



Brands of Invent Creative & Event Solutions

## Health and Safety Policies & Practices

We are an event management and consulting group of companies who operate with sound environmental and health and safety practices in the forefront of our mind for all events we produce and manage. Health & safety practices are of paramount importance and we adopt the below policies at all times taking every precaution to ensure the safety of attendees and staff at any of our events.

### **Event Management Health and Safety Process**

Generally, there are 2 categories of event we manage: All activities are booked with preferred suppliers who have the appropriate public liability insurance cover.

**a) Theatrical performances & stage shows, Gala Dinners, Corporate Meetings & Events** – these are usually considered to be low risk activities involving the use of meeting rooms, hotel ball rooms, conference rooms etc.

**(b) Team Building / Family Fun days / Charity Events/ Sports Events** – these are generally considered to be medium risk activities and can comprise any of the following:

- **Team Building** events include activities such as giant life size games, inflatables, climbing walls and bungee runs etc.
- **Family Fun days / Charity events/Sports events.** These are activities such as, BBQ's, bouncy castles, fun games, fairground rides etc.

**We take all practicable steps to ensure the health and safety of our clients, attendees, suppliers and staff members at any event venue by:**

- providing a safe working environment and continually improving current health and safety knowledge and adherence.
- providing and maintaining facilities for staff members' safety and health
- ensuring plant and equipment on the premises where the event is taking place are safe
- identifying and controlling actual and potential hazards on site ensuring people at the venue are not exposed to hazards
- developing and/or adopting venues emergency procedures for all events we manage
- ensuring that no action or inaction by staff members or suppliers is likely to cause harm to themselves or any other person attending an event.
- establishing and maintaining communication on health and safety with all employees and suppliers
- complying with legal and organisational obligations.

### **Hazard Management**

We take responsibility to implement hazard management procedures on site, taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled

**INVENT CREATIVE EVENT SOLUTIONS FZ LLC**

**T:** + 971 4 427 8118 **E:** info@invent-uae.com **W:** invent-uae.com

Unit 16, First Floor, EBC Warehouse Compound, Dubai Investment Park 2, Dubai, United Arab Emirates. P.O. Box 30662.



Brands of Invent Creative & Event Solutions

## Manual Handling

We take all reasonable and necessary precautions for our own health and safety, (and that of Others when carrying out manual handling tasks, being familiar with current accepted best practice for manual handling, including use of equipment.

## Emergency Procedures

We appreciate that any venue where an event is being held could be crowded with people who have little or no knowledge about what to do in the event of an emergency. Therefore we adopt the following policies and procedures to ensure the safety of the people attending and event.

- A full emergency action plan is formulated and distributed to all relevant personal prior to the event.
- Staff and suppliers are sufficiently briefed to be able to direct visitors to safety in the event of an emergency.
- They are made aware of the locations of fire and emergency fire fighting equipment, alarms phones & PA systems.
- They are briefed on the specific venues emergency procedures, locations of fire extinguishers and we ensure that there of enough people from the venue management & our side trained to use them
- If certain areas are restricted to specific numbers of people then staff count people in and out and restrict access when necessary.
- Access and egress routes are sufficient, well signed and kept clear at all times

## Fire Prevention

- For stage and performances – fireproofing of all potentially flammable materials could be provided
- Adequate fire fighting equipment is made available at each and every venue
- Fire service personnel inspect and approve circumstances require & all fire regulations would be implemented and adhered to.

## Security

If required we always ensure adequate security personal and marshals are on site

## Emergency First Response - EFR

We appreciate that a client, supplier or staff member that becomes ill or is injured during an event may require immediate or prompt attention. We always ensure that easily identifiable Emergency First Response personnel are on site at an event at all times.

- If required, a fully equipped & staffed ambulance would be arranged and positioned suitably but discretely on the event site.

### INVENT CREATIVE EVENT SOLUTIONS FZ LLC

T: + 971 4 427 8118 E: info@invent-uae.com W: invent-uae.com

Unit 16, First Floor, EBC Warehouse Compound, Dubai Investment Park 2, Dubai, United Arab Emirates. P.O. Box 30662.