

### IMPORTANT!! - PLEASE READ THIS SECTION

Clarion Events Ltd are committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all of our events. **All exhibitors and contractors at the show are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974.** Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

**The Health and Safety at Work Act 1974** is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work.

- Section 2: Provision and maintenance of safe plant and safe systems of work  
Safe handling, storage, maintenance and transport of work articles and substances  
Provision of information, instruction, training and supervision  
**Provision of a safe place of work with safe access and egress**  
A safe working environment with adequate welfare facilities

**These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by Clarion Events Ltd.**

- Section 3: Places a general duty on employees to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site.
- Section 4: Requires persons in control of premises where plant and substances area available for use by non employees to ensure, so far as reasonably practical, that there are no risks to the health and safety of these people.

**The Management of Health and Safety at Work Regulations 1999** requires additional action to be taken in order to ensure compliance. Namely:

- Regulation 3: Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.
- Regulation 6: Appointment of competent persons in health and safety
- Regulation 7: Establish and implement emergency procedures
- Regulation 9: Co-operation and co-ordination in shared workplaces
- Regulations 8 &10: Provision and sharing of information

The contents of this section act as a guide only and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the Organisers.

## EXHIBITOR HEALTH & SAFETY GUIDELINES – A-Z LISTING

### Accident reporting & first aid

Clarion Events Ltd investigate all accidents and 'near misses' that occur on site and we expect the co-operation of the exhibitors and contractors in investigating the true causes of any accident in order to try and prevent re-occurrence. All accidents and near misses must be reported to the on site Organisers Office. All contractors are required to comply with the RIDDOR Regulations 1995.

First Aid facilities are available throughout the build up, breakdown and open periods of the fair. Please contact the organisers office or a member of security to obtain first aid assistance.

### Drugs & Alcohol

Misuse of drugs or alcohol can severely affect judgement and physical response to given situations in the workplace; this can result in safety performance being impaired and accidents occurring. Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately.

### Electricity

All electrical work must conform to the Electricity at Work Regulations 1989. Stanco will be pleased to provide information or answer questions – they can be contacted on 0207 370 8145. It is not permitted for contractors to work on live mains installations – all electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site

- Treat all cables as though they are live.
- Where voltages exceed 250v, permanent and conspicuous warning notices must be used on or near that equipment or busbars.

**Please read and comply with the Electrical regulations under the 'Standfitting' section of this manual.**

### Exhibitor Responsibilities – Legal Duties

As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build up, open period of the show and during the breakdown. Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors. It is **your responsibility** to ensure you have completed the relevant Health & Safety forms and documents, as detailed in the table below:

Health and Safety Checklist	Complete √
<p><b>ALL EXHIBITORS</b> <b>Form 1 – Health and Safety Declaration and Risk Assessment</b></p> <p>The risk assessment should identify any potential hazards during build up/open period and breakdown, and any control measures to be put in place to reduce the risk/s. Form 1 provides the minimum standard required for your Risk Assessment – please use this as guidance. It is ultimately YOUR responsibility to advise us of ALL of the hazards associated with your stand – failure to do so may result in heavy fines &amp; prosecution. Please ensure you also nominate a health and safety representative on-site.</p>	
<p><b>ALL EXHIBITORS</b></p> <p>It is ultimately <b>YOUR</b> responsibility to advise us of ALL of the hazards associated with your stand – failure to do so may result in heavy fines &amp; prosecution. Please notify the organisers and give supporting risk assessments for any activity on your stand which represents a significant risk. Eg.</p> <ul style="list-style-type: none"> <li>• Flammable substances or naked flame</li> <li>• Helium balloons</li> <li>• Flagpoles over 4m</li> <li>• Pressurised gases such as LPG</li> <li>• Hazardous chemicals and substances</li> <li>• Ionising radiation</li> <li>• Water features</li> <li>• Demonstrations</li> <li>• Visitor treatments e.g. massage</li> <li>• Food/drink sampling</li> </ul>	
<p><b>SPACE ONLY EXHIBITORS (INCORPORATING STAND CONSTRUCTION)</b> <b>Form 4 in space only stand forms pack</b></p> <p>All stand contractors or exhibitors constructing their own stand are also required to submit a Risk Assessment for the build up &amp; breakdown of the stand, a Method Statement and Stand Plans. Contractors should also complete the contractor's undertaking form and have their company Health and Safety Policy available on-site.</p>	

*Please read the 'Space Only Stands' section in this manual for further guidance on health & safety requirements for space only stands.*

## **Fire Precautions**

### ***Fire & emergency procedures***

Please read and understand the Fire & emergency procedures at the end of this section – you will also receive a copy of these onsite – please contact the Organisers office if you do not have a copy. A copy will be sent to your contractors separately.

### ***Fire extinguishers***

The Fire Officer will provide fire extinguishers in designated areas to meet the local authority requirements. These extinguishers are not to be moved or covered. It is important that all exhibitors ensure that their staff and contractors are familiar in their operation and acquaint themselves with the location of the fire exits and alarm points in the venue. THIS IS VERY IMPORTANT. If you require a specific type of fire extinguisher for a particular type of work, please contact the Fire Officer now via the Organisers. Once the Fair is open it is important that fire extinguishers are not moved into the aisles.

***Please read and comply with the 'Materials' section of this manual to ensure all your standfitting materials comply with regulations.***

## **Food Safety**

Please contact the Organiser if you intend to sample, prepare or sell any food or drink on your stand. The Organiser can provide you with full details of food safety.

## **Gas heated appliances**

Gas heated appliances shall be situated well away from any combustible materials. Gas ring burners or similar open flame apparatus shall be mounted on stone slabs or asbestos free non-combustible building board, not less than 760mm (2'6'') above floor level.

Please advise the Organisers at least 30 days prior to tenancy if you plan to have gas heated appliances on your stand and ensure your stand Risk Assessment contains full details. There are specific regulations for having gas cylinders on your stand. Please contact the Organiser in the first instance.

## **Guarding & Warning notices**

All hot plates, oven floors or other hot surfaces MUST carry a warning sign "This surface is hot". Where necessary, equipment must be guarded and every effort must be taken to prevent visitors touching heated surfaces or other hot machine parts. Full details must be included in your stand Risk Assessment.

## **Ladders**

Ensure that all access equipment you use is of sound construction and adequate strength. Fix ladders either at the top or bottom, as a 1:4 angle. The ladder should safely reach 1.5m past the point on which it leans. Trestle type supports are not to be used as ladders under any circumstances.

Please ensure you are aware of the Working At Height Regulations (please refer to this section later on in the manual).

Contact the organisers for further advice.

## **Late Working**

Time constraints are no excuse for not adhering to safety standards. You must provide a timetable of work to be done and shift patterns to allow for adequate breaks and safe working practice – you can always ask for permission to work late – but remember tiredness and haste lead to mistakes. You must ask for permission by 1200hrs from the Organiser.

Please contact the organisers office for further advice.

## **Legionella guidelines**

Please contact the Organiser if you intend to have any exhibits on your stand that contain water, such as ornamental fountains, fish tanks, ponds, Jacuzzis, spa baths, showers, humidifiers, air conditioning units, equipment generating sprays etc., as you MUST follow precautions to prevent any possibility of legionella and complete a full risk assessment. The Organiser can supply full details of this.

## **LPG**

The use of compressed gases will only be approved if essential to a demonstration of an exhibit – but permission must be obtained from the Organisers 30 days prior to the build in all cases. In the event of permission being granted, there are designated storage areas for LPG at the NEC – please ask the Organisers for more details if you wish to take advantage of this facility.

## **Lifting machinery**

Fork and stacker trucks, jacks, hoists, cranes and lifts, etc, are not to be used by anyone other than the officially appointed lifting contractor who are fully trained with qualified personnel.

### **Low level spotlights**

These can cause burns. Please ensure that adequate guarding is provided should you wish to install or use any spotlights on your stand that may be within easy reach of the general public.

### **Manual Handling**

The law requires that, as far as reasonably practicable, you should avoid the need to undertake manual handling operations which involve a risk of injury and appropriate steps are taken following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

Remember:

- Think before lifting
- Stand as near to the object as possible
- Bend your knees and keep back straight
- Grasp the load firmly
- Lift with your legs
- Hold the load closely to the centre of your body

### **Mobile scaffold towers (MST)**

All such equipment **must** comply with British Standards. Always use stabilisers and check the wheels, as the critical height for deaths in falls is only 12'. There must be a guard rail and toe board at the top, with the working platform **fully** boarded. Ensure that any MST is erected and used by a competent person, and do not attempt to move any MST with personnel or material onboard. Do not exceed a maximum height of 3 times the smallest base dimension.

### **Painting & Decorating**

When using spraying equipment or pressure vessels, care must be taken of possible risks from fumes. Barrier creams and masks must be provided. The use of lead based paints and primers must be avoided. Contractors should be continually aware of the attendant fire risks associated with paints. Good housekeeping is essential and hygiene is particularly important. Painters must not work in confined areas unless adequate ventilation is available. All waste products must be disposed of properly.

### **Permits to Work**

Permits to work must be obtained before the following activities can take place: Welding, flame cutting, use of ignition sources or work on electrical equipment. Please contact the Organisers prior to the event.

### **Personal Protective clothing (PPE)**

All contractors should wear suitable protective clothing relevant to their job, which includes safety goggles or glasses, gloves and safety shoes or boots. Ear defenders should be worn if the job demands it, but be aware that you may not hear tannoy announcements. Please do not use personal stereos within the halls.

### **Portable Power Tools & Equipment**

All such equipment must comply with British Standards. Power equipment must be used with the minimum length of trailing lead, and that trailing lead must be protected mechanically and visually from damage. Such equipment must not be left unattended with power supplied to it. Ensure that all portable and static power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.

## **Risk assessments**

Please give some thought to the following when undertaking your risk assessment:

- **Step 1 : Look for the hazards:** How and when will the work be done, where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will there be vehicle movements and lifting?
- **Step 2: Decide who could be harmed and how:** Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation between firms on site so take this into account and consider necessary precautions on every aspect of the work being carried out.
- **Step 3: Evaluate the risks:** Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or done in a different way? (b) If the risk cannot be eliminated, can it be controlled? (c) Can protective measures be taken that will protect the entire workforce on site?
- **Step 4: Record the findings:** Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in step 2, and record what measures you have taken to control these risks.
- **Step 5: Review your findings:** This allows you to learn by experience and take account of any unusual conditions or changes that occur on site.

## **Roofs and Roof Voids**

There is no access to any roof or roof void area for anyone.

## **Standfitting materials**

Please refer to the 'standfitting' section of this manual for guidance on acceptable standfitting materials.

## **Unauthorised Areas**

You are only allowed to work in normally unauthorised areas with prior consent from the Organisers. If you need access to unauthorised areas you shall comply with the company's access / induction procedures.

## **Vehicle movements**

Always drive with due care and attention inside and around the halls, and at all times observe the speed limits imposed by the venue. Instructions by Traffic and Security officers and floor managers must be adhered to at all times.

## **Vehicles on stands during the open period**

You must inform the Organiser if you intend to have display vehicles on your stand during the open period (*you can do this on the risk assessment – form1*)

All exhibitors displaying vehicles on their stand must ensure they comply with the following:

- Fuel tank must be drained on arrival **or** vehicle must arrive with minimum fuel
- Battery must be disconnected on all terminals
- Drip tray under vehicle
- The fuel tank must be sealed with a locked cap
- The running of internal combustion engines during the open period is strictly prohibited
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time
- All vehicles should be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts, etc. do not infringe the stand perimeter

**Please ensure you adhere to the above as this will be checked on site.**

## **Welding**

Please wear a carbon filtered mask as well as the standard eye protection; physically screen and cordon off the area to stop unwary pedestrians; ensure a fire extinguisher is placed nearby and all combustible material is cleared beforehand. Temporary flameproof floorcovering is recommended. You must inform the organisers in advance if you have any welding activity taking place on your stand. Permits to Work **MUST** be applied for on site when welding is taking place.

## **Working at heights**

Ladders are for access / egress and light work for 30 minutes only. All ladders must be inspected by contractors before they are put into use to ensure that they are in a safe working condition. Ladders must extend a minimum of 1.05m metres above the working landing or support and must rise at an angle given by 1m out from the wall for every 4 metres of rise. Ladders which are more than 3 metres high must always be secured. Ladders shorter than 3 metres, being used in a particular spot for short periods of time, may be footed instead. Ladders must be used on level surfaces only. Ladders must not be more than 9 metres high unless intermediate landing places are provided, which have regulatory adequate guardrails and toe-boards in line with WAHR 2005.. When work continues into the next day, ladders must be taken down at night time. If left unattended then they must be rendered unclimbable.

A risk assessment is a vital part of the work activity and should cover the use of ladders, including the task, identifying the control measures and minimizing the risks. It is the responsibility of the contractor that all other access equipment must comply with the above legislation and contractors must ensure that under their Vicarious Liability, maintain safe working practices to those who may be working near them or be affected by their work.

## **Young persons**

Young persons under the age of 16 are not permitted on site during the build up and breakdown periods of any event. Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Their lack of physical and psychological development may also both limit their capacity to undertake work without harm and increase their susceptibility to being affected by exposure to workplace hazards.

## **Do's & Don't's**

For ease of reference, please make sure that you have covered the following points, amongst other safety precautions that you have identified and will take:

**Do** ensure everyone working on your stand understands the Fire and Evacuation procedures and locations of the hall fire exits. Please contact the Organiser if you do not have this information.

**Do** appoint a planning supervisor for build up, open and breakdown periods.

**Do** make sure any contractors you employ are members of the British Exhibition Contractors Association or another recognised trade association.

**Do** make sure that any contractors working for you have a Health & Safety policy statement and good safety practices. Further information can be obtained from the Organiser.

**Do** ensure that your contractors work safely and are trained and competent.

**Do** drive with due care and attention around site and the exhibition halls. Do ensure that operators of equipment or fully trained and properly certified on the equipment being used.

**Do** ensure that any working at height on ladders or scaffolding is done in a controlled and safe manner.

**Remember** that time restraints are no excuse for not adhering to safety standards.

**Do** ensure that a qualified electrician carries out all electrical work. The official contractor for electrics will be pleased to provide information or answer any questions.

**Do** treat all cables as if they were live.

**Do** ensure that before the fair opens, all rubbish and packing from your stand is removed from site. It may NOT be stored on or behind your stand during the Fair. Also ensure that any hazardous waste is disposed of safely – please see the Organiser if you are unsure.

**Do** check that you have adequate insurance for your stand.

**Do** sign and return a copy of the Health & Safety at work form – form 1 in your forms pack.

**Do** produce a risk assessment for your activities on site (and a method statement where applicable) and submit these services along with your stand designs (space only exhibitors)

**Do** provide suitable training and information to your staff and contractors regarding on site risks in order for them to understand and fulfil their responsibilities.

**Don't** use any flammable materials on your stand. Some combustible materials may be acceptable if treated with correct materials – *please refer to the materials section under standfitting for further guidance.*

**Don't** bring children (under 16) into the halls during Build up and Breakdown. The hall is regarded as a building site during these periods and children are not permitted.

**Don't** block the gangways with standfittings, exhibits or rubbish. For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated 'emergency gangways' which may not be obstructed at any time.

**Don't** plan to work late but if you do need to, ask for permission from the Organisers as it may not always be possible. Ensure that you provide adequate breaks for your contractors and staff.

**Don't** overload trolleys – not only does this damage your exhibits but will also make it difficult to move through crowded aisles and may cause injury to you or other people.

This list is not exhaustive and is intended as guidance only. For further information please refer to the Health & Safety at Work etc., Act 1974 or contact the Organiser for further details.