



SUB-CONTRACTORS AGREEMENT

VERSION 2.0 – UPDATED 6th March 2024

This agreement is between UK Rigging, a division of Concert Lights UK Ltd, (“Company”) and the Sub-Contractor (“Sub-Contractor”) named below.

1. LEGISLATION

- 1.1. It is the responsibility of the Sub-Contractor to be aware of and to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), the Construction (Health, Safety and Welfare) Regulations 1996 (Building Work) (as amended), the Construction (Design and Management) Regulations 1994 (as amended), the Work at Height Regulations 2005 (as amended) and other supporting legislation concerning Health and Safety relevant to their business operations.
- 1.2. All Sub-Contractors will be expected to comply with the Company's Health & Safety Policy and the Rigging Working Procedure and must ensure that their own (sub-contractors) policy is made available on-site whilst work is carried out.
- 1.3. All Sub-Contractors will be provided with a copy of the Company's Health & Safety Policy and will be required to sign a declaration confirming they have read, understood and agree to comply with this Policy. The most recent copy of the Company's Health & Safety policy can be obtained by the Sub-Contractor at any time by emailing the Company or by downloading the file from the Health and Safety Resources tab of the Company website: www.ukrigging.net/resources/
- 1.4. All Sub-Contractors are to provide evidence (including proof of payment – to demonstrate validity) of sufficient insurance cover for public liability insurance for the duration of any contract. This evidence must also be produced for any other sub-contractor required to fulfil the contracted work.
- 1.5. All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of the Sub-Contractor, others on the site, and the general public.

2. CONDUCT

- 2.1. The Sub-Contractor will act in a professional manner towards clients, the public, and other Sub-Contractors at all times whilst representing the Company, including via email, telephone or onsite working.
- 2.2. Any negative references to the Company, its clients or any of its connections in writing or in verbal on any social media sites, email, telephone or otherwise is unacceptable and will not be tolerated.
- 2.3. The Sub-Contractor will arrive on-time, at the agreed location. If a Sub-Contractor is delayed for any reason, they will contact the Company Site Representative as soon as it possible and safe to do so.
- 2.4. The Company operates a policy of equal opportunities and is opposed to any form of less favourable treatment or financial reward by reason of direct or indirect discrimination, victimisation, harassment or unfair prejudice in accordance with the Equality Act 2010.
- 2.5. The Sub-Contractor will ensure that all relevant contact information, qualifications and documentation are kept up to date, and that relevant copies and updates are sent to the Company immediately following any changes.



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3. USE AND PROVISION OF EQUIPMENT

- 3.1. Rigging used by the Sub-Contractor (even where rigging has been erected for other contractors) must be visually inspected by the Sub-Contractor or an appointed competent person to ensure that it is installed and maintained in accordance with the appropriate Regulations and Codes of Practice.
- 3.2. Sub-Contractors informed of any hazards or defects noted during inspections will be expected to take immediate action and inform the Company Site Representative.
- 3.3. The Sub-Contractor will uphold the values of the Company by ensuring that all work is undertaken in a responsible manner with best-practice in mind. This includes, but is not limited to, using equipment responsibly, for its intended use only.
- 3.4. All plant or equipment brought on to site by the Sub-Contractor must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
- 3.5. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for Industrial use, and in good condition. All portable electrical appliances should be tested, identified and recorded in a register, which must be available for inspection.
- 3.6. All Personal Fall Protection Systems (PFPS) and Personal Protective Equipment (PPE) brought on to site by the Sub-Contractor must be in good working condition and accompanied by the relevant inspection records. Each item should be certified for its intended use, or where this is not possible, accompanied by a risk assessment detailing its reason for selection.
- 3.7. Any material or substance brought on site, which has health, fire or explosion risks must be used and stored in accordance with Health & Safety Regulations and current recommendations, and that information (e.g. COSHH Assessments) must be provided to any other person who may be affected on-site.

4. SAFE WORKING PRACTICE

- 4.1. The Sub-Contractor should be aware that the principal working operations of the Company involve high risk activities working at height. Therefore, it is important that all personnel do not work at heights if under the influence of alcohol or drugs or if in a state of ill health.
- 4.2. All personnel who work at height must have the appropriate Personal Fall Protection System (PFPS) and this must be worn and used correctly.
- 4.3. All tools and / or equipment used at height must be secured from falling.
- 4.4. The Sub-Contractor accepts responsibility for their actions, decisions and safety while working onsite. If the Sub-Contractor is not in a position to assume this responsibility, or does not understand the work required, the Sub-Contractor will notify the Company Site Representative.
- 4.5. Sub-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. are cleared as work proceeds.



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- 4.6. The Sub-Contractor will ensure that all required paperwork is completed when asked, and where possible, prior to arriving on-site. This includes but is not limited to providing proof of qualifications, personal identification, equipment records or personal information.
- 4.7. The Sub-Contractor shall not permit the consumption or presence of any intoxicating alcoholic liquor or drugs on any of the Company's sites at any time.
- 4.8. The Sub-Contractor shall not permit anyone employed by the promoting company or Sub-Contractor to be present on the site if such person is judged, at the sole discretion of the Company's Site Representative, to be under the influence of any intoxicating liquor or drugs and will instruct such intoxicated employee to immediately leave the venue site when requested to do so by the Company's Site Representative.

5. ACCIDENTS AND INJURY

- 5.1. Any injury sustained or damage caused by Sub-Contractors, or their employees, must be reported immediately to the Safety Supervisor and / or Event Manager and / or the Company's Site Representative and / or the Company's head office.
- 5.2. The Sub-Contractor will report any concerns relating to Health and Safety to the Company Site Representative, including any event that doesn't lead to harm but does have the potential to cause illness or injury.

6. FINANCE

- 6.1. The Sub-Contractor should be aware that all invoices will be paid between thirty and sixty days from receipt of invoice not from the date the work is carried out.
- 6.2. A shift is not confirmed until the Sub-Contractor receives a shift confirmation email. The Sub-Contractor will also receive a text message confirmation 24-hours prior to work beginning. If the Sub-Contractor has been confirmed for a shift but does not receive a confirmation text, the Sub-Contractor should urgently contact the Company for further clarification.
- 6.3. Any Sub-Contractor who arrives on shift without receiving a confirmation text message and purchase order will not be paid.
- 6.4. Any special expense agreements, e.g. extra fuel allowance, must be agreed prior to accepting the shift.
- 6.5. The Company will notify the Sub-Contractor of any changes to the agreed work as soon as possible. If the Sub-Contractor cannot undertake the work following the changes, the Company will work with the Sub-Contractor to find a compromise such as providing alternative work. If no suitable compromise can be found, the Sub-Contractor will be cancelled from the shift.
- 6.6. The Company reserves the right to cancel a shift confirmation and purchase order up to 24-hours prior to the work commencing. If the agreed work is cancelled within 24-hours of the work commencing, the Company will pay the agreed Purchase Order amount.
- 6.7. The Sub-Contractor has the right to cancel a shift confirmation and purchase order up to 24-hours prior to the work commencing. If the Sub-Contractor wishes to withdraw within 24-hours of the work commencing, the Sub-Contractor will urgently notify the Company.



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- 6.8. Wherever possible, in the event of the Sub-Contractor cancelling a shift, the Sub-Contractor will source an alternative Sub-Contractor to undertake the agreed work. Due to the specialized nature of the work undertaken, the replacement Sub-Contractor must be agreed by the Company before the shift confirmation and purchase order can be changed over to the new Sub-Contractor.
- 6.9. If the Sub-Contractor cannot complete the agreed work for any reason, the purchase order will be cancelled. For example, the Sub-Contractor failing to arrive, arriving too late to complete the agreed work, or failing to arrive with the correct equipment.

7. SUB-CONTRACTOR EMPLOYEES

Where the Sub-Contractor provides employees, the Sub-Contractor will also:

- 7.1. Ensure that each employee complies with the Sub-Contractor Agreement.
- 7.2. Ensure that the Sub-Contractors' employees comply with any safety instructions given by the Company's Site Representative.
- 7.3. Sub-Contractors' employees are not permitted to alter any rigging provided for their use, or use or interfere with any plant or equipment on the site, unless authorised.
- 7.4. The Sub-Contractor will provide evidence of employers' liability insurance.

SUB-CONTRACTORS DECLARATIONS TO THIS AGREEMENT

I/we have read, understood and acknowledge receipt of the Company's Health and Safety Policy, Rigging Working Procedure and this Sub-Contractors Agreement and will ensure compliance with those documents at all times whilst working for or on their behalf.

I/We also understand fully our legal obligations to carry out all work within the scope of statutory requirements, relevant regulations and codes of practice, and will ensure that these are complied with in every respect.

I/We guarantee that copies of the Company's Health & Safety Policy and Rigging Working Procedure will be available to all Contractors/Sub-Contractors supervisory personnel at all times and that they will be brought to the attention of all personnel in their respective occupations.

SUB-CONTRACTOR		THE COMPANY
Full Name:		Concert Lights (UK) Ltd, trading as UK Rigging
Address Line 1:		110 Bridgeman Street
Address Line 2:		Bolton
Postcode:		BL3 6BS
Signature:		Representative: Mike Hindle
		Signature: 
Date:		Date: 27 th February 2024