

## Health & Safety

Statement	<p>It is the policy of the organisers to endeavor to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects of Health &amp; Safety.</p> <p>It is important to ensure that safe working practices are always maintained, which includes ensuring that everyone is reminded of their responsibilities whilst working at the exhibition. As an Exhibitor, it is essential that you are aware of your obligations.</p> <p>As an Exhibitor, Contractor or Agency you have a duty under the Health &amp; Safety at Work Act 1974 to ensure that all personnel, contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety, but also that of others working or attending the vicinity.</p>
Exhibitor duties & responsibilities	<p>Exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that:</p> <ul style="list-style-type: none"> <li>• The health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition</li> <li>• Your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments</li> <li>• All your staff and subcontractors have received sufficient Health &amp; Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with the COSHH Regulations 2004 (Control of Substances Hazardous to Health)</li> <li>• You provide proper information, instruction and training and supervise all parties throughout the show</li> </ul> <p>It is your responsibility to ensure you have done the below:</p> <ul style="list-style-type: none"> <li>• Completed the <u>compulsory form</u></li> <li>• Nominated a health &amp; safety representative for your stand</li> <li>• Undertaken a “suitable and sufficient” risk assessment covering your participation in the exhibition. This assessment must be in writing if the workforce totals 5 or more. (Regulation 3 - MHSW).</li> <li>• Have in your possession a copy of your own health &amp; safety policy; a written Company Health and Safety Policy should exist if the company is 5 or more strong - see Section 2(3) of the Health &amp; Safety at Work Act 1974 (HASAWA).</li> <li>• Collated and checked for suitability the health &amp; safety documentation from any contractors, suppliers or agents that may be working on your stand</li> <li>• Notify the organisers of, and carry out a risk assessment for any significant risks (as outlined on the compulsory form)</li> </ul> <p>Space Only exhibitors also have responsibilities under CDM regulations 2015 as a ‘client’.</p>

## General Health & Safety Guidance & Requirements

Site rules	Please ensure that everyone coming on site during build up and breakdown have read and understood the <u>site rules</u> which includes the fire & emergency procedures.
Drugs & alcohol	Any person suspected to be under the influence of alcohol or drugs will be asked to leave the site immediately.  The consumption of alcohol in the venue during build-up and breakdown is not permitted.
Electrical safety	Please refer to the Electrical section of the A-Z for guidelines and safety information.
Work equipment	<ul style="list-style-type: none"> <li>• All equipment provided for work within the venue must be suitable and appropriate for the tasks required</li> <li>• The use of “domestic” quality equipment is not acceptable</li> <li>• Portable power equipment should be used for the purpose for which it was designed and have correctly fitted and used safety guards</li> <li>• It shall be visibly marked as inspected and tested within the previous 12 months</li> <li>• Portable electric tools are to be used with the minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it</li> </ul>
Working at height	<p>A person is working “at height” if there is a possibility of their being injured from falling.</p> <p>Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access and all work at height must be properly planned, organized, supervised and carried out in as safe a way as is reasonably practicable</p> <ul style="list-style-type: none"> <li>• Equipment used for working at height must be suitable for the task:</li> <li>• Domestic steps and ladders are NOT permitted; only industrial steps and ladders are permitted</li> <li>• Mobile tower scaffold shall be constructed and used as identified by the manufacturer</li> <li>• All working platforms shall be protected by guardrails when at a height assessed to present a hazard</li> <li>• Guard rails, toe boards, barriers, etc, must be of sufficient size and strength and placed and secured correctly</li> <li>• Working platforms and the supporting structure must be stable and capable of supporting the loads</li> <li>• Wheeled structures must have wheel locks or other measures to prevent slippage; they must be safely erected, used and dismantled</li> <li>• Nets, air bags and other collective safeguards must be risk assessed to demonstrate that no other, safer work equipment is available, and that appropriate training has been provided</li> <li>• All equipment must be appropriately inspected.</li> <li>• No work is done at height if it is safe and reasonably practicable to do it other than at height</li> <li>• Those involved in work at height are trained and competent</li> <li>• The place where work at height is done is safe</li> <li>• The risks from fragile surfaces are properly controlled</li> <li>• The risks from falling objects are properly controlled</li> <li>• Equipment used for work at height must be suitable for the task.</li> </ul> <p>Please see the following link for the further information - <a href="http://www.stop-the-drop.co.uk/audiences/contractor">http://www.stop-the-drop.co.uk/audiences/contractor</a></p>
PPE	<ul style="list-style-type: none"> <li>• All stand contractors and staff must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.</li> <li>• During build-up and breakdown, all personnel must wear high vis vests and suitable footwear.</li> <li>• You are reminded that PPE is the last form of control measure and not the first. Therefore, please ensure you have limited your risks as much as possible before considering your PPE requirements.</li> </ul>
Flammable liquids / chemicals	<ul style="list-style-type: none"> <li>• Flammable liquids and substances must be used and stored safely and segregation from waste and other risk areas.</li> <li>• Chemicals and flammable liquids must be removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.</li> </ul>

Dust & fibres	<ul style="list-style-type: none"> <li>Any construction process likely to generate dust and fibers must be controlled under COSHH and processes involving high levels of dust will not be permitted to take place inside the venue.</li> <li>Woodworking machinery, tile cutters etc shall be used with due consideration for the effect on others nearby (noise and dust) and may be required to be used outside the venue</li> </ul>
Hot work	<ul style="list-style-type: none"> <li>You must not undertake any welding, cutting or grinding that uses open flame or produces heat and sparks without getting a Hot Work Permit from the venue</li> <li>Hot work activity will require a risk assessment and method statement prior to any permit being issued</li> </ul>
Noise	<ul style="list-style-type: none"> <li>The Control of Noise at Work Regulations 2005 are now in force and you are now required to assess the risks to your employees from noise at work, take action to reduce the noise exposure that produces the risk, provide your employees (and those in the immediate area) with hearing protection if you cannot reduce the noise exposure and ensure that the legal limits on noise exposure are not exceeded.</li> </ul>
On site monitoring	<p>To ensure that these duties are complied with at all times, the Organisers have appointed dedicated Floor Manager to monitor the show floor throughout the build-up, open period and breakdown. In the event of you or your contractor not following correct health &amp; safety practices, the Organisers and Venue will be following this 3-step procedure:</p> <ol style="list-style-type: none"> <li>1. First issue a verbal warning</li> <li>2. Then a written warning</li> <li>3. Finally, if bad practice continues the Organisers / Venue will issue a Cessation of Work Notice, requiring the contractor / exhibitor to leave site until such time as correct materials or correct working practices are satisfactorily implemented</li> </ol>
Risk assessment & method statement	<p>It is compulsory for you to have a risk assessment and method statement for your stand which covers all elements of the show (build up, open and breakdown).</p> <p>The Organiser may request to see your written documentation during the show, and should an incident occur on your stand you should be able to produce it immediately for the Local Authority or Health and Safety Executive to investigate.</p> <p>Please <a href="#">click here</a> for templates and guidance on writing these documents.</p>

## CDM (Construction, Design & Management) Regulations

The Event and exhibition industry fall under CDM regulations which is enforced by the HSE.

Each space only site is treated as a separate construction site within the main site. Therefore, Space-only stands effectively become their own CDM site and under CDM are referred to as “sub-clients”.

These regulations outline roles, responsibilities, policies and procedures which need to be implemented during two main phases in order to ensure the work is planned and carried out in a safe manner:

The “**pre-construction phase**”

- The effective pre planning of how these Build and Breakdown periods will ensure that hazards / risks will be identified, and then communicated to all persons working on the event during these periods.
- What control measures will be put in place to reduce these hazards / risks as far as it is reasonably practicable.

The “**construction phase**” including build up, breakdown and any remedial work

The key principles of CDM as defined by the HSE are:

- Eliminate or control risks, so far as reasonably practicable
- Ensure work is effectively planned
- Appointing the right people and organisations at the right time
- Make sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health
- Have systems in place to help parties co-operate and communicate with each other and co-ordinate their work
- Consult workers with a view to securing effective health, safety and welfare measures

The HSE also says that any actions you take to comply with CDM should always be proportionate to the risks involved.

HSE Guidance notes can be found at the following:

<http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm>

Please refer to the eGuide with some useful sections highlighted:

- Company Health & Safety Management Responsibilities
- Risk Assessment
- Build and Breakdown
- Health & Safety Responsibilities