



ESSA

Event Supplier and
Services Association

COMPETENCY REGISTER FOR
EXHIBITION AND EVENT CONTRACTORS

Promoting Excellence
Reducing Accidents

What is the Competency Register?

In the events industry, UK Health & Safety law requires organisers, venues, exhibitors and other event participants to have processes in place controlling the selection, monitoring and management of any contractor they appoint to do work. Organisers and venues must also have processes in place to assess and manage each other's contractor appointments *as well* as appointments made by their exhibitors and other event participants.

The Health & Safety Executive gives clear guidance on the scope of these processes in "Use of Contractors – a Joint Responsibility".

The ESSA Competency Register provides the event industry with an additional tool to help complete *some* of these processes.

Following industry-wide consultation the ESSA Register collates and makes available to organisers, venues and exhibitors some of the key competency credentials of contractors operating within the higher-risk spheres of activity. The initial remit of the project highlights those involved with electrical work.

The register provides a list of individuals within the event community and categorises them against their formal qualifications and their experience within the industry.

It additionally provides a list of companies who have pledged that wherever reasonably practicable all of their employees and subcontractors undertaking the type of high-risk work covered by the scheme will be registered individually.

The register is intended as a reference tool, designed to fit within a users wider ranging and event-specific set of contractor checks. It remains each organiser's, venue's and exhibitor's decision as to the extent to which they adopt and enforce any element of the scheme.

“ Its primary goal is to provide transparency of high-risk contractors' qualifications and experience to the market place in order to help organisers and exhibitors make their own appointment decisions. ”

Benefitting Contractors

- Provides a headline differentiator for both contracting organisations and individual contractors themselves.
- Ownership of a scheme badge demonstrates willingness to display key competency credentials to the industry.
- Helps contracting organisations select sub-contractors.
- Helps spotlight inappropriately experienced contractors.
- Allows the contractor community to set and adhere to its own competency scheme, relevant to the way events work.

Benefitting Venues

- Provides an independent contractor control scheme that venues can refer to or adopt as fits their individual preference.
- Provides venues with a means of acquiring more information about the individuals undertaking high risk work in their halls.
- Provides a visual safety audit tool for venue ops teams.

Benefitting Event Organisers

- Provides a short cut to some of the key contractor checks referred to in UK Health & Safety law.
- Provides at-a-glance evidence of competence on-site.

Benefitting the Industry as a Whole

- Answers the growing contractor control demands of local safety authorities with an industry-led scheme.
- Raises the health & safety agenda in the event community and helps to contribute towards safer practice and fewer accidents.

FREE membership* Quick, easy registration.

*Application and membership to the ESSA Competency Register is free of charge for existing ESSA members and individuals directly employed by them, and other organisations and individuals pay only a one-off £20+vat administration fee.

Registration is easy. Simply complete the two page application form below and submit along with supporting documents and payment (where required) to:

Applications, ESSA Competency Register, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ.

ESSA Competency Register APPLICATION FORM

Event Supplier and Services Association

Authorisation Code

(For official use only)

Section 1: YOUR DETAILS

Individual Membership Applications

Full Name	<input type="text"/>
Employer	<input type="text"/>
HOME Address	<input type="text"/>
Tel	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Date of Birth	<input type="text"/>
Job Title	<input type="text"/>
Professional institute membership details including level of membership	<input type="text"/>

Corporate Membership Applications

Full Name	<input type="text"/>
Company	<input type="text"/>
BUSINESS Address	<input type="text"/>
Job Title	<input type="text"/>
Tel	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
Trade body membership details	<input type="text"/>

Section 2: CORPORATE MEMBERSHIP APPLICATIONS only

Corporate Membership: This is for companies that wish to make the headline pledge that all of its employees and subcontractors who undertake the types of high-risk work covered by this scheme will be registered individually. If applying for corporate membership please ensure you comply to the following requirements of membership and tick the box.

Corporate Member

I confirm that so far as is reasonably practicable, that all employees and subcontractors who undertake the types of high-risk work covered by this scheme will be registered individually and will receive suitable and sufficient health & safety training.

I enclose a copy of our H&S policy and completed individual applications for all relevant staff.

Section 3: INDIVIDUAL MEMBERSHIP APPLICATIONS only

Individual Membership: This is for individuals undertaking the types of high-risk work covered by this scheme and who wish to register in order to showcase their professional credentials to employers and industry peers. To apply for individual membership please select from the below list the membership class you are qualified to join and tick the box.

Don't forget to enclose your supporting documents with your application.

Qualified Electrician

I confirm that I hold formal qualifications in electrical installation and/or electrical testing. I also have years experience of electrical installation work in the event industry.

I enclose copies of my qualifications and details of any professional institute membership, 2x event industry references confirming my length of service in the industry, 2x counter-signed passport photos and payment where required.

Electrical Contractor

I have years experience of electrical installation work in the event industry (note: 5 years is generally the minimum requirement) and have suitable knowledge and experience for this work.

I enclose details of any professional institute membership, 2x event industry references confirming my length of service in the industry, 2x counter-signed passport photos and payment where required.

Section 4: PAYMENT

Please indicate which of the following applies to your application.

If a payment is required with your application please don't forget to include this. Payment should be made in the form of cheque made payable to the Event Supplier and Services Association. Please write your company name and postcode on the reverse of the cheque.

**ESSA
Member**

I confirm we are current ESSA members and qualify for first-time registration of both our organisation and of our direct employees to the scheme, free of charge:

FREE!

No payment is necessary with this application

**ESSA
Member
Employee**

I confirm that I am employed by the following ESSA member and qualify for first-time registration, free of charge:

FREE!

No payment is necessary with this application

**Non-ESSA
Member**

I confirm that we are not current ESSA members and/or are not directly employed by an ESSA member but still wish to apply for membership of the Competency Register scheme.

£20.00^{+vat}

I include a non-refundable administration payment of £20+v^{at} with my application

**Replacement
or upgraded
Membership
cards**

I am an existing scheme member but am re-applying because I have lost my card, I wish to upgrade my membership to another class, or I wish to apply for an *additional* class of membership.

£20.00^{+vat}

I include a non-refundable administration payment of £20+v^{at} with my application

Section 5: DATA PROTECTION / APPLICANT DECLARATION

Data Protection.

The Event Supplier and Services Association is a data controller under the Data Protection Act, 1998. This statement confirms our commitment to protect your privacy, to process your personal information in a manner which meets the requirements of this legislation and to use your data only for the delivery of the competency register scheme. We may wish to send you updates on the scheme or information on other services from ESSA from time to time – tick this box to be excluded from these.

By completing and submitting this information you are confirming that the information you are supplying is correct to the best of your knowledge, and you are accepting the terms and conditions of registration for yourself and / or your business and its relevant contractors and subcontractors as defined below. You additionally declare that you have not previously been struck off or suspended from the ESSA competency register.

Signature:

Position:

Date:

Checklist: To be posted to: Applications, ESSA Competency Register, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ.

- Completed and signed application form.
- Two passport sized photos
- Photocopies of qualifications, trade references and professional institute member certificates
- Any other professional credentials
- Payment where required

Terms & Conditions

ESSA General

The Event Supplier and Services Association is a trade association representing contractors and suppliers of goods and services to the event industry. It shares a secretariat with its sister organizations, the Association of Event Organizers (AEO) and the Association of Event Venues (AEV) and thus benefits from a central information source. It aims to develop closer relationships and understanding between organizers, their suppliers and venues to benefit the industry as a whole. ESSA's work is demonstrated in projects such as the Competency Register (ECR) and by way of joint working groups covering a range of issues into which all sides of the industry have an important input. ESSA is committed to impartiality, transparency and appropriate record keeping across all of its endeavours and operates within and wherever possible beyond the requirements of UK law. Where disputes arise UK law shall apply to the following terms to the jurisdiction of the English courts.

ESSA Responsibilities, ECR

ESSA aims to ensure that all operational elements of the ECR scheme comply with UK law and as such shall be relieved of all contractual obligations in the event of an act of God, war, riot, terrorist action, strike action, labour disturbance, industrial dispute, fire, flood, explosion, shortage of material or labour or any cause beyond the control of the organisation. ESSA shall not under any circumstance be liable for direct or indirect consequential loss arising from ECR membership howsoever, whensoever or wheresoever caused and whether or not resulting from negligent act or omission by the organisation.

The ECR website will normally be available for access 24 hours per day throughout the year however ESSA will not be liable for any downtime experienced on all or part of the site however caused. ESSA will exercise reasonable care to ensure content on the site is accurate and up to date, however errors, omissions and misrepresentations can occur and ESSA will not be held liable for these and advises users of the site not take the accuracy of any information for granted. Further, the contents of the site do not constitute advice and should not be relied upon in making or refraining from making any decision. ESSA will not be held liable for any damages arising from the use of or inability to use the site or any of its contents. Whilst ESSA takes all reasonable precautions, it cannot guarantee that the site is free of infection by viruses or anything else that may be harmful or destructive. ESSA will, upon notification, consider removing any material open to legal objection pending investigation.

Member Responsibilities

ECR members agree to comply with all regulations and conditions relevant to them under UK law and to provide ESSA with accurate information as required by the scheme application form. As required, applicants agree to provide copies of relevant qualification certificates, professional institute membership certificates, event industry references confirming length of service in the industry, 2x counter-signed passport photos and payment where applicable. Subsequently, members agree to make ESSA aware in writing of any changes of trading name, place of business or other contact information, cessation of business or of any new employees or subcontractors employed or contracted whose work falls within the categories covered by the ECR, within 28 days of the change. Individual scheme members also agree to make ESSA aware of any changes of employer. All such notifications to be submitted in writing to ESSA Competency Register, ESSA, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ.

Intellectual Property & Branding

ESSA retains the copyright and intellectual property rights of "Event Supplier and Services Association" and of "ESSA Competency Register" and of all logos, documents and other written material authored by it relating to the ECR. Membership of the scheme cannot be claimed or advertised either with or without scheme logos without prior written permission from ESSA. No part of the aforementioned material may be reproduced or stored in any other website, format or medium without the prior written permission of ESSA. Where authorized use of branding material is granted by ESSA it is understood that it is restricted to direct, specific references to the ECR, and shall not be used in any way that detracts from or that misrepresents the purpose or parameters of the scheme. The logo should not be used to imply a broad or generic association with or membership of ESSA.

Parameters of the Scheme

The ECR seeks to meet the recommendations of local safety authorities by providing a reference tool to assist in contractor selection and management. The scheme makes no competency claims on behalf of its members or non-members and seeks only to make available key member information to help buyers and venues make competency based appointment decisions. Appointing a scheme member to do work is no guarantee of avoiding prosecution in the event that they commit a health and safety related offence; levels of liability will be decided by a judge who will take into account all of the contractor management precautions taken (including but not limited to the use of the ECR). It is the responsibility of the buyer to satisfy him or herself that a contractor has sufficient insurances in place and that they can provide the service(s) required. ESSA cannot accept any liability for any service, advice, guidance or information provided by ECR members.

Eligibility

ECR applications will be welcomed from exhibition and event suppliers and contractors worldwide, covering all parts of the industry. Corporate Membership can be granted to organisations that wish to pledge that all of its employees and subcontractors undertaking the types of high-risk work covered by the scheme will be registered to it individually. Individual Membership can be granted to individuals who undertake the types of high-risk work covered by the scheme and who wish to showcase their professional credentials to employers and industry peers.

Costs

Initial application to join the ECR is free to ESSA members and their direct employees. There is a £20+vAT charge for non-members and for all replacement lost badges and change-of-membership-category requests. This payment is non-refundable irrespective of the application's success. ESSA reserves the right to review these costs annually, increase them and/or introduce an annual membership fee should the future project parameters of the ECR expand to require more complex administration or more sophisticated badging technology.

Application

Applications should be made using this downloadable form (on request a hardcopy version of the form can be posted to applicants). Completed application forms along with the required additional documentation (as detailed on the form) must be posted to ESSA Competency Register, ESSA, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ. The scheme administrator will verify by phone any applications suspected as bogus and will also review scheme records to ensure the application is not from a previously suspended or struck off member. Where phone contact cannot be made with suspect applications or where applications are found to be from suspended or struck off members, the applications will be discarded. All genuine applications will be given "Pending" status whilst being checked.

Applicants who have submitted a complete form with all of the correct documents will be approved for membership; applications that are incomplete or that are not accompanied by all of the correct documents will be returned to sender with an explanatory letter and chased for response via telephone or email, to a maximum of 3 chases.

Applications that do not qualify for the class of membership applied for will be sent to a panel of three ESSA /AEV Technical Committee members for a vote. Their decision will be final and the candidate will be informed of the decision either way. Newly approved members will be periodically added to the ECR website and will receive a welcome pack containing letter, certificate, badge, emailed badge, terms of membership and scheme contact details.

Processing Time

ESSA aims to process all applications within 28 days of receipt but does not accept liability for applications that take longer than this to process due to any circumstance.

Compliance to Scheme

ECR members are required to comply with the terms and conditions described above in "Members Responsibilities" as well as to the conditions relating to their specific category of membership as detailed in the application form. It is also a prerequisite of membership that member organisations and individuals remain equipped with suitable and sufficient health & safety knowledge, documentation and procedures in order to undertake their work in compliance to UK law.

Complaints Procedure

ESSA is committed to providing a high quality, accessible and responsive service to ECR members and website users. Appropriate categories of complaint can be made against ECR members by using the form attached within the downloadable FAQ document. Categories of complaint may include unsafe conduct, lack of health & safety training, use of non-registered staff and/or subcontractors, fraudulent application submissions, bogus membership advertised within the marketplace or any conduct that could be deemed as compromising the integrity of the scheme.

ESSA will not be held liable, financially or otherwise, for the conduct of register members and will not provide financial compensation for any injury or loss resulting directly or indirectly from the actions or work of an ECR member.

ESSA does commit to investigating complaints made against members, both in confidence, with reasonable time and resources and with the intention of resolving complaints fairly and efficiently for all parties. Complaints that cannot be resolved by standard investigation procedures will be put before panel of three ESSA /AEV Technical Committee members for a vote. Their decision will be final and all parties will be informed of the decision either way.

Suspension and Striking Off

Where an investigation or ESSA/AEV Technical Committee decision rules that a member has breached the terms and conditions of membership, the member will either be formerly warned, suspended or struck off depending on the seriousness of the non compliance and the case history of the member. The final decision will be for the ECR management team who may consult with the ESSA/AEV Technical Committee, the Health & Safety Executive, and other event industry bodies and figures in order to arrive at a fair and just conclusion.

In the event of suspension, a member will be removed from the register whilst they put in place corrective measures for review by the ECR management team prior to reinstatement. In the event of strike-off, a member will be permanently removed from the register. In both instances members will be required to remove any ECR branding from their promotional materials and return their certificates and badges to ESSA within 28 days of the decision.

Appeals Procedure

Appeals to suspension and strike-off decisions can be made in writing to ESSA, and should state the case for reinstatement in detail, including relevant witnesses, testimonials, unconsidered evidence and any other valid mitigating circumstance or factor. In scenarios where the ECR management team feels there is justification in doing so, a conditional probationary reinstatement may be granted.

Cancelling Membership

Members can voluntarily choose to cancel their membership to the ECR at any time by writing to ESSA Competency Register, ESSA, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ

Data Protection Law

ESSA is a data controller under the Data Protection Act, 1998. This statement confirms ESSA's commitment to protect member's privacy, to process member's personal information in a manner which meets the requirements of this legislation and to use member's data only for the delivery of the competency register scheme, unless otherwise authorised to do so by the member.