore an application for advertisement consent is not necessary. However, this interpretation of the applicable law may change at any time.

Where we agree to the display of window banners, such permission will be subject to the condition that the banners must be removed immediately if so required by us and/or Westminster City Council.

All internal marketing collateral must be removed at the end of the Event.

ADVERTISING (EXTERNAL)

Please refer to your Event Coordinator for further details.

ALCOHOL

The client must ensure their delegates, colleague and employees drink responsibly. We and our caterers reserve the right to refuse to serve alcohol to intoxicated attendees.

ANIMALS

Animals, other than assistance dogs or emotional support animals, are not permitted in the Venue.

AUDIO VISUAL CONTENT

For events in Kelvin LT, Turing LT, Riverside, and Maxwell, all presentation content, including correctly formatted presentations and licensed video links, must be submitted to the AV Team at least 3 days before the event.

Late submissions may impact the AV Team's ability to deliver the required service standard. For events with multiple speakers, presentations should be finalised in advance and not amended during live sessions. Clients are strongly encouraged to book rehearsal time where appropriate.

BREAKDOWN (DE-RIGGING)

Breakdown must be completed within the Event timings as stated in the Booking Sheet and all your and your contractor's items must be removed within the allocated time. Overruns of the breakdown that impact other events or cause the Venue to close later than expected will incur additional charges (as set out on the Tariff sheet).

The Rooms hired must be restored to their original condition at the end of the Event. Large scale events may require a 'condition survey' to be carried out at your cost.

Please also refer to "Deliveries and Collections".

BUYOUT FEE

The venue provides an in-house Audio-Visual team and Video Production team for filming, recording, and live streaming services.

Clients wishing to engage an external audio-visual production company or an external filming/streaming provider will be required to pay a buy-out fee. Please contact your Event Coordinator for further details and applicable charges.

CATERING

Our appointed caterer is Searcys. Menus will be provided by the Event Coordinator.

The use of external caterers is referred to as a 'Dry Hire' event. Please refer to that section for more information.

CAR PARKING

There is no onsite car parking. There are parking spaces on Savoy Hill and charges apply with Westminster City Council. Large deliveries may require the suspension of parking spaces. You and any contractors should liaise with Westminster City Council for the suspension of parking spaces on Savoy Hill.

CHILDREN

Safeguarding of any children under the age of 18 is your responsibility, but you must inform the Event Coordinator of the numbers of children attending your Event and the adults that will be responsible for them. We have a Child Safeguarding Policy in place.

CLIENTS CONTRACTORS

We do not provide storage space for client-appointed contractors, including film crews, production teams, and AV suppliers.

Clients should consider hiring an additional room or dedicated storage space for flight cases, trolleys, and associated AV, broadcast, or production equipment required for their event.

CORKAGE

You may request to bring your own beverages to your Event. This request must be made at least 30 days prior to the Event Date. If permission is granted, a corkage charge shall be applied subject to the size of bottles, kegs, barrels, boxes or containers and will be based on litres, 70 cl and multiples thereof. We reserve the right to decline a request to bring your own beverages.

CORRIDORS/FOYERS

All corridors must remain unobstructed and accessible at all times. This includes the use of pop-up stands, scale models and robots.

DECORATION

We are very proud of our building, and we wish to keep it in pristine condition for future clients. To prevent inadvertent damage to the Venue's fixtures and fabrics please ask for advice so that your decoration may be most effective for your Event.

Permission for all branding and decoration whether intended for the hired Room(s), or a public area of the Venue, must be obtained from the Manager 30 days prior to the Event Date and is subject to the Duty Manager's discretion on the day of the Event.

The information below offers some guidelines on decorations but is not exhaustive.

Exclusive Venue Hire

If hired exclusively, you may be permitted to decorate any area of the Venue with our prior agreement. The decoration guidelines below must be adhered to.

However, during the normal opening hours (Monday –Friday 8am to 7.30pm), this may be limited.

Non-Exclusive Venue Hire

Decoration will only be permitted within the hired Room(s) and therefore none will be permitted in the public areas of the Venue.

Permitted Decoration Items

- Free standing banners
- Balloons
- Flowers and floral displays
- Poster boards
- Magazine stands
- Bus stop signage
- Low tack adhesive vinyl or transfers – with prior test completed
- Battery operated tea light candles and fairy lights
- Mains powered lighting (subject to RAMS, PAT testing)
- Light-weight items attached to iron work
- Window vinyl's in the ground floor rooms

Non-Permitted Decoration Items

Includes (but not limited to):

- Untethered structures on the roof terrace
- Adhesives such as glue, blue or white tack, sticky tapes, sticky foam pads, sticky Velcro.
- Wall-mounted flip charts or pads

Main Reception Area

Branded bus stop signs and banners are not permitted anywhere in the public spaces on the ground floor. However, the Venue will provide adequate signage for your Event in public areas.

DELIVERY AND COLLECTION

Deliveries

You may arrange for small deliveries of your equipment to the Venue, subject to the agreement of the Event coordinator. These items can be accepted no earlier than 2 working days prior to the Event Date and must be collected no later than 2 working days after the Event has finished. The definition of a 'small delivery' is 1 x archive size box and 1 x collapsible banner.

Deliveries are only permitted between 09:00am and 17:00 pm Monday to Friday and must be booked with your Event Coordinator in advance. All items must be labelled using the ''IET Delivery Label'' and completed as indicated. We accept no responsibility for items incorrectly labelled.

Any items not collected within 7 days of the Event ending may be subject to an additional storage charge. Following the expiry of this period, we may safely dispose of the items at your expense.

We cannot accept responsibility for any goods delivered to the Venue.

For AV, stage, lighting sets and furniture deliveries, you should arrange access via the West Side Doors of Savoy Place (via Savoy Hill Street). There are two sets of 4 steps to negotiate. Permission should be sought from us 30 days prior to the Event Date.

We DO NOT accept deliveries on pallets. If a delivery arrives on a pallet, it is to be unloaded and the pallet returned to the delivery company. If the delivery company refuses or does not take it, then we will charge £75 to dispose of it.

Please be advised that trolleys and porters are not available at the Venue.

Collections

With prior permission from your event coordinator items may be stored for collection on a later date, up to a maximum of 2 working days after the end of the Event (subject to availability of space). In this instance, collections are only permitted between 11:00am and 14:00pm Monday to Friday and must be booked with your Event Coordinator in advance. All items must be labelled using the "IET Collection Label" and completed as indicated.

We accept no responsibility for loss of items or goods incorrectly labelled or in transit to and from the Venue.

WEST SIDE (Savoy Hill)
Access to this entrance for loading or unloading is not permitted between 21.00pm and 8:00am.

EAST SIDE (Savoy Street)
Early access before 8.00am can be arranged with prior notice and a charge of a small fee. Please note there are 2 steps into the building.

DRONES

Drones must not be flown within the building or from the roof terrace without prior approval and the provision of all required documentation, including valid permits, insurance, RAMS (Risk Assessments and Method Statements), and a current CAA-approved UAV pilot licence.

A detailed compliance checklist is available from the Event Coordinator.

DRY HIRE

External caterers are not permitted without our prior authority. A request to use external caterers must be made at least 30 days prior to the Event Data. As part of the request, you must include your proposed external caterer's appropriate legislative documentation and Public Liability Insurance (to the value of £10million). If the external caterers are permitted, a compensation charge (per head) must be paid. This charge will be confirmed after a request has been submitted to us. We reserve the right to decline any external Caterers proposed by you.
Please be advised Dry hire only applies to weekend bookings.

E-BIKES AND SCOOTERS

E-bikes and e-scooters are not permitted anywhere on the premises.

FILMING

To comply with data protection regulations, it is your obligation to inform your Delegates in advance if your Event is being filmed. Please also notify your Event Coordinator, so that our staff can be informed accordingly. Filming in public areas without permission from the Manager is not permitted. Also read buyout fee.

FIRE SAFETY POLICY

Our Fire Safety Policy is available for inspection on request. The Duty Manager will explain the fire procedures and location of the meeting point to you on the Event Date. The weekly Fire Alarm test is usually held at 07.30am every Friday.
Clients and their subcontractors must not block fire routes with equipment and collateral. This includes films crews and AV teams.

FIRST AID

A First Aid rest room is located on the Lower Ground Floor and First Aiders will be available on site to assist you. Four defibrillators are also located on site.

FORKLIFTS – MEWP'S

The use of forklifts and mobile elevating work platforms are NOT permitted.

GOODS AND SERVICES

Should you wish to receive any other goods and/or services at the Event, you must submit your request to us in writing no less than 30 days prior to the Event Date. We reserve the right to refuse any requests for goods and/or other services.

HEALTH & SAFETY

Please refer to the section at the back of this manual. Your Event may fall within the CDM Regulations 2015. If this is the case, you must be aware of and comply with all obligations set out in the CDM Regulations and any updates to them.

IT AND WI-FI

Dedicated network connections, Wi-Fi services, and IP addresses can be supplied, subject to availability, requirements, and applicable charges. Requests must be submitted to your Event Coordinator at least 21 days prior to the Event Start Date. We reserve the right to decline any request.

The venue's event network is supported by a 1Gb/s internet connection. Up to 500Mb/s may be allocated to clients on a dedicated network basis, subject to overall demand and other event requirements on the same day. Bandwidth is allocated per network, not per user.

Requests for large bandwidth allocations, or multiple network requests from you and/or your exhibitors for the same event date, should be submitted at least 30 days prior to the Event Start Date to allow for planning and availability assessment.

Wi-Fi is provided on a best-effort basis. Internet speed, performance, and availability cannot be guaranteed and may vary due to network demand, device usage, interference, and other factors beyond the venue's control. The venue accepts no liability for any loss, disruption, or inconvenience arising from Wi-Fi or internet service performance issues.

INSURANCE

You and each of your contractors must have a valid certificate of Public Liability Insurance to the value of £10 million, which shall be submitted with any Risk Assessments and Method Statements or provided to the Manager no less than 14 days prior to the Event Date or otherwise upon our request.

If you are a Business Customer and your Event involves your employees, you must also obtain and maintain appropriate employer's liability insurance.

LIFT DIMENSIONS

There are two goods / services lifts available within Savoy Place:
Car 3 (west side) – 1275kg 1500w(mm) x 2000d(mm) x 2500h(mm) Doors 1000w(mm) x 2400h(mm) (3rd Floor 850w(mm))
Warning: if used for Riverside 3d floor there is only a single door out from the FM station (850w(mm) 2300h(mm))

Car 4 (east side) – 1000kg 1100w(mm) x 2100d(mm) x 2500h(mm) Doors 900w(mm) x 2400h(mm). Clients and their contractors misuse have the potential to cause lift failure.

MARTYN'S LAW

Martyn's Law the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law. The venue is in the enhanced tier and will have procedures in place by April 2027.

MEDIA AND PRESS

You must notify us in advance if it is likely that the Event will attract high levels of media attention or coverage in the press. If you intend to issue any official media/press statement in connection with the Event, you must show it to us prior to its release. You must not claim without our prior consent that the Event is endorsed or in any way approved by the Manager or the Owner. Any reference you make to the Venue, shall be limited to 'Savoy Place' only and shall not mention THE IET. Press conferences and interviews are not permitted on the front step of the Venue or any internal public foyers in the Venue.

OPERATING HOURS

Normal operating hours are Monday to Friday, excluding Bank Holidays, 08: 00a.m to 7:30pm, and evenings as required.

PERMITS TO WORK

A Permit to Work must be obtained from us for the following:

- Working at Heights
- Roof Works (Roof Terrace and Balconies)
- Electrical Works
- Hot Works

These permits will only be issued when we have received and approved the relevant RAMS (Risk Assessments and Method Statements) for the task(s) to be undertaken. A completion form must also be filled out when the job has been completed. We reserve the right to reject a RAMS if it is not specific to the Event. All RAMS must be submitted 14 days prior to the Event Date.

QUIET ROOM

We do not provide a dedicated quiet room. However, The Knowledge Centre (the library) offers a quiet environment, and delegates who require time away from the event are welcome to use the library during its opening hours. The Knowledge Centre is not intended as a workspace and should not be used for work activities or private/work-related phone calls

If a dedicated quiet space is required for delegates, event organisers should consider booking an additional room as part of their event arrangements.

ROOF TERRACE

The Roof Terrace is booked in conjunction with the Riverside Room as the fair-weather option. The Duty Manager will make the final decision if the roof terrace can be used subject to weather conditions.

One security guard has to be at the front railings to supervise when alcohol is served, and one security guard must count Delegates in/out. The charge for security staff is additional to the Roof Terrace hire charge. Only IET appointed security staff can be used.

Amplified music is not permitted on the Roof Terrace, including DJs, live bands, and other amplified performances. Only the four installed speakers may be used.

SECURITY AND CROWD CONTROL

If the Event is open to the public, prior registration is required and final numbers must be submitted to your Event Coordinator 14 days prior to the Event Date.

It is your responsibility to restrict "unregistered" individuals access to the Event – crowd control is your responsibility.
You must provide at least 1 Host per 100 Delegates to assist with administration, registration, enquiries, emergencies and control at the Event, for its duration.

For events in excess of 460 Delegates, you are required to have Crowd Protection Plan (CPP). You must submit the CPP to us 14 days prior to the Event Date. We will review the CPP and if, in our evaluation, it has insufficient resource, we reserve the right to delay the Event until you have rectified the shortfall (e.g. provided additional security personnel).

All delegates must be provided with a lanyard or badge, identifying the Event being attended, which must be worn at all times during the Event.

The event organiser, registration team and/or hosts must be in attendance for the whole of the event in case an emergency occurs and especially when alcohol is served.

Protesters, the client should identify to your Event Coordinator if your event is at risk of attracting protesters to the venue.

SIGNING IN

You and your contractors shall sign in at the Concierge and will be issued with a visitor's badge and lanyard. This must be worn at all times whilst in the Venue.

SMOKING / VAPING

The Venue is a NO smoking/vaping building.
Smoking/vaping is not permitted on the Roof Terrace or Riverside and Maxwell
Library balconies, the front steps of the Venue or immediately in front of the building.

STORAGE

See Access

WASTE

We operate a sustainable policy and you and your contractors must remove all packaging, pallets, electrical equipment, batteries, cabling and all other items you/ they have brought on site, at your own expense. The only exception to this rule is items that we have agreed to store for collection after the Event.

All meeting rooms are supplied with a 15 litre bin which is cleared by housekeeping on a daily basis.

If you have permission to leave packaging for disposal, you will be charged £50 per 90 litre bin bag.

If you DO NOT have permission to leave packaging for disposal, you will be charged £100 per 90 litre bin bag.

To Recycle POP-UP Banners the charge is £50 ex VAT for first One and £20 ex VAT each for any additional.

ZERO TOLERANCE

The IET is committed to providing a safe and respectful workplace for all staff and contractors.

We have a Zero Tolerance approach to abuse, harassment, discrimination, intimidation, aggression, or violence. This includes shouting, offensive language, threats, bullying, inappropriate comments, microaggressions, discriminatory behaviour, and unreasonable demands directed towards our staff or contractors.

This policy applies to all customers, delegates, speakers, contractors, and visitors.

Anyone displaying unacceptable behaviour will be asked to stop. The Duty Manager has the authority to restrict access to the venue, remove individuals from an event, or refer matters to the police where appropriate. The Duty Manager may also withdraw venue staff from providing services within an event space if their safety or wellbeing is at risk.

The IET will not tolerate any behaviour that compromises the safety, dignity, or wellbeing of its staff, contractors, or visitors.

HEALTH AND SAFETY

The Health and Safety at Work Act 1974 (HASWA) applies to all places of work, including IET Venues.

We have duties under HASWA and our own Health & Safety policy, which includes a provision that persons other than IET employees are reminded of their responsibilities whilst working or attending any of our Venues.

You, and your contractors appointed to support you must:

- Understand and comply with the requirements of specific health, safety and fire safety legislation that may apply to your Event including the Management of Health and Safety Regulations, Regularly Reform (Fire Safety) Act and the Construction Design and Management Regulations 2015.
- Design, plan, construct and operate your Event in a way which minimises health and safety hazards and risks.
- Conduct suitable Risk Assessments and develop appropriate Method Statements, and where applicable a Construction Phase Plan (see further guidance below).
- Cooperate and coordinate your activities with others involved in or affected by the Event.
- Comply with IET local safety arrangements including:-
  - A person must be appointed who is responsible for health and safety matters during the Event, its build and breakdown. You must advise us in advance of the name and mobile contact details of the appointed person whilst on-site during the Event.
  - You and your contractors must have an understanding of the fire, emergency and first aid procedures of the Venue.
  - You and your contractors must maintain clear corridors and emergency gangways, throughout the Event, including build-up and breakdown, and must ensure that good housekeeping is maintained in all work areas, thereby minimising hazards and allowing any remaining hazards to be easily identified.
  - Any accidents or near misses should be reported to us and all hazards removed.
  - The need for all operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection. Personal Protective Equipment (PPE) is to be used only where other protective measures have been considered as being unrealistic, i.e. PPE is the last line of defence when all other alternatives have been considered. PPE must be suitable and sufficient for the job and employees must be trained in its uses and limitations.
  - You and your contractors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas. Permission must be obtained from us before any flammable liquids and substances are brought into the Venue and must be identified in the RAMS. Full compliance with the COSHH (Control of Substance Hazardous to Health) Regulations is required. We reserve the right to reject the use of these liquids and substances.
  - Portable power equipment must only be used for the purpose for which it is designed and safety guards must be correctly fitted and used and operated by fully trained and certified personnel.
  - Portable electrical tools must be used with the minimum length of trailing leads and such equipment must not be left unattended with a live power supply to it. Trailing leads and electrical cables must not cross over gangways/ passageways or fire exits. Any work using power or hand tools is to be restricted to the stand space, i.e. no drilling or sawing in the gangways.
  - Any work area must be maintained free from general waste materials which could cause hazard to operatives. All materials used for construction or display must be to Local Authority Standards and not less than British Class 1 standards of flammability.
  - All construction materials, ladders, trolleys etc. must be removed from the Venue prior to any Delegates entering the Event. Similarly, no contractors will be permitted access for breakdown until all Delegates have vacated the Event.
  - The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of alcohol, drugs or other substances which, in our opinion constitutes a danger to themselves or any other person using the Venue will be removed from the Venue by security. If necessary, further action will be taken to remedy the situation.
  - Any violations or concerns regarding any of the above points should be reported to the Operations Manager or the Duty Manager.

This is not an exhaustive list, but identifies some common issues of which you should be aware.

Please refer to 'The eGuide' for further guidance on your Health & Safety responsibilities or contact your Event Coordinator or the Operations Manager for further information or clarification on any Health & Safety issues.

CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015

The Construction Design and Management Regulations 2015 (CDM) define "construction" as being "the carrying out of any building, civil engineering or engineering construction work" and includes "The construction, fitting out, de- commissioning, or dismantling of a structure". A "structure" is defined as "any building, timber, metal structure, mast, and tower". It is therefore foreseeable that some events may include the construction of structures in the form of staging, display and audio visual displays.

The Regulations require that those undertaking construction works including clients, designers, contractors, and workers do so in a way that eliminates or reduces the health and safety risks associated with the construction, use, demolishment and disposal of a structure.

Where the proposed construction work requires the appointment of more than one construction contractor, you are required to appoint a Principle Designer and Principle Contractor. They have specific responsibilities for ensuring that the health and safety aspects of the construction are managed effectively, including the coordination of activities and the development of a specific Construction Phase Plan prior to the commencement of works on site.

Where applicable, you must ensure that they comply fully with the requirements of the Construction Design and Management Regulations 2015, and must provide us with a copy of any Construction Phase Plan 14 days prior to Event Date.

Risk Assessment and Method Statement Guidelines (RAMS)
You and your contractors are to ensure that a Risk Assessment and Method Statement are completed which covers the Event, including build up and breakdown periods. These should be sent to the Operations Manager, with copies of the plan drawing, 14 days prior to the Event Date. Templates can be found within this manual (Forms 1A & 1B). If you have appointed an outside contractor to build, it is their responsibility to complete the Risk Assessment and Method Statement and to forward them to the Operations Manager by the due date.

A step-by-step guide to Risk Assessments and Method Statements follows, and we have included templates to help you. For further assistance contact your own company Health & Safety Officer or see HSE: www.hse.gov.uk/risk/

RISK ASSESSMENT

An assessment of risk is a careful examination of all work-associated items that could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill by taking all practicable and foreseeable precautions to protect them.

- Hazard means anything that can cause harm (e.g. chemicals, electricity).
- Risk is the chance, great or small, that someone will be harmed by the hazard.

The important things to consider are whether the hazard has the potential to cause harm, and if so, whether it is covered by satisfactory precautions so that the risk of causing harm is adequately controlled. For instance, electricity can kill but the risk of it doing so is remote, provided that "live" components are insulated and metal casings properly earthed.

Step 1: What are the hazards?
Identify the hazards, which could reasonably be expected to result in significant harm under the conditions in the workplace.

Step 2: Decide who might be harmed and how
There is no need to list individuals – just groups of people, for example: office staff, maintenance personnel, contractors, and people sharing your space, foreign staff or visitors.

Step 3: Evaluate the risks and decide whether existing precautions are adequate or more should be done.
Even after all precautions have been taken, usually some risk remains.

Decide whether the remaining risk is high, medium or low.

- First, ask: have all the things that the law requires been done? For example, there are legal requirements on prevention of access to dangerous parts of machinery.
- Then ask: are generally accepted industry standards in place? But don't stop there, because the law also says that all that is reasonably practicable to keep the workplace safe must be done.

The real aim is to make the risks as small as possible by adding to existing precautions as necessary. Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps are inexpensive precautions considering the risks. But remember, if something needs to be done, is it possible to:

- Get rid of the hazard altogether?
- Control the risks so that harm is unlikely?

Step 4: Is the risk adequately controlled? Have precautions already been taken against the hazards listed? For example:

- Has adequate information, instruction or training been provided?
- Are adequate systems or procedures in place?
- Do the precautions:-
  - Meet the standards set by a legal requirement?
  - Comply with a recognised industry standard?
  - Represent good practice?
  - Reduce risk as far as reasonably practicable?
  - Meet your and our regulations?

If so, then the risks are adequately controlled, but please indicate the precautions that have been put in place.

Step 5: Are these controls adequate to contain hazards?

Step 6: What further action is necessary to control the risk? What can reasonably be done for those risks which are not found to be adequately controlled? Give priority to those risks which affect large numbers of people or could result in serious harm. Apply the principles below when taking further action:

- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities or first aid)
- Remove the risk completely

Step 7: Record your findings.
See the Risk Assessment template (Form 1A) which is not necessarily exhaustive of the activities that need to be covered.

METHOD STATEMENT

A Method Statement is a detailed plan of work that explains how the works will be carried out safely taking into account the hazards, risks and necessary control measures that have been identified through the risk assessment process.

The Method Statement should set out in clear and concise terms the logical sequence of events including:

- Transportation of materials, equipment and personnel to the Venue
- The arrangements for loading in and storage prior to use
- The organisation, arrangement and construction if necessary, of the internal structures, fixtures and fittings required to facilitate the Event
- The operation of the Event, activities etc.
- The breakdown of the internal structures,fixtures and fittings use to facilitate the Event
- The specific floor and/or other protection that will be used to safeguard the fabric of the building
- A set of floor plans and sectional drawings of any stage sets, AV sets, banners, posters, additional screens, display cabinets etc.

Once agreed the Method Statement should be shared with and used by all involved in the Event as the single point of reference for the works. The Risk Assessment and Method Statement both form part of RAMS and both must be submitted. RAMS should be specific to the Event and not a generic version.

Below is a template for a Method Statement (Form 1B) including some suggested headings as a guide to completion.

Risk Assessments and Method Statements must be submitted to your Event Coordinator 14 days prior to the Event Date.

RISK ASSESSMENT

Form 1A

Work activity being assessed

Company

Location

What are the hazards and likely consequences?

Who might be harmed and when?

What are you already doing? (Control measures/systems of work, etc.)

What further action is necessary? (Control measures/systems of work, etc.)

Assessment action plan

Who?

When?

Done?

RISK ASSESSMENT

Form 1A (Continued)

Statutory provisions, Approved Code of Practice, guidance and standards requiring measures to be taken covering this risk assessment

Assessed by
(Name and Position)

Signature

Date **Next review due**

Reviewed by
(Name and Position)

Signature

Date **Next review due**

Additional Information / Notes

Review the assessment to make sure you are still improving, or not sliding back.

If there is a significant change in the workplace, check the assessment and where necessary, amend it

METHOD STATEMENT

Form 1B

Please enter a detailed description of what you are planning to do.
For more Information see page 11.

Activity / Sequence of works	**Detailed Description of the Activity**
Load in	
Storage	
Transportation	
Construction	
Materials used	
Stability	
Hoisting	
Scaffolding / Temporary Structures	
Power supplies	
Event opening	
Event running	
Event closure	
Breakdown	
Transportation	
Load out	
Permit to work required (please list all reasons why)	
Floorplans	
Sectional plans	

To be submitted to your Coordinator 14 days prior to the Event. If the information is insufficient the Manager has the right to refuse the RAMS and will only permit access once suitable and sufficient information has been supplied.

HEALTH AND SAFETY

Form 1C

TO BE COMPLETED AND SENT TO:

Martyn Westcott-Wreford | Operations Manager

IET London: Savoy Place, 2 Savoy Place, London, WC2R 0BL

T 020 7344 5482 **M** 07738 713858 **E** mwestcott-wreford@theiet.org

THE HEALTH & SAFETY AT WORK ACT, 1974

It is a condition of entry into the IET London: Savoy Place that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health & Safety at Work Act, 1974 and all other legislation covering the Venue. The Client accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) during the tenure.

Our Health & Safety representative will be
Position
Company
Address
Telephone

To be signed by a senior person on behalf of the client:
Authorised by
Print
Date
Position

I will make available at the Event a copy of our own company's Health & Safety policy and Event Risk Assessment and Method Statement and our event/exhibition staff will be sufficiently instructed and trained in matters relating to Health & Safety in order to carry out their tasks competently.