



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Safety Management Guidelines – Minimum Requirements for Event Planning

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COMPANY PROPRIETARY INFORMATION

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MINIMUM REQUIREMENTS FOR EVENT PLANNING

With immediate effect, could all concerned please comply to the following protective measures when organizing Qatari Diar / Lusail hosted/sponsored events:

1. When hiring a venue for an event, function or training, the following HSE considerations require verifying by the Principal Department organizing the event before the booking is to be formalized:
 - The facility holds a commercial license to provide the type of service, and specifically:
 - The facility holds Civil Defense approval (specifically fire safety permit)
 - The facility holds valid public liability insurance (for damage / injuries to 3rd parties)

2. As part of the requirements of the contract between QD & the provider, a representative of the venue shall be required at the start of the event to conduct a short brief on the following:
 - Are any emergency tests (conducted by the facility) scheduled during the event
 - What to do in the event of a fire alarm
 - Location of fire exits
 - Route to be taken to get to the fire assembly point
 - Location of fire assembly point
 - What to do once assembled at the fire assembly point
 - Location of first aid facilities

3. When QDREIC or LREDC organize an event, function or training which is to be held in an outside environment (e.g Boat Show, Sports Day, Contractor Awards Presentation, Labor Day gifts etc...), the Principal Department organizing the event shall ensure the following is conducted, at a minimum of 5 working days before the event is held:
 - Suitable & sufficient fire-fighting equipment is available
 - Adequate First Aid facilities are available
 - If the risk assessment for the event requires, a suitably competent Emergency Response Team is provided
 - 3rd party food vendors hygiene certificates are confirmed and on display
 - Event organizer has arranged public liability insurance (for damage to QD assets / injuries to 3rd parties)
 - Security are made aware for emergency services liaison
 - Emergency brief is given by representative of organizing department on the following:

- Incident commander in the event of an emergency
- Location of assembly point
- What to do once assembled at the fire assembly point
- Location of first aid facilities

Contact the relevant HSE/HSSELQ Department for any clarification on the above instructions if required.