



**Guidance on the  
Construction (Design & Management) Regulations 2015 (CDM)  
as applicable to the events industry**

**Introducing SEWPS™  
(Star Events Worker Protection Systems)**

**Independently Health & Safety accredited**



**Services**

Stages  
Seating  
Rigging  
Mothergrids

Overlay structures  
Brand activation  
Fencing & Barriers  
Bespoke structures

Hospitality structures  
Film & Media structures



Star Events Ltd | Milton Road | Thurlough | Bedford | MK44 2DF | UK

STAR EVENTS LTD  
+44 1234 772233  
info@StarEventsLtd.com  
www.StarEventsLtd.com



## INTRODUCTION

The UK government has received legal advice that all the activities involved in placing structures on event sites are defined as 'construction' activities (due to an EU Directive) and therefore fall under construction industry regulations. The same position has also been taken regarding 'domestic' construction activities which previously were excluded. As a result the Construction (Design & Management) Regulations have been updated and now apply to virtually all event sites.

General guidance regarding the new legal duties that became law on 6<sup>th</sup> April is now available on the HSE website at <http://www.hse.gov.uk/pubns/books/l153.htm>. Guidance specific to the events industry as to how to comply is still to be published so we have quoted from the HSE's latest draft version. Under the updated regulations, all events with structures will have a **Client** who in turn appoints both a **Principal Designer** (PD), whose primary role it is to ensure that health and safety is planned into a project from the design stage through to the start on site, and a **Principal Contractor** (PC) to take charge of and manage health and safety on site.

This document is designed to help you to decide what applies to your event and what measures contractors need to have in place to ensure you discharge your duties adequately. It also explains what we are doing to help keep you compliant.

### Acronyms used in this document:

ART	Active Roof Technology™
CDM	The Construction (Design & Management) Regulations 2015
PC	Principal Contractor
PD	Principal Designer
SEWPS	Star Events Worker Protection Systems
SFAIRP	So Far As Is Reasonably Practicable
SFARP	So Far As Reasonably Practicable
WaH	Work at Height

### Status

This document is issued in good faith and is based on the latest draft of the HSE guidance for the events sector. Once the HSE publish their guidance, any changes in the HSE Guidance will take precedence over the contents of this document.

### Queries

Please speak to your usual contact at Star Events or email the author of this document with CDM included in the subject line:

Roger Barrett Eng Tech, TIStructE, MIO D

[Roger@StarEventsLtd.com](mailto:Roger@StarEventsLtd.com)

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E&OE



# THE CLIENT

## Under CDM, a Client is defined as:

Anyone for whom a production/live event is carried out, which includes or is intended to include 'construction' work. This can be an organisation or individual who:

- Initiates an event or production
- Commissions the design and construction work
- Decides what is to be constructed, when and by whom
- Appoints 'construction' contractors
- Heads up the construction procurement

***The law says that the Client will appoint the Principal Designer and Principal Contractor, or assume those responsibilities if they do not make such appointments.***

## What does the Client role involve?

Proportionate to the scale of the construction and the risks involved, a client's main duties (functions) are to:

- Make suitable arrangements to ensure that SFARP construction work is carried out safely
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work
- Ensure that information is provided to the right people at the right time to help with designing the structures and construction planning
- Ensure a suitable document (referred to in the regulations as a Construction Phase Plan) has been drawn up (by the PC) before construction work begins on site
- That arrangements for the provision of suitable welfare are put in place for construction workers
- That the project is notified to HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500 person days.

When these pre-construction and construction phases involve more than one contractor, a client must appoint an organisation or individual to fulfil roles known as the CDM Principal Designer (PD) and Principal Contractor (PC), to plan, manage and coordinate these phases of the work, or fulfil these roles themselves



## CONSTRUCTION

'Construction' is very broadly defined and can be taken to cover virtually all typical event structures including:

- Stages
- Tents and marquees
- Grandstands
- Disability access platforms
- FoH and Delay structures
- Brand activation structures

*The HSE has stated that the installation/rigging of production equipment, including audio, lighting, video and scenery is a 'construction' activity and so comes under CDM.*

### The HSE says:

#### **Getting the right project team in place**

*"Anyone appointing PDs/Designers and PCs/Contractors must take reasonable steps to satisfy themselves that those who will carry out the work have the necessary skills, knowledge and experience and where they are an organisation, the organisational capacity to carry out the work in a way which secures health and safety."*

### We say:

*"By using Star Events and our new Star Events Worker Protection Systems (SEWPS) detailed later in this document you can provide evidence that you have taken all reasonable steps to satisfy yourself that the health and safety of the workers involved in building temporary event structures (supplied by Star Events) at your event has been secured."*



# PRINCIPAL DESIGNER (PD)

## Under CDM, a Designer is defined as:

Anyone who arranges for or instructs persons under their control to prepare or modify designs that are relevant to the construction, maintenance and use of a structure once it is built. As an example – how a theatre set can be designed to limit the amount of Work at Height (WaH) required during construction would be included, as opposed to the colour of a set backdrop, which would not. Clearly there can be multiple ‘designers’ involved in a single event, but only one Principal Designer

In the context of the entertainment industry, a Principal Designer (PD) is the organisation (or person) with the duty to plan, manage, monitor and coordinate the phase before the build and breakdown phase of an event/production. In practice this duty continues in to the construction phase of an event production when further design and/or modification work is carried out.

A PD should have:

- The technical knowledge of construction in the entertainments industry, which is relevant to the project;
- The understanding and skills to manage and coordinate the pre-construction phase, including any design modification work carried out after construction work begins

## What does the PD role involve?

A PD’s main duties (functions) are to:

- Help and advise the client about bringing together pre-event construction information
- During this pre-event phase, ensure coordination and cooperation amongst the project team;
- Apply general principles of prevention to the design of a structure – eliminate or control risks SFARP. Health and safety risks need to be considered alongside other factors that influence the design such as cost, fitness for purpose, aesthetics and environmental impact.
- Liaise with the Principal Contractor (PC) about design matters



# PRINCIPAL CONTRACTOR (PC)

## Under CDM, a Principal Contractor is defined as:

The organisation (or person) who plans, manages and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that SFAIRP the work is carried out without risks to health and safety.

What does the PC role involve?

A PC's main duties (functions) are to:

- Apply general principles of risk prevention to the build and breakdown of a structure – eliminate or control risks SFARP
- Ensure everyone working on site receives appropriate health and safety information to help keep them safe (draw up site rules and provide a suitable site induction)
- Take any necessary steps to prevent unauthorised access to areas where construction work is being done
- Provide suitable welfare arrangements for those engaged in construction work
- Make arrangements for worker engagement and consultation
- Ensure general requirements for construction sites are fulfilled, such as:
  - Stability of structures
  - Good house-keeping
  - Safe pedestrian and traffic routes
  - Fire prevention
  - Emergency procedures etc
- Draw up a document or make arrangements for a document to be drawn up (referred to in the regulations as a Construction Phase Plan) before construction work starts and keep it up to date as work progresses.



# HOW WE CAN HELP YOU BE COMPLIANT UNDER CDM

## OPTION ONE

At many smaller events we provide a package of production services. In these cases we can take on the role of PC and/or PD as we are carrying out most of those functions on your behalf. This requires a formal appointment to be made and this must be documented, so please talk to your usual contact at Star Events to discuss this.

## OPTION TWO

At larger events where we are just supplying structures and/or rigging services, we provide everything that your PD and PC requires in order to do their jobs.

## YOUR RESPONSIBILITIES

You as the client (and any PD and PC working on your behalf) have to ensure that so far as is reasonably practicable, the need to Work at Height is designed out, your site maintains good housekeeping, adequate arrangements are made to separate vehicles & pedestrians and that all other arrangements to ensure health and safety on your site are in place. This includes the legally defined provision of welfare facilities for all workers for all days on site.

## OUR RESPONSE

We have been designing out the need to Work at Height since before the introduction of the WaH Regulations in 2005 and where we haven't been able to eliminate WaH, we have been trialling various procedures and construction methods to ensure you and us remain on the right side of the law.

We have now packaged these together as **SEWPS** (Star Events Worker Protection Systems).

On larger projects we provide one or more 'kit coordinators' specifically to keep our work areas tidy and well organised. More importantly, we are actively improving the chances of everyone going home every day in a fit and healthy state.

*The following pages give real world examples of our significant and continued commitment in this area.*



## TO DISCHARGE YOUR DUTIES WHEN YOU HIRE A STRUCTURES CONTRACTOR, YOU NEED:

### H&S Management arrangements that you can trust

Star Events' Health & Safety Management System is independently accredited under both the OHSAS 18001 and CHAS schemes, specific to the provision of temporary event structures. Clear and independent assessment that you can rely on to demonstrate our commitment to health and safety.



### Suitable and sufficient documentation

We offer:

- Risk Assessments and Method Statements (RAMS)
- Site friendly Safe System Of Work (SSOW) documents for all products
- Construction drawings and structural calculations
- Lift plans for all our crane operations (We have 4 'Appointed Persons' on our team)
- COSHH assessments for the chemicals and processes involved
- Documentary evidence of the thousands of hours of Work at Height we have designed out
- By arrangement, Construction Phase Plans



## Assurance of our ability to deck stages and grandstands safely

Our SEWPS equipment now incorporates complete fall arrest netting systems fitted half a metre below our decks to deal with the ever changing leading edge during decking operations. Over 6,000m<sup>2</sup> purchased in 2015 already.



*SEWPS netting sample on our test rig*

## Assurance of our ability to create safe working environments to build high structures safely

Our SEWPS equipment now incorporates lightweight intermediate decking systems that we deploy at 2.0m height increments within all our taller scaffold based structures. Refining the use of these is leading to faster and safer construction.



*SEWPS decks within a scaffold tower (with external cladding in place)*



## A system to confirm when we have finished a structure sufficiently for production install to commence

All our stages (and other structures that support production equipment) now display the red B-phase symbol until it is signed off for production access. Once it is signed off for production access, the yellow C-phase symbol is displayed ahead of final sign-off:



See Page 15 for a sample sign-off certificate

## A system to confirm when we and the production contractors are all agreed the structure is safe for event use.

All our stages now display one of the following after final sign-off by all the production contractors and ourselves.



See Pages 16 & 17 for sample sign-off certificates

For further explanation see 'Guidance for the Management & Use of Stages and related temporary event structures' available from our website.



## A system to stop production crews falling off the front edge during get-ins and outs

All of our stages now have SEWPS temporary handrail systems. We fit them during Phase B and leave them for your use during Phase C. Sometimes they will be in the way in which case whoever has taken responsibility for the stage during Phase C will be able to remove the uprights and horizontals without any tools. It will be their responsibility to put them back.

The attachments to the stage structure require tools to remove and must only ever be done by Star Events staff.

This system can also be fitted to truck docks.



*Tool free removal of telescopic horizontals*



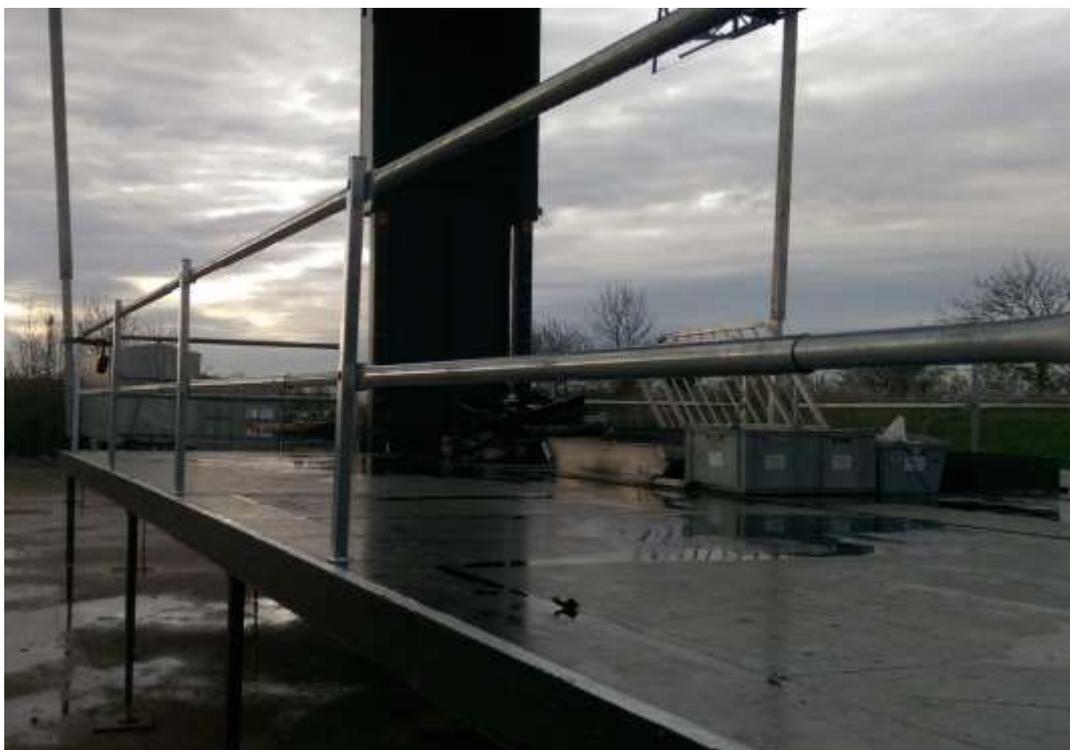
*Tool free removal of vertical posts*

*SEWPS Rapid Edge Protection*



## A system to stop production crews falling off the front edge during get-ins and outs (*continued*)

Our entire mobile stage fleet is also now fitted with SEWPS Rapid Edge Protection.





## A proper system to mark the Down Stage Edge and prevent cases rolling off

All of our stages now have a steel upstand on the downstage edge, white on the stage side and black to the audience, offering a tactile warning to artists and other stage users. These also prevent cases and racks from rolling off and avoid the problems associated with gaffer tape and wet floors.

This system can also be fitted to truck docks.



*SEWPS steel stage-edge strip*

## Safe access to the stage roof for rigging.

Our SEWPS equipment includes a full set of vertical and horizontal safety lines in our VerTech™ stages (and other structures by arrangement), fitted by us and left for production crews to use. Users need to be trained and equipped with suitable connection devices.

We recommend that riggers and other technicians working within our VerTech stage roofs and using our safety lines are equipped with a fall arrest device for working on a vertical rope, an adjustable work position lanyard and an energy absorbing suspension relief fall arrest with twin lanyard. Models we recommend are below, please contact us to confirm compatibility of other brands.



[Vector D23 & MVX27 extension sling.](#)



[2m Piranha,](#)



[Tensor Twin Lanyard.](#)



A system to verify that all loads applied to a stage roof are within the calculated capacity

## ACTIVE ROOF TECHNOLOGY™

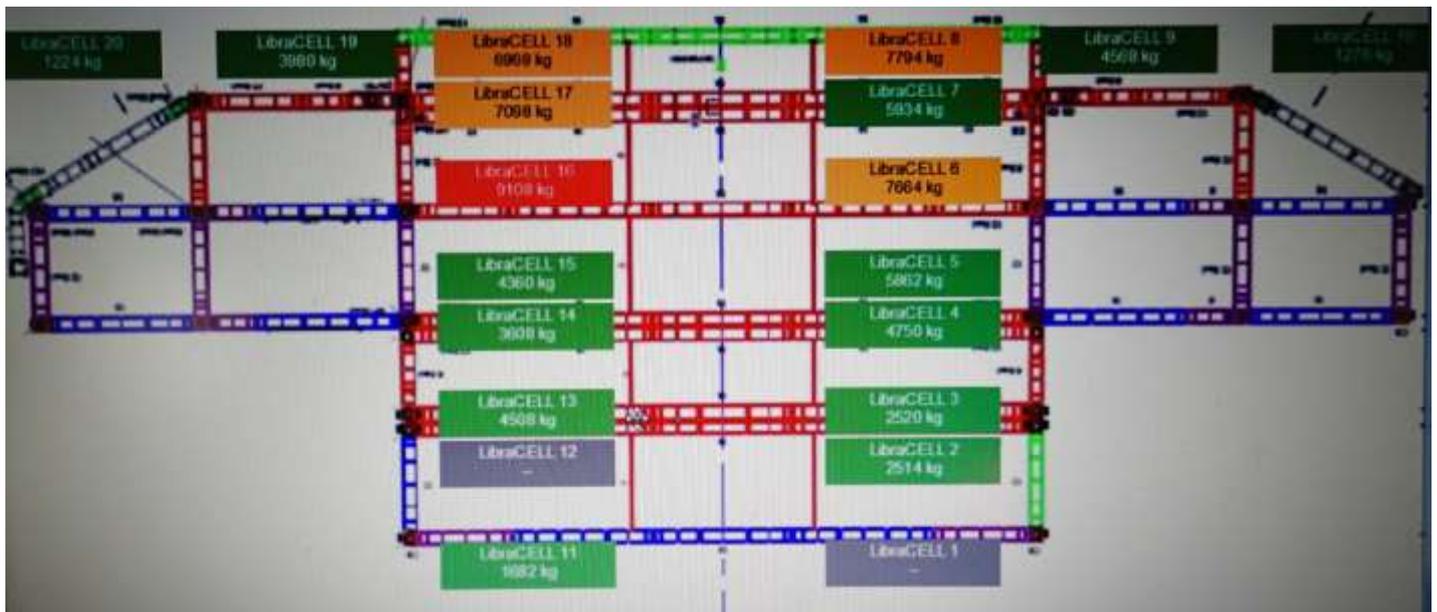
ART™ is our weighing system that can be (optionally) built in to our VerTech stages. This enables us to weigh all production loads in real time but (crucially) without affecting the production rigging in any way.

ART™ also serves as another check on stage erection, enabling us to check everything is OK before production equipment gets installed and then it monitors all the rigging weights and how loads are transferring into the structure.

This is particularly invaluable during rapid changeovers between acts at the top of a festival bill. Even though we have built hundreds of VerTech stages in over 30 countries, ART has already improved our understanding of how these complex structures work in real-world conditions.

Weights are monitored and recorded for each location every one second and the huge amount of data we now have from major festivals is informing future stage structure developments.

Improved safety for production crews and performers.



Screen read-out on site showing a heavily loaded VerTech roof during production rigging





# SAMPLE PRODUCTION SIGN OFF AFTER PHASE C

	<b>PRODUCTION INSTALL</b> <b>READY FOR</b> <b>EVENT USE</b>	
--	---	--

To be filled in by Star Events			
Event		Date	
Venue		Client	
PM		Crew Chief	

To be filled in by Production contractor	
Company	
Department	
Authorised representative	
Position	
Mobile phone number	
Email address	

List any drawings or other documents used to specify this installation:

I hereby certify that all the equipment referenced above is installed correctly in accordance with the latest drawings submitted to, and approved by, Star Events Ltd, that all required safety measures are in place and that the equipment is fit for the intended purpose. I further certify that that I am an authorised representative of the Company noted above and competent to sign this document on their behalf.	Date:  Time:	Sign:  Print name:
---	--------------------	--------------------------



# SAMPLE STRUCTURE SIGN OFF AFTER PHASE C

			<h2>STRUCTURE COMPLETION</h2> <p>READY FOR</p> <p>EVENT USE</p>	
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<b>Event</b>		<b>Date</b>	
<b>Venue</b>		<b>Client</b>	
<b>PM</b>		<b>Crew Chief</b>	
<b>Structure:</b>			

Department	Sign off received?	Safe for show?
Audio		
Lighting		
Video		
Rigging		
Scenic		
Other (specify)		

List any departures from latest issued drawings and state who has authorised the change:

I hereby certify that the structure noted above has been checked following installation of all production equipment and that I have a copy of the installation sign-off from every production contractor, any variations from issued drawings have been approved as noted above, all required safety measures are in place and the structure is fit for the intended purpose. I further certify that that I am an authorised representative of Star Events Ltd and competent to sign this document.	<b>Date:</b>  <b>Time:</b>	<b>Sign:</b>  <b>Print name:</b>  <b>Position:</b>
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# STRUCTURES CONTRACTOR - APPOINTMENT CHECKLIST

	ITEM	☑?
1	H&S documentation available	
2	Structural calculations available for actual structure(s) required	
3	Employers, Public & Products Liability insurance in place	
4	Proof of competence of workers	
5	Appointed Person (AP) available to plan all use of cranes	
6	Lift Plan available for all Lifting Operations	
7	Evidence that WaH designed out SFARP	
8	Suitable measures in place to protect workers from risk of injury due to falling during construction of structures	
9	Suitable measures in place to protect production crews and other stage users from risk of injury due to falling	
10	Production loading information available for structures contractor	
11	Competent person in place to assess effects of all production loads on structure	
12	Professional Indemnity insurance in place for 11 above	
13	System available to verify loads attached to stage roof	
14	PPE Inspection Register available	
15	Sign-off system in place (pre and post Production install)	
16	Wind-management action plan in place	
17	Safe Systems Of Work and other information available on site for all crew	
18	COSHH assessments available for all processes that use or create health hazards	
19	Contact details for stand-by crew received	
20	Out-of-hours contact details for contractor received	



[Safety@StarEventsLtd.com](mailto:Safety@StarEventsLtd.com)

[www.StarEventsLtd.com](http://www.StarEventsLtd.com)

**CDM 2015**

**SEWPS (Star Events Worker Protection Systems)**