

Abby Freed | Bsc(Hons) GradIOSH SIIRSM

Event Management & Safety Consultant

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📍 58 Newington, Willingham, Cambridge, CB24 5JE

Event Safety Consultant with event management, operations and logistics management experience. Ensuring event organisers meet legal requirements and duties but also understanding client management and event organiser relationships.

Employment History

Director – Southwood Events Ltd | October 2017 – Present

Events company providing competent safety advice, logistics and floor management services for events and venues. All services provided including;

- Event safety documentation creation and review including risk assessment, event safety plans, emergency plans, fire risk assessments, security plans etc.
- Safety Advisory Group support
- Event build and breakdown and live event support
- Accident and incident investigation
- Post event wash up meetings, Safety briefings, steward and staff briefings etc.
- Previous and current event portfolios includes; festivals, car shows (static and racing), agricultural shows, livestock shows and more.
- Venue support and H&S provider for the East of England Arena and Events Centre, Peterborough. Responsible for the health, safety and environment at the venue and all of over 200+ events throughout the calendar seeing over 800,000 visitors in 2018.

Health, Safety and Events Consultant – Logic Safety Solutions Ltd | May 2018 - Present

- Working as a consultant looking after a portfolio of event clients and general construction or manufacturing clients. Academic trusts are also included looking after 16 colleges and schools providing them with their H&S support and compliance. All job responsibilities are as same as previous employment.

Health, Safety and Events Consultant – Sphere Risk Health and Safety Solutions | September 2016 – October 2017

- Advising on procedures and policies to comply with legislation.
- Creation and review of safety documentation for events including risk assessments, Construction Phase Plans, Emergency Plans, Major Incident Plans, and Event Management Plans etc.
- Construction, warehouse, manufacturing and office safety
- Creation and review of safety documentation for clients including risk assessments, methods statements, health & safety policies, toolbox talks, construction phase plans, safety procedures, tender documents, pre-qualification questionnaires, SSIPs and more.
- Deliver on site training in: manual handling, COSHH, Safety awareness, fire safety, and ladder and step ladders etc.
- Advice on company policy and actions required to comply with Health & Safety at Work Act 1974 and various other regulations.

Events Liaison Officer - Cambridgeshire County Council Highways Department | September 2015 – October 2016

- Responsible for ensuring minimum disruption of events on the highways.
- Strong liaison with event organisers and local parish and district councils to ensure the event isn't impacting the local road network.
- Responsible for writing the Temporary Traffic Regulation Orders (TTROs) and getting special event authorisation under section 16A of Road Traffic Regulation (Special Events) Act 1994.
- Part of the SAG panels for Cambridge City, Peterborough, England, Huntingdon and South Cambridge as well as part of the Cambridgeshire and Peterborough Local Resilience Forum (CPLRF).
- Reviewed event safety management plans and operational plans for the traffic management of events and festivals.

Travel Insurance Advisory - Freedom Insurance | May 2008 – September 2014

- Telecoms sales and advisor for travel insurance – ad hoc during university breaks.

Events Assistant – Plymouth University | September 2012 – September 2013

Industry Placement during Event Management Degree

Events Manager – Luminar Leisure Plymouth | September 2012 – June 2014

Managing student and club nights for the largest Devon nightclub.

Qualifications & Education

National Compliance and Risk Qualification (2017-2018)

Level 6 Diploma in Applied Health and Safety

Level 6 Certificate in Applied Health & Safety

University Plymouth (2010-2014)

BSc (Hons) Events Management (*Inc. Industry Placement*) – *First Class Honours*

Long Road Sixth Form College (2008-2010)

A-Levels: Travel & Tourism B, Business Studies B, Psychology C, Photography (AS) C

Cottenham Village College (2003-2008)

12 GCSEs: Grade A-C including Maths, English and IT

Licenses & Training

- PAT Test Training – Trained and competent on Seaward 100 and other models.
 - Prefabricated Access Suppliers' and Manufacturers' Association (PASMA)
 - Level 3 First Aid and Paediatric First Aid
 - Asbestos Awareness – CAT A
 - CDM 2015 Regulations Training
 - IOSH Managing Safely & Working Safely
 - LANTRA NHSS 12D Supervisor (Registered Traffic Management Operative)
 - Unit 2: Signing, Lighting and guarding
 - Emergency Planning College – Transport and Traffic Management for Events
 - Emergency Planning College – Transport and Traffic Management for Events
 - Leadership & Personal Development Award
 - Full UK Driving License
 - SIA Door Supervisor License – Valid
 - Public Space Surveillance (CCTV) License
 - Personal License Holder - Valid
 - ACT Awareness Training – Counter Terrorism, Identifying & Responding to Suspicious Behaviour etc.
 - Counter Terrorism Training - UAVs (drones)
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Memberships and Affiliations

- **GradIOSH** | Graduate Member of the Institution of Occupational Safety and Health. Working towards Chartership which should be achieved by 2020.
 - **SIIRSM** | Specialist Member of the International Institute of Risk and Safety Management, recognised for my event safety experience and training.
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Additional Experience & Skills

- Competent in event marketing and event service sales
 - Competent knowledge of current event legislation and regulations
 - Excellent experience and knowledge of the Safety Advisory Group as an event Manager and a panel member.
 - Management experience at a number of levels
 - Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint and also Macintosh OS Software.
 - Competent in Traffic Management both implementation and supervision
 - Competent in marketing software including MailChimp and Newzapp
 - Fully trained Bar Manager and Mixologist
 - Excellent communication skills, both written and verbal
 - Large portfolio of event experience including over 50 volunteer positions.
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Testimonials and References available on request
