FUTURE TEMPLE

Health & Safety Policy

Cataco Ltd trading as Future Temple
Version: 1.2
Effective from: 01/08/2026
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Date	Version	Author	Description
02/10/26	1.1	C. Coulthard	Strengthened section 3 to reference event risk assessment
03/11/26	1.2	C. Coulthard	

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1. Statement of Intent

Cataco Ltd trading as Future Temple is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for workers, contractors, performers, customers, visitors and any other persons who may be affected by our activities.

Future Temple operates as a small music and events venue. Our activities may include live and recorded music events, DJ events, private hire, bar service, event set-up and breakdown, technical and production work and associated venue operations.

We recognise our responsibilities under applicable health and safety legislation and will take reasonable and proportionate steps to identify hazards, assess risks and introduce appropriate control measures.

We aim to:

- prevent accidents, injuries and work-related ill health;
- provide and maintain a safe venue and safe systems of work;
- assess and manage risks associated with our activities;
- provide appropriate information, instruction, training and supervision;
- maintain safe access to and exit from the venue;
- provide suitable welfare and first-aid arrangements;
- maintain equipment in a safe condition;
- manage crowd and event safety appropriately;
- consult workers about matters affecting their health and safety; and

- review our arrangements following incidents, significant changes or where improvements are identified.

Everyone working at Future Temple also has a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions.

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2. Responsibilities

2.1 Overall responsibility

Overall responsibility for health and safety rests with the Company Director of Cataco Ltd.

The Company Director is responsible for ensuring that appropriate health and safety arrangements are established and maintained and that adequate resources are available to manage significant risks.

2.2 Duty/Event Manager

A designated Duty/Event Manager will normally be identified for each public or private event.

The Duty/Event Manager is responsible for the operational management of health and safety during that event, including:

- ensuring relevant pre-opening checks have been completed;
- ensuring emergency exits and escape routes remain available;
- monitoring venue capacity;
- ensuring admissions, occupancy monitoring and any applicable entry or re-entry restrictions are managed in accordance with the event arrangements;
- ensuring staff and contractors receive an appropriate event briefing, including emergency procedures and relevant licensing requirements;
- coordinating emergency responses, including evacuation and liaison with emergency services where necessary;
- coordinating staff and contractors;
- responding to hazards or incidents;
- liaising with licensed security personnel where applicable;
- ensuring serious incidents are escalated appropriately; and
- taking the decision to pause or stop an activity where there is an immediate safety concern.

The Duty/Event Manager may delegate individual tasks but retains overall operational oversight during the event.

2.3 Bar Manager

Where appointed, the Bar Manager is responsible for overseeing the safe operation of the bar during an event, including:

- supervising bar staff and coordinating their duties;
- ensuring responsible alcohol service and compliance with relevant licensing procedures;
- ensuring bar staff follow appropriate health and safety and hygiene practices;
- monitoring and addressing hazards within the bar area, including spillages, broken glass and unsafe equipment;
- ensuring incidents, refusals and safety concerns are reported and recorded appropriately; and
- escalating significant issues to the Duty/Event Manager.

The Bar Manager works under the overall operational direction of the Duty/Event Manager.

2.4 Security Personnel (SIA)

Where security personnel are engaged, they are responsible for carrying out their assigned security duties in accordance with applicable licensing requirements and agreed event procedures.

Responsibilities may include:

- managing entry, re-entry and exit arrangements;
- supporting age-verification and admission procedures;
- conducting searches where authorised and appropriate;
- monitoring crowd behaviour and identifying potential safety concerns;
- responding to incidents involving aggression, disorder or vulnerable persons;
- assisting with emergency evacuation and crowd movement; and
- reporting incidents and concerns promptly to the Duty/Event Manager.

Security personnel must hold the appropriate valid SIA licence for any licensable security activities undertaken.

Security personnel will cooperate with the Duty/Event Manager and other venue staff to support the safe operation of the event.

2.5 Workers

These responsibilities apply to all workers, including permanent, casual, temporary and agency staff, as appropriate to their role.

All workers are expected to:

- take reasonable care of their own health and safety;
- take reasonable care not to put colleagues, performers, customers or visitors at risk;
- follow reasonable health and safety instructions;
- familiarise themselves with relevant emergency procedures;
- use equipment only where they have been authorised and are competent to do so;
- report hazards, defects, accidents and near misses promptly;
- keep access routes, work areas and emergency exits clear;
- use any protective equipment provided where required; and
- cooperate with Future Temple in meeting its health and safety obligations.

Workers must not intentionally or recklessly interfere with equipment or measures provided for health and safety purposes.

2.4 Contractors, performers and external suppliers

Contractors, performers, DJs, technicians, security personnel and external suppliers are expected to work safely and cooperate with Future Temple's safety arrangements.

Where appropriate, Future Temple may request evidence of relevant competence, insurance, licences, risk assessments or method statements.

Anyone bringing equipment into the venue is responsible for ensuring that it is suitable and safe for its intended use.

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3. Risk Assessment

Future Temple will identify hazards arising from its activities and undertake suitable and sufficient risk assessments where required.

Risk assessments will consider risks to:

- workers;
- contractors;
- performers;

- customers;
- visitors; and
- other people who could reasonably be affected by our activities.

Risk assessments may include general venue risks as well as assessments for specific events, activities or circumstances.

Future Temple will maintain a general Venue & Event Risk Assessment covering reasonably foreseeable risks associated with normal venue operations.

Where an event or activity introduces significant risks that are not adequately covered by the general assessment, an event-specific risk assessment or supplementary assessment will be completed.

The Duty/Event Manager will ensure that relevant risk assessments are reviewed before each event and that any additional control measures are identified, communicated to relevant staff and implemented before the event begins.

Control measures will be implemented according to the level of risk identified.

Where an assessment identifies actions required to reduce risk, these will be assigned to an appropriate person and monitored through to completion. Any significant outstanding risks will be reviewed by the Duty/Event Manager before the relevant activity proceeds, and activities will not proceed where risks cannot be adequately controlled.

Risk assessments will be reviewed where:

- there has been an accident, incident or near miss;
- significant changes are made to the venue or its operation;
- new equipment or activities are introduced;
- an event presents unusual or increased risks;
- relevant legislation or guidance changes; or
- there is reason to believe an existing assessment is no longer adequate.

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4. Event and Crowd Safety

Future Temple will manage audience numbers and crowd movement so far as reasonably practicable.

Event arrangements will take account of factors including:

- the maximum safe capacity of the venue;

- the type and nature of the event;
- expected audience behaviour;
- entry and exit arrangements;
- staffing levels;
- availability of security personnel where appropriate;
- emergency evacuation arrangements; and
- any particular risks associated with performers or activities.

Venue capacity limits must not be exceeded. The maximum permitted occupancy for each event will be determined in accordance with the applicable fire safety assessment, licensing authorisation and any relevant event-specific restrictions.

Occupancy monitoring will account for all persons present within the relevant areas of the premises, including customers, performers, workers, contractors and security personnel. The use of external areas will be managed in accordance with applicable safety and licensing arrangements.

Workers responsible for admissions must follow the agreed procedures for monitoring entry, re-entry, exits and occupancy.

Any admission restrictions, including those arising from licensing conditions, event-specific arrangements or safety considerations, must be communicated to relevant staff and consistently applied.

The Duty/Event Manager will ensure that suitable arrangements are in place to monitor occupancy and prevent overcrowding.

Routes used for entry, exit and emergency evacuation must remain unobstructed. The external area will be managed in accordance with applicable licensing restrictions and the venue's risk assessment. Where its use is restricted to smoking, it must not be used as a general outdoor social or event space. Access and movement between the internal and external areas must be appropriately managed to prevent overcrowding and maintain safe escape routes.

Where crowd behaviour presents an immediate danger, the Duty/Event Manager and, where present, licensed security staff may intervene, restrict entry, pause activities or take other reasonable action.

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5. Fire Safety and Emergency Evacuation

Future Temple will maintain a suitable and sufficient Fire Risk Assessment and appropriate fire safety and emergency evacuation arrangements for the premises.

Fire safety measures, evacuation procedures and maximum safe occupancy will be informed by the Fire Risk Assessment and reviewed following any significant changes to the premises, equipment or operating arrangements.

Recommendations arising from the Fire Risk Assessment will be assessed, prioritised and implemented as appropriate to the level of risk identified.

Workers will be informed of:

- emergency exits;
- escape routes;
- the location of fire-fighting equipment;
- how to raise the alarm;
- the agreed assembly arrangements; and
- who is responsible for coordinating an evacuation.

Future Temple will provide and maintain appropriate fire detection, alarm and emergency lighting arrangements, as determined by the Fire Risk Assessment and applicable fire safety requirements.

Where automatic systems are installed to interrupt amplified music, activate lighting or otherwise assist evacuation, these will be maintained and tested in accordance with the relevant system requirements.

Workers will be familiarised with the arrangements for raising the alarm and initiating an evacuation, including any manual procedures required in the event of equipment failure.

Emergency routes and exits must be kept clear whenever the premises are occupied.

Emergency evacuation arrangements will take account of the venue's layout, available escape routes, changes in floor level and the needs of persons who may require assistance.

The Duty/Event Manager will ensure that appropriate evacuation arrangements are in place for each event and that relevant staff understand their responsibilities.

Any identified limitations or deficiencies affecting safe evacuation will be addressed through appropriate control measures, including restrictions on occupancy or activities where necessary.

Fire doors, emergency lighting, fire extinguishers and other fire-safety systems must not be obstructed, disabled or interfered with.

Where an evacuation is required, workers must prioritise getting themselves and customers safely out of the premises rather than attempting to protect equipment or property.

Only persons who have been appropriately trained and who can do so without putting themselves at unnecessary risk should attempt to use fire-fighting equipment.

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6. First Aid, Accidents and Emergencies

Future Temple will provide appropriate first-aid facilities, equipment and personnel based on an assessment of the venue's needs and activities.

For each event, suitable first-aid arrangements will be identified in advance, taking account of the nature of the event, anticipated attendance, staffing levels and any particular risks.

First-aid provision may include appropriately qualified security personnel or other designated individuals, subject to confirmation of their competence, availability and agreed responsibilities.

Workers will be informed of the location of first-aid equipment and who to contact in an emergency.

All accidents, injuries and significant near misses involving workers, contractors, performers or members of the public should be reported to the Duty/Event Manager as soon as reasonably practicable.

Accident details will be recorded where appropriate in the Accident Log.

Serious incidents will be investigated and any necessary corrective measures introduced.

Where an incident meets statutory reporting requirements, Cataco Ltd will make any required report under RIDDOR or other applicable legislation.

Emergency services must be contacted immediately where circumstances require urgent medical, police or fire assistance.

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7. Slips, Trips and Falls

Reasonable steps will be taken to keep floors, walkways, stairs and access routes safe.

Workers should:

- clean up or appropriately guard spillages as soon as possible;
- report water ingress, damaged flooring or other trip hazards;
- keep cables appropriately routed or covered;
- avoid leaving boxes, stock or equipment in walkways;
- keep stairs and emergency routes clear; and
- wear footwear suitable for the work being undertaken.

Extra attention should be given to wet floors, external areas and changes in floor level.

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8. Manual Handling

Where possible, hazardous manual handling will be avoided.

Workers should not attempt to lift or move items that they cannot safely manage.

Where heavy, awkward or bulky equipment needs to be moved:

- appropriate assistance should be obtained;
- suitable moving equipment should be used where available;
- the route should be checked beforehand; and
- items should not be moved in a way that creates unnecessary risk.

Additional care should be taken when moving bar stock, speakers, technical equipment, furniture or other heavy objects.

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9. Electrical and Technical Equipment

Electrical, sound, lighting and technical equipment must be used only for its intended purpose.

Workers and contractors should not undertake electrical work or repairs unless competent and authorised to do so.

Any equipment displaying obvious signs of damage, overheating, exposed wiring or other potentially dangerous defects must be taken out of use and reported.

Cables should be routed and protected so far as reasonably practicable to avoid trip hazards or damage.

Temporary event installations must be appropriately planned and installed.

Access to technical equipment may be restricted to designated personnel.

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10. Sound and Noise

Future Temple recognises that amplified music may expose workers and performers to significant noise levels.

Noise exposure will be considered when planning events and working arrangements, taking account of sound levels, duration of exposure and the location of workers and performers within the venue.

Future Temple will assess occupational noise exposure and implement appropriate measures to reduce the risk of hearing damage, in accordance with applicable health and safety requirements.

Where appropriate, reasonable measures may include:

- managing and monitoring sound levels where appropriate;
- limiting unnecessary exposure to high noise levels;
- providing opportunities for workers to take breaks away from high-noise areas;
- providing suitable hearing protection to workers where required;
- making free earplugs available to customers and performers;
- informing workers of the risks associated with prolonged exposure to loud music; and
- reviewing working practices where workers may experience prolonged exposure.

Workers should raise any concerns regarding excessive noise exposure, hearing protection or sound levels with the Duty/Event Manager.

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11. Alcohol, Drugs and Impairment

Workers must be fit to carry out their duties safely.

Workers must not attend work under the influence of illegal drugs or other substances that impair their ability to work safely.

Alcohol must not be consumed while working unless specifically authorised for a legitimate work purpose, such as a controlled product tasting.

Where a worker appears impaired to the extent that their safety or the safety of others may be affected, Future Temple may remove them from duty.

Workers should confidentially inform an appropriate Duty/Event Manager where prescribed medication or another health-related matter may significantly affect their ability to perform safety-sensitive duties.

Customers who are significantly intoxicated or whose behaviour creates a safety risk may be refused service, refused admission or required to leave in accordance with applicable licensing arrangements and venue procedures.

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12. Violence, Aggression and Challenging Behaviour

Future Temple recognises that workers in a late-night licensed venue may occasionally encounter aggressive, threatening or challenging behaviour.

Future Temple is committed to providing a safe, welcoming and inclusive environment and will not tolerate violence, threats, harassment, discrimination or other behaviour that compromises the safety or wellbeing of workers, performers or customers.

Workers are not expected to place themselves at unnecessary risk.

Where aggressive, threatening, discriminatory or otherwise unsafe behaviour occurs:

- workers should seek assistance from the Duty/Event Manager or licensed security personnel where available;
- workers should avoid unnecessary physical confrontation and prioritise their own safety and that of others;
- appropriate steps may be taken to de-escalate the situation, protect affected individuals, refuse service or admission, or require a person to leave;
- particular care should be taken to support anyone who appears vulnerable, distressed or at risk, including where harassment or suspected drink spiking is reported;
- the police or emergency services should be contacted where there is an immediate threat to safety or circumstances otherwise require their assistance; and
- significant incidents should be recorded, escalated and reviewed in accordance with the venue's incident reporting procedures.

Only appropriately licensed security personnel may undertake activities for which an SIA licence is legally required.

Security personnel will work in coordination with the Duty/Event Manager and follow the venue's agreed security, safeguarding and incident management procedures.

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13. Lone Working

Lone working will be avoided where the level of risk makes it inappropriate.

Where a person works alone, including during opening, closing, cleaning, deliveries, maintenance or other non-event periods, relevant risks will be considered.

Suitable precautions may include:

- access to a working mobile telephone;
- agreed check-in arrangements;
- ensuring another responsible person knows the individual's location;
- limiting higher-risk activities while alone; and
- arrangements for obtaining assistance in an emergency.

No worker should undertake an activity alone where they reasonably believe it cannot be carried out safely.

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14. Working at Height

Work at height will be avoided where reasonably practicable.

Where access equipment such as a step ladder is required, it must be suitable, stable and in good condition.

Workers must not improvise access arrangements by standing on chairs, tables, boxes, bar fittings or other unsuitable objects.

Installation or adjustment of equipment at significant height should only be undertaken by people who are competent to do so.

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15. Housekeeping, Cleaning and Waste

Work and public areas will be maintained in a reasonably clean and orderly condition.

Waste, broken glass and other potentially hazardous materials should be removed promptly and safely.

Appropriate care must be taken when handling broken glass or sharp objects.

Cleaning products must be stored and used in accordance with the manufacturer's instructions.

Where hazardous cleaning products are used, relevant COSHH requirements will be considered.

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16. Welfare

Future Temple will provide appropriate welfare facilities for workers, including access to:

- toilets;
- drinking water;
- reasonable rest breaks; and
- an appropriate place to take breaks where reasonably practicable.

Workers should inform the Duty/Event Manager if they feel unwell, excessively fatigued or otherwise unable to continue working safely.

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17. Workers Requiring Additional Consideration

Future Temple will consider whether any worker may be particularly vulnerable to a workplace risk.

This may include, where applicable:

- young workers;
- new or inexperienced workers;
- pregnant workers and new mothers;
- disabled workers;
- workers with relevant health conditions; and
- lone workers.

Individual risk assessments or reasonable adjustments will be considered where appropriate and required.

Workers are encouraged to inform Future Temple confidentially where there is information that may reasonably be required to protect their health and safety at work.

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18. Training and Information

All workers, including permanent, casual, temporary and agency staff, will receive appropriate health and safety information, instruction and training relevant to their duties.

New workers will receive a suitable venue induction before commencing work, and additional information or instruction will be provided where responsibilities, procedures or working arrangements change.

This may include:

- venue induction and familiarisation;
- fire safety, emergency evacuation and alarm procedures;
- first-aid arrangements and emergency contacts;
- accident, incident and near-miss reporting;
- safe handling of equipment and manual handling;
- bar safety, hygiene and responsible alcohol service;
- crowd management and customer safety;
- licensing responsibilities, including age verification and refusal of service;
- Safer Spaces, safeguarding and responding to inappropriate behaviour;
- hearing protection and noise exposure awareness; and
- any role-specific training considered necessary.

The Duty/Event Manager will ensure that relevant workers and contractors receive an appropriate briefing before each event. This will cover event-specific risks, emergency arrangements, staffing responsibilities, security procedures and any applicable licensing restrictions.

Records of staff inductions, training and relevant event briefings will be maintained where appropriate.

Workers must not undertake specialist tasks for which they have not received appropriate instruction or are not competent.

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19. Consultation and Reporting Concerns

Future Temple encourages workers to raise health and safety concerns.

A worker who identifies a hazard should, where safe to do so, take reasonable immediate action to prevent harm and report the issue to the Duty/Event Manager or the Company Director.

Workers will not be penalised for raising genuine health and safety concerns.

Where reasonably practicable, workers will be consulted about changes that may significantly affect their health and safety.

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20. Contractors and Shared Responsibilities

Where Future Temple works alongside external contractors, suppliers, promoters, performers or security providers, relevant health and safety information will be shared as necessary.

Future Temple will undertake proportionate checks of external providers where appropriate, including relevant qualifications, licences, insurance, risk assessments or method statements.

External providers will be informed of relevant venue safety arrangements, including emergency procedures, access restrictions and any event-specific requirements applicable to their activities.

Future Temple and contractors are expected to cooperate and coordinate their activities so that one party's work does not create unnecessary risks for others.

Where events are organised or delivered in partnership with external promoters, responsibilities for event planning, risk assessment, staffing, security, equipment and other relevant safety arrangements will be agreed in advance, as appropriate to the nature of the event.

The Duty/Event Manager will retain operational oversight of venue safety during events, working in coordination with promoters and external providers where applicable.

Contractors remain responsible for their own employees and activities as required by law.

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21. Monitoring and Review

Health and safety arrangements will be monitored through measures including:

- routine venue safety checks;
- event pre-opening checks and briefings;
- review of accidents, incidents and near misses;
- feedback and concerns raised by workers, contractors or customers;
- regular review of risk assessments and associated control measures;
- monitoring of outstanding health and safety actions;
- maintenance, inspection and testing of relevant equipment and safety systems; and
- review of significant findings or recommendations arising from specialist assessments, including the Fire Risk Assessment.

Where monitoring identifies hazards, deficiencies or opportunities for improvement, appropriate corrective actions will be identified, assigned to a responsible person and monitored through to completion.

Significant safety concerns will be escalated to the Company Director, and activities may be restricted or suspended where risks cannot be adequately controlled.

This policy will normally be formally reviewed at least annually.

The policy will also be reviewed following a significant incident or where substantial changes are made to the premises, activities, staffing arrangements, licensing requirements or relevant legislation.

Findings from specialist assessments, including the Fire Risk Assessment, will be considered as part of the review process where they may affect the venue's health and safety arrangements.

Approval

Signed on behalf of Cataco Ltd

Name: Cathy Coulthard

Position: Company Director

Date: 03/111/26

Cataco Ltd trading as Future Temple
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