

**Construction (Design & Management)
Regulations 2015
Exhibition, Trade Fairs and Conference Sector**

Resource Pack_3.0

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Intro - What's in this pack?

Together, the Event Supplier and Services Association (ESSA), the Association of Event Venues (AEV), and the Association of Event Organisers (AEO) have worked with their members and the wider industry to drive towards a smooth implementation of The Construction (Design and Management) Regulations (CDM 2015).

This resource pack has been created following almost 4 years of working closely with the Health & Safety Executive (HSE), via cross-association member working groups, sector committees, one-to-one meetings and industry forums. The resource pack, website and the accompanying app have been developed for people in the events industry, specifically those in the exhibition, trade fairs and conference sector, who have legal duties under CDM 2015.

The resource pack outlines the responsibilities of those people with key roles under CDM 2015 and provides proportionate, best practice consideration for the actions that could be taken to discharge those duties.

This resource pack should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Etc. Act, the HSE's event specific guidance on CDM 2015 and the HSE's official L153 guidance document on CDM 2015*.

The legals:

*The AEO, AEV and ESSA trade associations are managed by the EIA secretariat. EIA advocates that members of all three associations work within or beyond the requirements of UK law. Where a British Standard, HSE Guidance, Approved Code of Practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or HAZOP activity that is required, advise members of their specific duties and liabilities and where requested publish their findings, typically within the eGuide. The EIA cannot and does not, however officially, advocate any standard or working practice other than those produced by HSE, BSI or other Government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work related injury and ill-health.

Intro - What is CDM 2015

The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil. A summary of the roles and responsibilities under CDM 2015 is provided below. It is important to note that organisations or individuals can assume more than one role for a project e.g. a Client can act as their own Principal Designer and Principal Contractor.

| Role | Summary of Main Responsibilities |
|---|--|
| <p>Clients are the organisations or individuals for whom a construction project is carried out.</p> | <p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • Robust coordination and cooperation between those involved. • Other dutyholders are appointed. • Sufficient time and resources are allocated. • Relevant pre-construction information is prepared and provided to other dutyholders. • The Principal Designer and Principal Contractor carry out their duties. • Suitable welfare arrangements are in place. |
| <p>Designers are organisations, or individuals, who prepare or modify designs for a building, product or system relating to construction work or arrange for or instruct others to do so.</p> | <p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction. • The maintenance and use of a structure once it is built. <p>Take account of pre-construction information and provide information to assist others.</p> <p>Not start work until they are satisfied that a Client is aware of their duties.</p> |
| <p>Principal Designers are organisations, or individuals, in control of the pre-construction phase where a project involves more than one Contractor. Appointed by the Client or if not appointed, the role is undertaken by the Client.</p> | <p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Helping and advising the Client in bringing together the pre-construction information. • Working with other Designers to identify, eliminate or control foreseeable risks. • Ensuring Designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders, including the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p> |

Intro - What is CDM 2015

| Role | Summary of Main Responsibilities |
|--|---|
| <p>Principal Contractors are organisations, or individuals, in control of the construction phase where the project involves more than one Contractor.</p> <p>Appointed by the Client or if not appointed, the role is undertaken by the Client.</p> | <p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ● Liaising with the Client and Principal Designers. ● Preparing the Construction Phase Plan. ● Organising cooperation between Contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> ● Suitable site inductions are provided. ● Reasonable steps are taken to prevent unauthorised access. ● Workers are consulted and engaged in securing their health and safety. ● Provide suitable welfare arrangements. |
| <p>Contractors are organisations, or individuals, who directly employ or engage with construction workers or manage construction work.</p> | <ul style="list-style-type: none"> ● Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. Cooperate and coordinate their activities with others in the project team - in particular, comply with directions given to them by the Principal Designer or Principal Contractor. For single-Contractor projects, prepare a Construction Phase Plan. ● Not start work until steps have been taken to prevent unauthorised access to areas where construction work is taking place. ● Take reasonable practicable steps to ensure suitable welfare is in place for their workers. ● Not start work until they are satisfied that the Client is aware of their duties. |
| <p>Workers are the people who work for or are under the control of Contractors on a construction site.</p> | <p>They must:</p> <ul style="list-style-type: none"> ● Be consulted about matters which affect their health, safety and welfare. ● Take care of their own health and safety and others who may be affected by their actions. ● Report anything they see which is likely to endanger either their own or others' health and safety. ● Cooperate with their employer, fellow workers, Contractors and other dutyholders. |

The organogram in Appendix 1 illustrates how the roles and responsibilities outlined in CDM 2015 could be applied to the existing management arrangements within the exhibition sector. The guidance provided in this resource pack is based upon the organogram, however roles, and therefore responsibilities, will vary according to the specific arrangements for each event.

Organisers - What they need to do_3.0

The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil.

Understand your roles and responsibilities:

As illustrated in the organogram in Appendix 1 the organiser is likely to take the following role/s with the assigned responsibilities:

| Role | Summary of Main Responsibilities |
|--|---|
| <p>Clients are the organisations, or individuals, for whom a construction project is carried out.</p> | <p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> ● Robust coordination and cooperation between those involved. ● Other dutyholders are appointed. ● Sufficient time and resources are allocated. ● Relevant pre-construction information is prepared and provided to other dutyholders. ● The Principal Designer and Principal Contractor carry out their duties. ● Suitable welfare arrangements are in place. |
| <p>Principal Designers are organisations, or individuals, in control of the pre-construction phase where a project involves more than one Contractor.</p> <p>Appointed by the Client or if not appointed, the role is undertaken by the Client.</p> | <p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ● Helping and advising the Client in bringing together the pre-construction information. ● Working with other Designers to identify, eliminate or control foreseeable risks. ● Ensuring Designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders, including the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p> |
| <p>Principal Contractors are organisations, or individuals, in control of the construction phase where the project involves more than one Contractor.</p> <p>Appointed by the Client or if not appointed, the role is undertaken by the Client.</p> | <p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ● Liaising with the Client and Principal Designers. ● Preparing the Construction Phase Plan. ● Organising cooperation between Contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> ● Suitable site inductions are provided. ● Reasonable steps are taken to prevent unauthorised access. ● Workers are consulted and engaged in securing their health and safety ● Provided suitable welfare arrangements. |

Organisers - What they need to do_3.0

Generally, the organiser manages a single construction site (i.e. the tenanted event space as a whole and any other construction projects that they procure e.g. feature areas). The venue may contain other construction sites within it i.e. space only plots, where exhibitors independently procure their own structures. The exhibition owner/exhibition organiser assume the role of Client and the operations team (either in-house or outsourced) assume the roles of Principal Designer (pre-site) and Principal Contractor (onsite).

Skills, knowledge and experience

Anyone appointing Designers (including Principal Designers), Contractors (including Principal Contractors) or workers must ensure that those appointed have the necessary skills, knowledge and experience.

It is likely that the Operations Manager (whether in-house or outsourced) will take the role of Principal Designer and Principal Contractor for the event and therefore consideration should be given by senior management of the exhibition organiser to ensure that those allocated these roles have the necessary skills, knowledge and experience. Similarly, consideration should be given to ensure that any Contractors appointed also have the necessary skills, knowledge and experience. It is good practice for the organiser to request from the venue documents that demonstrate that venue appointed in-house Contractors have the necessary skills, knowledge and experience.

Notification

A project is notifiable to the relevant enforcing authority if the construction work is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project
- OR
- Exceed 500 person days.

A project can be notified via the electronic F10 notification form on the HSE website. The requirements of CDM 2015 apply whether or not the project is notifiable. It is the Client's responsibility to notify and subsequently display the notice however Clients can request someone else, such as the Principal Contractor, do either of these activities on their behalf.

Whilst it is unlikely that a small event will exceed either of the trigger points for notification, if an organiser suspects that the construction and deconstruction of their event will do so then arrangements should be made for the project to be notified and the notice displayed.

Construction Phase Plan

This document sets out the arrangements for securing health and safety during the construction period. The arrangements include site rules taking into account the activities that will be taking place during the construction period. For projects involving more than one Contractor a Principal Contractor is responsible for the Construction Phase Plan and site rules whereas for single Contractor projects this responsibility sits with a Contractor. (See also Induction and Site Rules)

It is likely that the Operations Manager (whether in-house or outsourced) will take the role of Principal Designer and Principal Contractor for the event and therefore will be responsible for producing the Construction Phase Plan for the work procured by the organiser e.g. the event as a whole including any feature areas etc.

Organisers - What they need to do_3.0

Induction and Site Rules

A suitable site induction must be provided to any personnel requiring access to the construction site. The induction must be site specific, highlight any particular risks and include information on the emergency procedures. Where there is more than one Contractor involved in a project the responsibility for ensuring an induction is provided rests with the Principal Contractor. (See also Construction Phase Plan)

It is likely that the Operations Manager (whether in-house or outsourced) will take the role of Principal Contractor for the event and therefore will be responsible for providing an induction for the event as a whole. The induction is likely to consist of the salient information included in the Construction Phase Plan, the site rules, information regarding the welfare facilities and the emergency procedures (usually set by the venue). When developing the site rules, attention should be given to any venue rules communicated such as the e-guide. It may be the case that the organiser simply adopts the venue's standard site rules and adds any of their own event specific rules. The site rules must be communicated to all personnel requiring access to the site during the construction phase.

Welfare

Workers must be provided with suitable welfare facilities throughout the construction phase. Welfare facilities include, but are not limited to, drinking water, toilets, catering facilities and rest areas. Information regarding the location of the welfare facilities onsite should be disseminated.

It is likely that the venue will provide the welfare facilities however the organiser should obtain information regarding the location of the welfare facilities that will be available during the construction phase of their tenancy. This information should be disseminated e.g. via the site induction.

Access Control

Reasonable steps must be taken to prevent access by unauthorised persons to areas where construction work is due to take place.

It is likely that access to the construction site will be via the venue's loading bay/cargo doors. Sufficient security will be required to secure the entrance points to prevent access by unauthorised persons. Consideration should be given to what makes a person "authorised" and organiser's should determine the criteria and process for obtaining authorisation. Should a single stand remain/become a construction site when the rest of the event isn't then reasonable steps must be taken to prevent access by unauthorised persons to that stand.

Exhibitors - What they need to do_3.0

The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil.

Shell Scheme Exhibitors: Unless you intend to construct (i.e. build) within your shell scheme these guidelines do not apply to you. Stand dressing, pop-ups, mounting posters, placing display cases, freestanding furniture etc. do not constitute construction.

Understand your roles and responsibilities

As illustrated in the organogram in Appendix 1 a space only exhibitor is likely to take the following role/s with the assigned responsibilities:

| Role | Summary of Main Responsibilities |
|--|--|
| <p>Clients are the organisations or individuals for whom a construction project is carried out.</p> | <p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • Robust coordination and cooperation between those involved. • Other dutyholders are appointed. • Sufficient time and resources are allocated. • Relevant pre-construction information is prepared and provided to other dutyholders. • The Principal Designer and Principal Contractor carry out their duties. • Suitable welfare arrangements are in place. |

Generally, each space only plot is treated as a separate construction site within the main construction site. The exhibitor assumes the role of Client for the plot they are hiring in which they will commission a construction project in the form of a stand. The exhibitor may appoint a Designer to design the stand (Principal Designer) and a stand build Contractor to build the stand (Principal Contractor) or a single company to provide both of these services and therefore assume both the roles of Principal Designer and Principal Contractor. Stand designers and builders should refer to the Contractor section for further guidance regarding their responsibilities under CDM 2015. Should the exhibitor choose not to appoint either a stand designer or stand builder to construct their space only stand then the roles and responsibilities of Principal Designer and Principal Contractor remain with the exhibitor to fulfil.

Skills, knowledge and experience

Anyone appointing designers (including Principal Designers), Contractors (including Principal Contractors) or workers must ensure that those appointed have the necessary skills, knowledge and experience.

When appointing stand designers and builders consideration should be given by space only stand holders to ensure that those who they are looking to appoint have the necessary skills, knowledge and experience.

Exhibitors - What they need to do_3.0

Notification

A project is notifiable to the relevant enforcing authority if the construction work is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project
- OR
- Exceed 500 person days.

A project can be notified via the electronic F10 notification form on the HSE website. The requirements of CDM 2015 apply whether or not the project is notifiable. It is the Client's responsibility to notify and subsequently display the notice however Clients can request someone else, such as the Principal Contractor, do either of these activities on their behalf.

Whilst it is very unlikely that a single space only stand will exceed either of the trigger points for notification, if a space only exhibitor suspects that the construction and deconstruction of their stand will do so then arrangements should be made for the project to be notified and the notice displayed.

Construction Phase Plan

This document sets out the arrangements for securing health and safety during the construction period. The arrangements include site rules taking into account the activities that will be taking place during the construction period. For projects involving more than one Contractor a Principal Contractor is responsible for the Construction Phase Plan and site rules whereas for single Contractor projects this responsibility sits with a Contractor. (See also Induction and Site Rules)

It is likely that the stand builder will be allocated the role of Principal Contractor for a specific exhibitor's space only stand and therefore will be responsible for producing the Construction Phase Plan and any specific site rules for the stand.

Induction and Site Rules

A suitable site induction must be provided to any personnel requiring access to the construction site. The induction must be site specific, highlight any particular risks and include information on the emergency procedures. Where there is more than one Contractor involved in a project the responsibility for ensuring an induction is provided rests with the Principal Contractor. (See also Construction Phase Plan)

Exhibitors are responsible for sharing any relevant information that they receive to any personnel that they invite onsite during the construction phase. In addition, if exhibitors of the space only stand intend to be present on the plot during the construction then they must receive the site specific induction for the event as a whole and, if relevant, a site specific induction for their space only plot. It may be the case that the stand builder simply adopts the organiser's standard site rules and adds any of their own stand specific rules. The site rules for both the event as a whole and any specifically for the space only plot must be communicated to all personnel requiring access to the space only plot during the construction phase. If exhibitors of the space only stand intend to be present on the plot during the construction then the site rules must be adhered to.

Exhibitors - What they need to do_3.0

Welfare

Workers must be provided with suitable welfare facilities throughout the construction phase. Welfare facilities include, but are not limited to, drinking water, toilets, catering facilities and rest areas. Information regarding the location of the welfare facilities onsite should be disseminated.

It is likely that the venue will provide the welfare facilities and information regarding the available provision should be disseminated via the organiser. Exhibitors are responsible for sharing any relevant information that they receive to any personnel that they invite onsite during the construction phase.

Access Control

Reasonable steps must be taken to prevent access by unauthorised persons to areas where construction work is due to take place.

Exhibitors should take the time to understand the arrangements that will be in place to control access onsite as it is likely that passes/badges/wristbands etc. will need to be pre-ordered. Exhibitors are encouraged to disseminate any access information that they receive to any personnel that they invite onsite during the construction phase as this will speed up access.

Venues - What they need to do_3.0

The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil.

Understand your roles and responsibilities

As illustrated in the organogram in Appendix 1 the venue is likely to take the following role/s with the assigned responsibilities:

| Role | Summary of Main Responsibilities |
|---|--|
| <p>Contractors are the organisations (or individuals) who directly employ or engage with construction workers or manage construction work.</p> | <ul style="list-style-type: none"> ● Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. Cooperate and coordinate their activities with others in the project team- in particular, comply with directions given to them by the Principal Designer or Principal Contractor. For single-Contractor projects, prepare a Construction Phase Plan. ● Not start work until steps have been taken to prevent unauthorised access to areas where construction work is taking place. ● Take reasonable practicable steps to ensure suitable welfare is in place for their workers. ● Not start work until they are satisfied that a Client is aware of their duties. |
| <p>Designers are organisations (or individuals), who prepare or modify designs for a building, product or system relating to construction work or arrange for or instruct others to do so.</p> | <p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> ● Construction. ● The maintenance and use of a structure once it is built. ● Take account of pre-construction information and provide information to assist others. ● Not start work until they are satisfied that a Client is aware of their duties. |

Generally, the venue owner/management functions as a Contractor and/or Designer as it provides services e.g. electricity and rigging, to the construction of the event e.g. to the organiser, exhibitor and stand Contractors. Venue contracted service providers should refer to the Contractor section for further guidance regarding their responsibilities under CDM 2015.

Skills, knowledge and experience

Anyone appointing Designers (including Principal Designers), Contractors (including Principal Contractors) or workers must ensure that those appointed have the necessary skills, knowledge and experience.

Venues - What they need to do_3.0

Consideration should be given by venue senior management to ensure that staff have the necessary skills, knowledge and experience. Furthermore, consideration should be given by venue senior management to ensure that any venue service providers appointed also have the necessary skills, knowledge and experience. It is good practice for the organiser to request from the venue documents that demonstrate that venue appointed in-house Contractors have the necessary skills, knowledge and experience.

Notification

A project is notifiable to the relevant enforcing authority if the construction work is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project
- OR
- Exceed 500 person days.

A project can be notified via the electronic F10 notification form on the HSE website. The requirements of CDM 2015 apply whether or not the project is notifiable. It is the Client's responsibility to notify and subsequently display the notice however Clients can request someone else, such as the Principal Contractor, do either of these activities on their behalf.

Venue management should have an understanding of the number of venue personnel and venue contracted service personnel who will require access to the construction site. This information may be requested by the organiser.

Construction Phase Plan

This document sets out the arrangements for securing health and safety during the construction period. The arrangements include site rules taking into account the activities that will be taking place during the construction period. For projects involving more than one Contractor a Principal Contractor is responsible for the Construction Phase Plan and site rules whereas for single Contractor projects this responsibility sits with a Contractor. (See also Induction and Site Rules)

Unless taking the role of Principal Contractor or being the single Contractor for a project it is unlikely that the venue will be required to produce a Construction Phase Plan.

Induction and Site Rules

A suitable site induction must be provided to any personnel requiring access to the construction site. The induction must be site specific, highlight any particular risks and include information on the emergency procedures. Where there is more than one Contractor involved in a project the responsibility for ensuring an induction is provided rests with the Principal Contractor. (See also Construction Phase Plan)

Contractors - What they need to do_3.0

It is likely that it will be the venue that set the emergency procedures and therefore this information should be shared with the organiser for dissemination. Venue management should ensure that venue employees and venue contracted service employees requiring access to the construction site receive the site specific induction as provided by the organiser. It is likely that the venue will issue rules and regulations (e.g. the e-guide) that must be adhered to when operating onsite. These rules should be considered by the organiser when developing their site rules. It may be the case that the organiser simply adopts the venue's standard site rules and adds any of their own event specific rules. The site rules must be communicated to all venue personnel and any venue contracted service personnel under the venue's control who require access to the site during the construction phase.

Welfare

Workers must be provided with suitable welfare facilities throughout the construction phase. Welfare facilities include, but are not limited to, drinking water, toilets, catering facilities and rest areas. Information regarding the location of the welfare facilities onsite should be disseminated.

It is likely that the venue will provide the welfare facilities. Information regarding the location of the welfare facilities that will be available during the construction phase of an event's tenancy should be shared with the organiser for dissemination.

Access Control

Reasonable steps must be taken to prevent access by unauthorised persons to areas where construction work is due to take place.

It is likely that access to the construction site will be via the venue's loading bay/cargo doors. Sufficient security will be required to secure the entrance points to prevent access by unauthorised persons.

Contractors - What they need to do_3.0

The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil.

Understand your roles and responsibilities

As illustrated in the organogram in Appendix 1 Contractors are likely to take the following role/s with the assigned responsibilities:

| Role | Summary of Main Responsibilities |
|---|--|
| <p>Designers are organisations (or individuals), who prepare or modify designs for a building, product or system relating to construction work or arrange for or instruct others to do so.</p> | <p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> ● Construction. ● The maintenance and use of a structure once it is built. ● Take account of pre-construction information and provide information to assist others. ● Not start work until they are satisfied that a Client is aware of their duties.. |
| <p>Contractors are organisations (or individuals) who directly employ or engage with construction workers or manage construction work.</p> | <ul style="list-style-type: none"> ● Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. Cooperate and coordinate their activities with others in the project team- in particular, comply with directions given to them by the Principal Designer or Principal Contractor. For single-Contractor projects, prepare a Construction Phase Plan. ● Not start work until steps have been taken to prevent unauthorised access to areas where construction work is taking place. ● Take reasonable practicable steps to ensure suitable welfare is in place for their workers. ● Not start work until they are satisfied that a Client is aware of their duties. |
| <p>For projects involving more than one Contractor:</p> | |
| <p>Principal Designers are organisations (or individuals) in control of the pre-construction phase where a project involves more than one Contractor. Appointed by the Client or if not appointed, the role is undertaken by the Client.</p> | <p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ● Helping and advising the Client in brining together the pre-construction information. ● Working with other Designers to identify, eliminate or control foreseeable risks. |

Contractors - What they need to do_3.0

| Role | Summary of Main Responsibilities |
|--|---|
| <p>Principal Designers...</p> | <ul style="list-style-type: none"> ● Ensuring Designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders, including the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p> |
| <p>Principal Contractors are organisations (or individuals) in control of the construction phase where the project involves more than one Contractor.</p> <p>Appointed by the Client or if not appointed, the role is undertaken by the Client.</p> | <p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ● Liaising with the Client and Principal Designers. ● Preparing the Construction Phase Plan. ● Organising cooperation between Contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> ● Suitable site inductions are provided. ● Reasonable steps are taken to prevent unauthorised access. ● Workers are consulted and engaged in securing their health and safety. ● Provide suitable welfare arrangements. |

Generally, there are 4 categories of Contractor in events 1) those appointed directly by the organiser e.g. the shell scheme Contractor, 2) those appointed directly by a space only exhibitor to work within their plot e.g. the space only stand Contractor, 3) those appointed directly by the venue who have sole rights to provide a specific service within the venue e.g. mains electrical Contractor and 4) sub-Contractors subsequently appointed by any of those listed in 1, 2 or 3. In all cases the Contractor functions as either Designer/Principal Designer (pre-site) and/or Contractor/Principal Contractor (onsite).

Skills, knowledge and experience

Anyone appointing Designers (including Principal Designers), Contractors (including Principal Contractors) or workers must ensure that those appointed have the necessary skills, knowledge and experience.

When appointing Contractors and/or workers consideration should be given by those making the appointment to ensure that those who they are looking to appoint have the necessary skills, knowledge and experience

Notification

A project is notifiable to the relevant enforcing authority if the construction work is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project
- OR
- Exceed 500 person days.

A project can be notified via the electronic F10 notification form on the HSE website. The requirements of CDM 2015 apply whether or not the project is notifiable. It is the Client's responsibility to notify and subsequently display the notice however Clients can request someone else, such as the Principal Contractor, do either of these activities on their behalf.

Contractors - What they need to do_3.0

Each Contractor should have an understanding of the number of personnel that they will require onsite during the construction phase. This information may be requested by the organiser and/or the space only exhibitor. This is because whilst it is very unlikely that a single space only stand will exceed either of the trigger points for notification, if a space only exhibitor suspects that the construction and deconstruction of their stand will do so then arrangements should be made for the project to be notified and the notice displayed.

Construction Phase Plan

This document sets out the arrangements for securing health and safety during the construction period. The arrangements include site rules taking into account the activities that will be taking place during the construction period. For projects involving more than one Contractor a Principal Contractor is responsible for the Construction Phase Plan and site rules whereas for single Contractor projects this responsibility sits with a Contractor. (See also Induction and Site Rules)

Where construction activities are taking place and if the role of Principal Contractor or being the single Contractor for a project, the Contractor will be required to produce a Construction Phase Plan.

Induction and Site Rules

A suitable site induction must be provided to any personnel requiring access to the construction site. The induction must be site specific, highlight any particular risks and include information on the emergency procedures. Where there is more than one Contractor involved in a project the responsibility for ensuring an induction is provided rests with the Principal Contractor. (See also Construction Phase Plan)

All Contractors, whether appointed by the organiser, exhibitor or venue, who require access to the construction site must receive a site specific induction. Furthermore, space only stand builder's allocated the role of Principal Contractor for a specific exhibitor's space only stand will be responsible for providing, if relevant, a site specific induction for their space only plot for any personnel who requires access during the construction phase. All Contractors, whether appointed by the organiser, exhibitor or venue, who require access to the construction site must receive information regarding the site rules. Furthermore, space only stand builders allocated the role of Principal Contractor for a specific exhibitor's space only stand will be responsible for producing the Construction Phase Plan and any specific site rules for the stand. When developing the site rules for the plot attention should be given to any site rules communicated by the organiser. It may be the case that the stand builder simply adopts the organiser's standard site rules and adds any of their own stand specific rules. The site rules for both the event as a whole and any specifically for the space only plot must be communicated to all personnel requiring access to the space only plot during the construction phase.

Welfare

Workers must be provided with suitable welfare facilities throughout the construction phase. Welfare facilities include, but are not limited to, drinking water, toilets, catering facilities and rest areas. Information regarding the location of the welfare facilities onsite should be disseminated.

It is likely that the venue will provide the welfare facilities and information regarding the available provision should be disseminated. Contractors are responsible for sharing any relevant information that they receive to any personnel that they invite onsite during the construction phase.

Contractors - What they need to do_3.0

Access Control

Reasonable steps must be taken to prevent access by unauthorised persons to areas where construction work is due to take place. All Contractors, whether appointed by the organiser, exhibitor or venue, who require access to the construction site must be authorised in order to gain site access. The organiser will determine the criteria and process for obtaining authorisation. Furthermore, space only stand builder's assigned the role of Principal Contractor for a specific exhibitor's space only stand will be responsible for implementing reasonable steps to prevent access by unauthorised persons to their plot during the construction phase.

CDM2015 Template Pack

The following section contains CDM2015 industry templates which are ready to be printed and used and if completed correctly they will help you comply.

All templates and guides will be available via the soon-to-be launched Association app. The ability to save and send documents will also be available via this app.

Method Statement - Example Document_3.0

Details:

Company Name, Address and telephone number:

Prepared by..... (Name & Title).....

Exhibition:

Stand No:

Venue:.....

Hall:

Date: (Build-up and Pull Out).....

Plans/Drawings: (N/A or Sent/Attached).....

Structural Calcs: (N/A or Sent/Attached).....

Valid:

On Site Personnel:

Manager/Supervisor: (Name and Mobile Number)

Number of staff: Employees and any Sub- Contract Labour Staff - (3 Chippies, 1 labourer etc)

.....

Others:

Sub-Contractors:

Furniture.....

Carpets.....

Electrical.....

Ceilings.....

Floral.....

Responsible for Health & Safety:(Name).....

Stand Build Procedure:

Arrive Site:(Date).....

- Lorry unloaded using lifting Contractors and/or by hand
- Materials sited around stand area
- Wooden platform laid
- Carpet put down
- Walls erected –erect company logo, graphics
- Ceiling fitted
- Electrics installed
- Exhibition products fitted/installed
- Stand features added
- Completed stand size 20 x 20, walls 3:9 metres
- Furniture delivered and positioned
- Floral added

The design, manufacture and construction of the stand, will ensure its stability for the duration of the exhibition, under normal exhibition conditions. The stand design and construction as far as is reasonably practicable, complies fully with the Equality Act 2010. To this end we have sought to achieve in the stand layout "Access For All " and tried to ensure any Artwork and/or Furniture meets fully with the spirit and intent of the Act.

Method Statement - Example Document_3.0

Stand Demolition

Exhibitor's products removed
 Floral and furniture removed
 Electrics disconnected
 Stand features moved to Transporter outside, Exhibitor to organise
 All walling and flooring saved and taken away from site
 Carpets removed and taken away from site
 No significant waste/debris will be left on site

Special Equipment/Expertise

Scaffold Tower (hired)
 Normal fitting tools and equipment
 All hand drills battery operated

Materials

All materials comply with venue regulations, flame retarded, BSI Standard
 Paint - water based
 Hazardous substances –small quantity of thinners for cleaning purposes

Additional Information

XYZ Exhibitions have been trading 10 years. We erect exhibition stands worldwide and installed this stand at the show last year.
 We are Members of ESSA.

Addendum for Double Decker Stands

Describe the step-by-step build sequence for the structure including whether or not it be built at ground level and then lifted into place complete:

What are the weights to be lifted and heights to be lifted to; what equipment will be used (crane, fork lift, Hiab, etc):

How will the structure be lifted safely:

Who will undertake the tasks (own work force; sub-Contractors):

When will the handrail be completed (prior to lifting)? Will the floor be complete; if not, what means of edge protection has been designed:

What equipment is to be provided for working at height:

What do you foresee are the hazards created by the task (work at height, dust, scaffolds, etc):

What are your proposed solutions to the above hazards (scaffolds, barriers, fall-arrest equipment, etc):

Method Statement - Example Document_3.0

What are the predicted noise levels of your work:

What specialist work is required (scaffold erection, woodworking machines, hot work, etc) and proof of competence of those undertaking this work:

What plant and tools are to be used (power drills, saws, compressors, etc):

What physical precautions are to be used including details of the supplier (barriers, screens, warning signs, fire extinguishers, etc):

What PPE is to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs, etc):

Provide details of the working platform (mobile tower, trestles, ladders, steps):

What access will be required by other Contractors to locate services or undertake an installation; who; when:

When will the structure will be signed off by an independent structural engineer:

Describe your arrangements for safe dismantling:

Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed.

Risk Assessment - Example Document_3.0

Company Name

| | | | | |
|---|---|---|---|---|
| Date: | Assessed by: | Location and task: | Relevant standards: | Review date: |
| <input style="width: 100%;" type="text"/> |

Month/year or sooner if:
 (a) there are reasons to believe the assessment is no longer valid, or
 (b) there are significant changes in the matters to which it relates.

Scope of Risk Assessment:

Number and description of employees involved in the activities covered by this assessment:

Description of non-employees potentially at risk from the hazards identified within the assessment:

Risk rating system

Risks are rated a) with existing control measures in place and b) once additional recommendations are implemented. Severity and likelihood of harm are estimated:

Severity of harm most likely to arise from the hazard: **3** = Major injury or worse
1 = Minor or no injury **2** = Time lost injury

Likelihood of the potential incident: **2** = Possible/occasional **3** = Likely/frequent
1 = Unlikely/infrequent

Risk Rating = Severity x Likelihood (as shown in the table on the right)

The priority of actions arising from the assessment depend on the overall risk rating.

| Severity | Likelihood | | |
|----------|------------|---|---|
| 1 | 1 | 2 | 3 |
| 2 | 2 | 4 | 6 |
| 3 | 3 | 6 | 9 |

Risk rating of: **6 or 9** = High priority
3 or 4 = Medium priority
1 or 2 = Low priority

Risk Assessment - Example Document_3.0

| Hazard | Person(s) at risk | Existing measures to control risk | Risk rating Likelihood x Severity | Additional risk control measures required |
|--------|-------------------|-----------------------------------|---|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

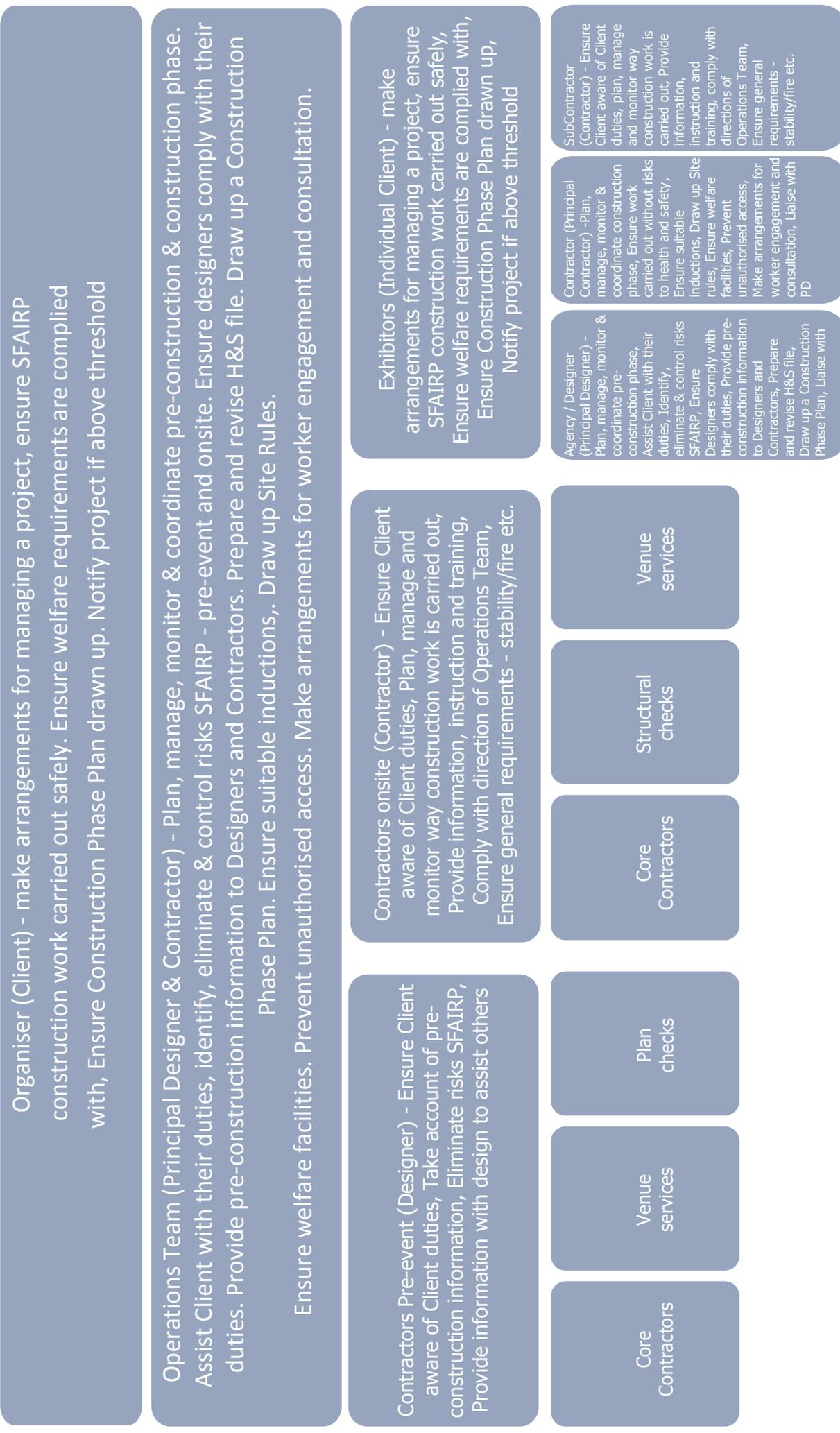
Risk Assessment - Example Document_3.0

| | |
|--|--|
| Ongoing monitoring/management required | |
| | |

| Action plan | | | | |
|---------------------------------|-------------------------|----------------|----------------|-----------------------------|
| Activity/premises element/issue | Further action required | Action by whom | Action by when | Initials and date completed |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

CDM2015 Appendix 1

Roles & Responsibilities



Organograms

The following section shows some sample organograms used to illustrate how CDM roles and functions could be applied to existing management arrangements.

Note: roles will vary according to the particular arrangements for an event/production.

Organogram key



An organisation/company



CDM Designer/ Contract role holders



Denotes CDM Client/ Principal Designer (PD)/ Principal Contractor (PC) role holders



Separate construction project

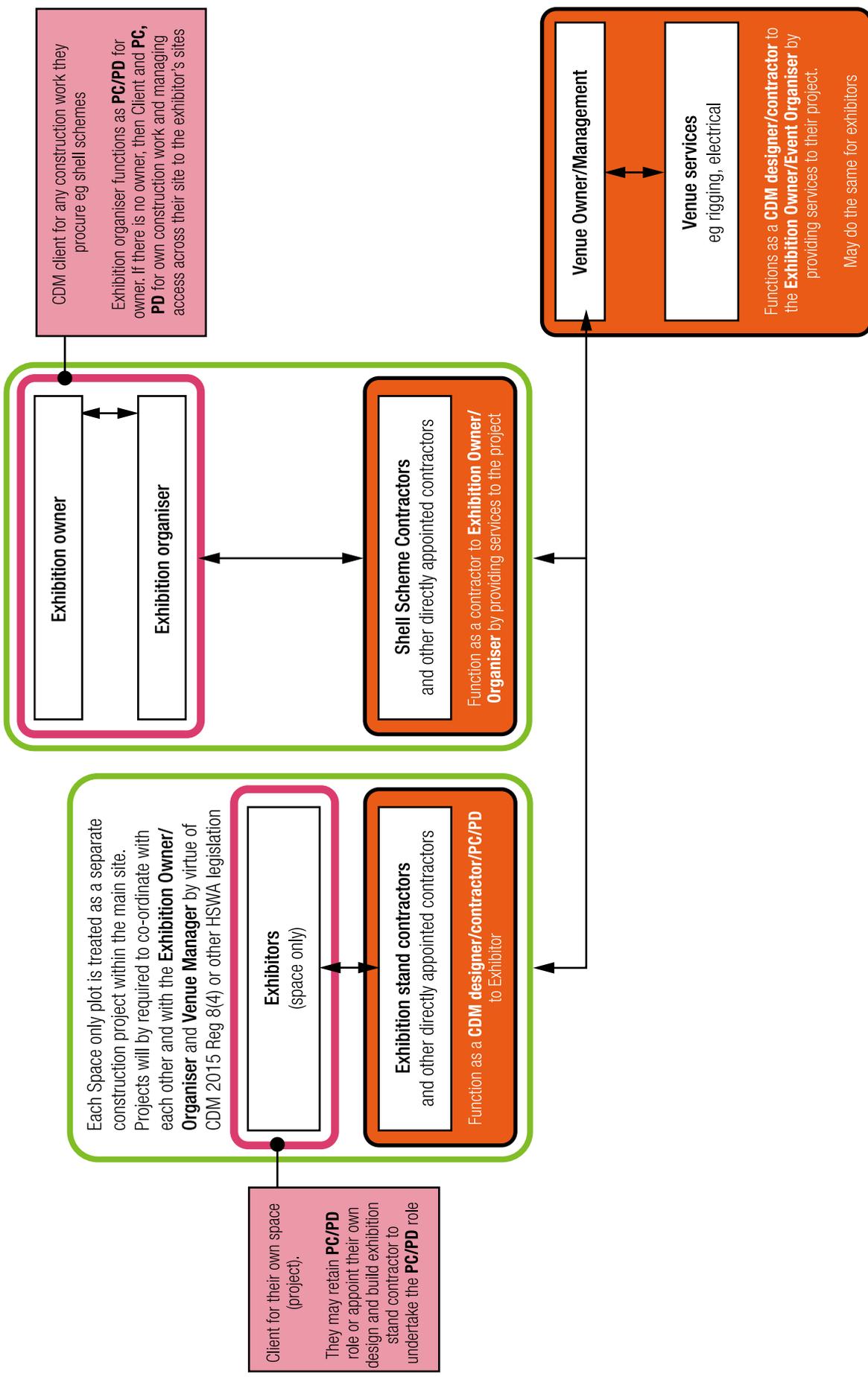


Denotes a typical industry job title/ function*

*CDM role holder/s may discharge their duties with assistance of those who work under their control forming part of their project team. This is achieved through the project team's normal functions.

Exhibitions, Trade Fairs and Conference Sector Organogram

- CDM role allocation for a typical exhibition, including space only plots.



Note: Not all roles may exist in all arrangements e.g. Exhibitions owner/Organiser may be one organisation