

British Medical Association Event Management Policy

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1. Statement of Intent

The BMA are committed to ensuring the Health and Safety of our employees, associates, visitors, and contractors in all that we do and to the best of our ability. Our consideration for Health and Safety of these individuals plays an integral part in everything we do.

Our health and safety culture is driven by strong leadership and is considered a key responsibility for everyone and is treated with equal importance to all other business objectives and targets. We operate in accordance with applicable legal requirements, including the Health and Safety at Work etc. Act 1974. In practice, this means we:

- Establish, implement and maintain health and safety arrangements.
- Carry out risk assessments to identify foreseeable hazards and take steps to eliminate or reduce them.
- Provide suitable workplace, welfare and wellbeing arrangements for staff.
- maintain plant and work equipment so that it is functional and safe to use.
- Provide health and safety information, instruction and training.
- Consult with staff unions on all health and safety issues.
- Record and investigate work-related accidents, incidents and cases of work-related ill health, and take steps to prevent reoccurrence.
- Ensure adequate resources are made available to sustain and develop this Policy and implement our health and safety arrangements.
- Periodically review our health and safety performance and take corrective action as necessary.
- Seek independent, expert health and safety support and advice as necessary.

We regularly review this statement and our policy and arrangements to ensure they reflect the nature of our work, our operations and applicable legal requirements.

The BMA are committed to this policy and arrangements. Leadership will work with all stakeholders and representatives to support the organisation with the necessary means to achieve its aims

2. Introduction

BMA House may be hired for a range of events, including conferences, parties, weddings, award ceremonies and filming.

The BMA are committed to complying with applicable legal requirements to ensure events are organised, so they are enjoyable and safe.

This policy is intended to enable a range of well-planned and managed events, to provide clear guidance on roles and responsibilities, and sets out our principles on event management.

This policy should be read in conjunction with the BMA Health and Safety Policy which BMA employees have access to and is available to clients on request.

3. Roles and Responsibilities

The BMA are responsible for:

- Ensuring events and clients align with BMA terms and conditions, including carrying out any vetting checks.
- Providing a venue that is safe for all event guests.
- Ensuring all equipment provided and used at an event is safe and well maintained.
- Ensuring employees facilitating events are competent.
- Ensuring contractors appointed to facilitate events are reputable and competent.
- Ensuring risk assessments are carried out, covering hazards that are within the scope of our responsibility and control.
- Requesting and reviewing external client and contractor risk assessments, method statements and insurances.
- Monitoring events to ensure terms and conditions and BMA House rules are adhered to.
- Communicating health and safety and fire safety information to guests.
- Providing first aid to guests aged over 18.
- Responding to and investigating hazards, accidents and incidents reported to us.

Clients are responsible for:

- Complying with BMA terms and conditions and the BMA House rules.
- Ensuring equipment brought to BMA House is agreed in advance with us and that it is safe and well maintained.
- Ensuring employees facilitating events are competent.
- Ensuring contractors they appoint to facilitate an event are reputable and competent.
- Providing risk assessments, method statements and insurances for all parties involved.
- Complying with legal requirements applicable, including the Construction (Design and Management) Regulations 2015.
- Reporting hazards, accidents and incidents to the BMA Venues Team as soon as possible.

4. BMA House rules

For the avoidance of doubt, all clients and guests must comply with BMA House rules. Where there is non-compliance, BMA reserves the right (at its absolute discretion) to refuse entry to a guest and/or to remove them from the premises.

- Fire and emergency exits, routes, signage and extinguishing appliances must never be obstructed.
- Room and area occupancies must never be exceeded.
- Clients shall ensure its guests, agents, contractors and subcontractors also ensure that events are conducted in a safe and orderly manner, with no risk of the following arising:
 - Interference with any other person's enjoyment or use of BMA House.
 - Damage caused to BMA House or other BMA property.
 - Non-compliance of any statutory laws, infringement or possible forfeiture of any of the BMA's licences, any entertainment provisions or any other permissions, including the BMA House Code of Conduct (available on request) relating to the use or occupation of BMA House.
 - Any nuisance or inappropriate acts. For the avoidance of doubt, this includes any statement or conduct that (at BMA's absolute discretion) is defamatory, racist, likely to cause or stir any threatening behaviour or may bring the BMA's name into disrepute.
- Clients must also ensure they:

- Comply with the BMA’s strict no smoking and zero tolerance drugs policies, which includes all outdoor areas and immediately outside the front entrance to BMA House.
- Comply with the BMA’s security arrangements and systems and directions of its security and other BMA staff.
- Comply with BMA’s licensing and noise restrictions relating to entertainment. Sound levels must not emanate from the building above the agreed sound levels, these will be outlined by the events team.
- A current Portable Appliance Testing (PAT) certificate must be provided for any portable equipment brought to BMA House.
- Unless the BMA provide prior written consent, it is not permitted to affix anything to the walls, ceilings, floors or pillars of BMA House by blue/white-tack, nails, screws, drawing pins, tape or any other means.
- There are no child first aiders on site at BMA House, it is the client’s responsibility to ensure they are appropriately supervised at all times.
- Fire and emergency instructions are displayed throughout BMA House, all guests must make themselves aware of them. A Housekeeping notice is available on our website.
- Fire alarms are tested at 11 am each Monday. Guests must follow the emergency evacuation procedures if the alarms sounds at any other time.

5. Document revision history

| Date | Version | Revision | Comment | Author / Editor |
|------------|---------|---------------------------------|-----------------------|-----------------|
| 08.01.2025 | 1 | Sasha Dearden | | Editor |
| 12.12.2024 | 0.1 | First draft by Systems Concepts | Presented to Ian Wade | Author |