acc Liverpool

Alexandra Palace

Business Design Centre

Coventry Building Society arena

excel London

Farnborough International Exhibition & Conference Centre

Harrogate Convention Centre

Manchester Central

nec Birmingham

Olympia

P&J Live

QEII Centre

SEC Scottish Event Campus

telford international centre

The O2

Yorkshire Event Centre

# eGUIDE

## AUGUST 2025

# Stand build sub section

## Guidance for events in UK venues

AEV Association of Event Venues

## Resource Background

### What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is like that of an Approved Code of Practice. It is an industry-specific guide developed by authorised professionals from the UK event venues. It incorporates health, safety and operational practices that represent compliance with Building Regulations and health and safety legislation.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves must work within the guidelines in their own professional capacities. Senior representatives from ACC Liverpool, Alexandra Palace, Business Design Centre, Excel London, Farnborough International Exhibition and Conference Centre, Harrogate Convention Centre, Manchester Central, NEC, Olympia Events, QEII Centre, Coventry Building Society Arena, SEC, Silverstone, Telford International Centre, The Brighton Centre, The O2 and The Great Yorkshire Event Centre currently sit on the **eGuide working group**, meeting twice a year to steer the guidance thematically and address any complex or contentious topics. Several additional venues also participate in this process and are gradually moving towards formal adoption of the document themselves. Additionally, **the eGuide sub-committee** works all year round to maintain the detail of the document, ensure consistency and simplify rules and regulations to the greatest possible extent.

The current eGuide sub-committee comprises:

**Tim Byrne** – Excel London
**Ian Tynan** - Excel London
**Peter Boniface** – Excel London
**Del Cuttilan** – Farnborough International Exhibition Centre
**Michelle Baldwin** – NEC (chair and chair of the eGuide working group)
**Rachel Maybury-Smith** - NEC
**Paul Brough** - Olympia Events
**Jill Wadge** – SEC
**John Crooks** - SEC

Instructions from this group are subsequently collated and actioned in the document by Alden Arnold, Head of Commercial and Projects, Association of Event Venues.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient on-site activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

## Application

For the purposes of this document the word 'event' will generally apply to any event held in the participating eGuide venues. It must be noted that in multipurpose venues where exhibitions, conferences and other like events can be run alongside sporting fixtures or musical entertainment in arenas, other guidance or legislation may be more applicable for specific activities.

## How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEV venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEV member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a **guidance** document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email eguide@aev.org.uk, and your point will be considered at the next committee meeting.

If you require additional health & safety support there are several specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership.

## EIA note on legal compliance

The Association of Event Venues (AEV), Association of Event Organisers (AEO) and Event Services and Suppliers Association (ESSA) are managed by the Event Industry Alliance (EIA) secretariat. EIA advocates those members of all three associations work within or beyond the requirements of UK law. Where a British standard, Health and Safety Executive (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 hazard and operability study (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, British Standards Institution (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.

The following sections, from the main eGuide, can be found at www.aev.org.uk/e-guide

**Accessibility**
**Build up and Breakdown**
**Dilapidations/Damage to Venues**
**Lifting Operations**
**Stand Construction**
**Stand Plans & Certification**
**Temporary Demountable Structures**
**Working Equipment/Tools/Processes**
**Working at Height**

## Accessibility

**Other relevant sections:**
**Signage**
**Stand Construction**
**Temporary Demountable Structures**
**Work Equipment/Tools/Processes**
**Working at Height**

### Subsections:

- The Law
- Organising Accessible Events
- Further Information

### The Law

**1** Event organisers must meet their obligations as 'service providers' under the Equality Act. The Act states that a service provider has a responsibility to anticipate the needs of disabled customers; they must ensure that deaf and disabled people are not treated less favourably than non-disabled people and that access and the same standard of service is available to all.

**2** Health and safety legislation has primacy over the Equality Act.

### Organising Accessible Events

Publicity and Access Information

**3** Information about access to the venue and the event and the facilities available on site (such as car parking, wheelchair hire/loan, changing places, accessible toilets, quiet spaces, etc) should be provided in advance, so that people with access requirements can plan their visit. Photos and videos of access points and facilities are useful, as are travel distances around the event, door widths, or details of any non-standard ways disabled people would be expected to access the event (i.e. alternative entrances or access routes).

**4** Websites should meet required standards of accessible design. Web content accessibility guidelines (WCAG) can be found here.

**5** Information should be available in different formats, such as large print, audio and braille, if requested within reasonable timeframes.

**6** The use of inclusive language (words and phrases that avoid bias, slang and discrimination against groups of people) will allow everyone to understand and make them feel welcome.

**7** Information on times when the event is likely to be quieter may help some visitors; consideration should also be given to providing specific 'quiet sessions'.

**8** Videos, films and presentations should be audio described, subtitled and BSL interpreted as appropriate.

**9** If access to the venue changes before the event (e.g. due to a broken lift or automatic door, or a planned access service no longer being available), the organiser should use all means available to communicate the change to visitors.

### Booking Tickets

**10** A policy on how disabled people can book tickets should be clearly communicated on publicity material and to ticket agencies, if appointed. A variety of booking options should be available, such as a staffed phone line, fax, SMS, email and in person.

**11** Disabled people should be able to apply for an extra ticket, free of charge, if they are unable to attend without a companion.

### Event Layout & Stand and Feature Design

**12** The layout and design of an event should be planned to ensure all visitors can safely and easily travel around it.

**13** Features should be designed with access for disabled visitors in mind. Level access to features is important for wheelchair users, people with other mobility impairments and people with visual impairments. Measures such as ramps can be used where access is required above ground level.

**14** Spaces for wheelchair users should be designed into seminar and seating area layouts and spaces reserved for visitors with sight impairments. Space should be designed for a sign language interpreter at planning stage and seats held in a relevant area for visitors using the service, which can be released if the service is not requested.

**15** Consideration should be given to providing a quiet room for rest.

**16** Exhibitors should be encouraged to design their stands without platforms, where practicable, and they must incorporate a ramp into any platform so that customers can be served on the stand and not from the gangway. Where multi-levels are used without ramped access, customers must be offered the same service at ground level. Further details can be found in the Stand Construction section.

**17** Signage and presentations should be designed to be easily read by people with colour blindness or other visual impairments.

### Event Access

**18** Priority access points and arrangements for cars, taxis and coaches to set down passengers as close as possible to the entrance of the event, should be considered.

### Staff Training and Briefing

**19** Disability equality training is essential for front-line staff who interface with members of the public.

**20** Mental health first aid training is also recommended.

**21** Staff should be fully briefed on potential barriers to access and how the venue and event are set up to support people with access requirements.

### Auxiliary Aides and Support

**22** Hearing induction loops should be provided at information points and their availability

clearly signed.

**23** If reasonable notice is received, the organiser is responsible for providing additional assistance for disabled visitors, such as communication/language service professionals.

## Further Information

**24** An overview of service providers' responsibilities under the Equality Act can be found here.

**25** The UK Government website provides further guidance on inclusive communication here.

## Build-Up and Breakdown

**Other relevant sections:**
**Dilapidations / Damage to venues**
**Health and Safety Responsibilities**
**Hot Works**
**Lifting Operations**
**Night Working**
**Rigging**
**Stand Construction**
**Temporary Demountable Structures**
**Waste and Cleaning**
**Work Equipment/Tools/Processes**
**Working at Height**

## Subsections:

- Construction Activity (CDM)
- General Guidance
- Build-Up
- Breakdown
- Venue Specific Rules
  Manchester Central & Harrogate International Centre – General
  Scottish Event Campus (SEC) - General

## Construction Activity (CDM)

**1** All construction and deconstruction work must comply with the current Construction (Design and Management) Regulations.

The Construction (Design and Management) Regulations 2015 are a set of health and safety regulations that apply specifically to the management of construction projects. Since the 2015 update of the regulations, "Construction projects" includes the planning, design, management or other work involved with the running of an exhibition.

It is important that all stakeholders of an event understand their responsibilities under these regulations. The roles and responsibilities of Venues, Organisers, Exhibitors and Contractors are outlined in the AEV/AEO/ESSA CDM resource pack and CDM4Events website.

**2** The role of 'client' under the regulations is defined as being the organiser, space only exhibitors representing the organisation for which the construction and deconstruction projects are carried out.

**3** A clients duties include:

- Making suitable arrangements for managing the project
- Appointing other 'duty holders' and ensuring that they carry out their responsibilities for all associated operations
- Ensuring sufficient time and resources are allocated
- Ensuring relevant information is prepared and provided to other duty holders
- Ensuring welfare facilities are provided

**4** Anyone responsible for appointing a designer or contractor must take reasonable steps to access their competency.

**5** Further Guidance:

- CDM4Events
- HSE: Competence in health and safety
- SSIP
- ESSA Accreditation

## General Guidance

**5** During the build-up and breakdown phases of any event, organisers are ultimately responsible for all activity taking place within the halls/contracted areas including and any external loading logistics areas defined as under their control.

**6** Children under 16 are not allowed in the halls, event areas including any external logistics areas during build-up and breakdown.

**7** The venue must be provided with emergency/out-of-hours contact details for key event personnel.

**8** The organiser must advise the venue of their PPE policy, so that this may be communicated to venue personnel before the start of build-up. Hi-Vis jackets/vests and appropriate footwear to be worn as an expected standard level of PPE on site.

**9** Hi-vis jackets/vests must be always worn by contractors and exhibitors when off-loading and loading vehicles within any logistics areas/loading bays (areas immediately outside the halls).

**10** The organiser should consider the following during the planning process:

- Scheduling: Producing build-up and breakdown schedules, to ensure that activities are carried out safely and in the appropriate order.
- Communication: Advising exhibitors and contractors of the build-up and breakdown schedules in advance and carefully considering the timings published in the exhibitor manual; carrying out PA safety announcements during build-up and breakdown to raise awareness of activities taking place at different stages.
- Floor Layout: The location of complex structures and the width of the gangways around these stands; any other special requirements, such as placing a vehicle on a stand before other stands are built; advising exhibitors and contractors of their stand numbers, locations and any service ducts or columns on their stand space.
- Heavy Lifting: Producing a lifting programme detailing the method of work, times of operation and safety arrangements; carrying out crane operations while the hall is clear; providing a copy of the programme to the venue and traffic marshals; if the venue has a lorry park, stationing a lifting contractor representative there; agreeing a communication plan between the lifting contractor, health and safety manager and floor manager.
- Traffic Management and Vehicle Movement: Ensuring that exhibitors and contractors understand and co-operate with unloading and loading instructions, which will vary from venue to venue; planning and carefully managing vehicle movement where vehicles are permitted to unload/load inside a hall; providing physical separation

between pedestrians and vehicles where practical; appointing an official lifting contactor for fork lifting inside the hall, as responsibility for fork lifting operations ultimately sits with the organiser.

- Gangways: briefing floor managers to encourage contractors and exhibitors to keep materials, displays and exhibits on their stand areas, keeping gangways as clear as possible, to aid the build-up and breakdown process.
- Emergency Gangways: Communicating the emergency gangway plan to exhibitors and contractors, asking them to keep these gangways clear at all times (where this is not practicable, 50% of the width of the emergency gangways should be maintained for emergency access); marking the emergency gangways on the hall floor using appropriate tape, if the floor surface is suitable - please check with the venue; displaying a copy of the plan in the organiser's office.
- Working at Height: Working at height should be covered by a method statement and risk assessment. Stop the Drop has useful advice on working safely at height.
- Rigging: Agreeing a rigging schedule, including requirements for cherry picker/hoist access; ensuring a banksman is provided and the working area cordoned off; considering the size/complexity of rigs and how long they will be on the ground before being hoisted. Please refer to 'Rigging' for full details.
- Gangway Carpet: Scheduling carpet laying and removal and ensuring that gangways are clear to allow these activities to take place safely.
- Waste: Advising contractors to remove all construction waste, including carpet, carpet rolls and pallets and advising exhibitors to remove any leftover marketing collateral to avoid incurring disposal costs; discussing the disposal of hazardous or food waste with the venue. See the 'Waste and Cleaning' section for further details.
- Note: Plus, any additional operational processes not covered in the headings above.

## Build-Up

**11** The following should also be considered to assist with a smooth and safe build-up:

- Mark-out: Ensuring that an organiser's representative checks that the exhibition floor has been marked out correctly, prior to the construction of any stands.
- Off-loading: Discouraging contractors and exhibitors from off-loading the contents of their vehicles into gangways to avoid congestion and delaying the build schedule; encouraging exhibitors and contactors to load their vehicles according to their build programme, so that the first items required are the first to be unloaded.
- Housekeeping: Encouraging work to take place on stand areas and not in gangways, off-site pre-fabrication and painting, protection of the hall floor from any damage and the use of battery-operated equipment to avoid trailing cables across stands.
- Hot Work Permit: Organisers should be aware of the venue's process for obtaining a hot work permit and ensure that contractors and exhibitors are aware that a permit is required before any hot works take place, whether inside or outside the halls.
- Pre-open checks: Carrying out pre-open checks on the exhibition floor with venue representatives to identify and rectify any issues and ensuring that all relevant sign-offs and other documentation is completed.

**12** All construction work must be completed by the close of pre-open day.

## Breakdown

**13** A breakdown meeting should be held on site between the organiser and venue to discuss the breakdown schedule.

**14** It is recommended that organisers distribute a notice to exhibitors during the open period of the event, detailing the breakdown schedule and safety considerations; this may also include advice on waste management and avoidance of dilapidations.

**15** Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. The opening of vehicle/cargo doors for contractor access must be authorised by the venue.

**16** The breakdown should be managed and monitored to ensure that emergency gangways are maintained and that activities are carried out in a controlled, safe manner. In particular:

- Security: Staff should be briefed to allow contractors access to the hall only once breakdown has officially commenced. Providing visitor or exhibitor badges to contractors to enable early access should not be permitted.
- Trolleys: Trolley movement should not commence until the venue and organiser have agreed it is safe. Access is usually made available via the vehicle entry/cargo doors, not the visitor entrance.
- Electrics: Power is normally switched off 30 minutes after the event closes. Requirements for power to remain on after this time must be ordered through the electrical contractor and should be discussed during the breakdown meeting. Once mains power has been switched off at the end of the event, it will not be switched back on under any circumstances, for safety reasons. Electrical contractors must wait until stands are empty before removing electrical fittings, unless permission has been obtained from the exhibitor. No stands are to be dismantled until the main electrics have been switched off.
- Shell Scheme: If the removal of specific sections of shell scheme or baffle walling are required to assist with the breakdown, this should be carried out in a safe manner, in a controlled area; removed sections must be safely stored away to avoid obstructions.

## Dilapidations / Damage to Venue

### Subsections:

- General Guidance

### General Guidance

**1** All necessary precautions should be taken to protect the fabric of the building from damage during the construction and dismantling of stands and features.

**2** Any damage to the venue, over and above normal wear and tear to the building will be charged accordingly.

**3** This includes the removal of carpet tape, fixings and nails and cleaning/repair of any other damage to the floor however caused.

## Lifting Operations

**Other relevant sections:**

**Build-up and Breakdown**
**Rigging**
**Risk Assessment**
**Work Equipment/Tools/Processes**

### Subsections:

- General Guidance
- Organiser's Responsibilities
- Contractors'/Operators' Responsibilities
- Additional Information

### General Guidance

**1** A 'lifting operation' is 'the lifting or lowering of a load'. A 'load' is the item being lifted, which includes a person, or people.

**2** The Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER) are the UK regulations that place duties on people/companies who own, operate or have control over lifting and other work equipment.

**3** Examples of lifting equipment include:

- overhead cranes and their supporting runways
- patient hoists
- motor vehicle lifts
- vehicle tail lifts and cranes fitted to vehicles
- goods and passenger lifts
- telehandlers and fork lifts
- mobile elevated work platforms (MEWPs)
- lifting accessories

**4** Lifting accessories are pieces of equipment that are used to attach the 'load' to the lifting equipment. Lifting accessories must be included when determining the overall weight of the load.

**5** Examples of lifting accessories include:

- fibre or rope slings
- chains (single or multiple leg)
- hooks
- eyebolts
- spreader beams
- magnetic and vacuum devices

### Organisers' Responsibilities

**6** Where lifting operations are to be carried out, ensure that:

- lifting operations are considered within the overall event risk assessment

- lifting plans are obtained from appointed contractors that detail the equipment to be used (including accessories), the loads to be lifted/carried, CE certification, a declaration of conformity, plant service inspection records and statutory inspection certificates
- risk assessments are provided by the contractor
- lifting operations are undertaken only by competent persons
- operators' licences are valid, in-date and suitable for the type of equipment to be operated
- the works are supervised to make sure they are being done safely
- fuel leaks are reported to the venue

## Contractors'/Operators' Responsibilities

**7** Contractors/operators must:

- provide a risk assessment, method statement and lifting plan to the organiser
- raise any issues with the organiser during the planning stage that may affect safe working
- manage activities detailed in the risk assessment, method statement and associated lifting plans
- provide and use equipment that is free from damage and fit for purpose
- inspect equipment before using it and if issues are identified, report them and remove the equipment from use
- only use competent staff
- ensure that forklift trucks are labelled and numbered, so that the equipment and its operating company can be identified in the event of safety concerns, near misses or accidents
- comply with the venue's and organiser's site-specific requirements
- ensure that the lifting equipment is supplied with spill kits in case of fuel/hydraulic leaks
- wear personal protective clothing as required
- secure loads to be lifted and avoid over-loading
- ensure that the safe working load and any venue weight restrictions are not exceeded
- use the safety devices installed in the lifting equipment (flashing beacon; audible & visual warning; seatbelts)
- give way to pedestrians when operating inside the hall
- transport loads at low level
- use an experienced banks-man when visibility is reduced or for complex manoeuvres
- co-ordinate dual lifting operations
- follow the rider's instructions when using a working platform or personnel basket
- make statutory inspection certificates and documented pre-use visual inspection checklists available for inspection
- avoid working under suspended loads
- report fuel leaks to the organiser
- carry out LPG cylinder changes in an outside area
- switch off, isolate and lock off equipment when not in use to prevent unauthorised operation
- remove old cylinders from site

## Additional Information

**8** Additional information is available from the HSE's 'Safe Use of Lifting Equipment' Approved Code of Practice and guidance.

# Stand Construction

**Other relevant sections:**
**Accessibility**
**Build-Up and Breakdown**
**Platforms and Stages**
**Stand Plans & Certification**
**Temporary Demountable Structures**
**Work Equipment/Tools/Processes**
**Working at Height**

## Subsections:

- General Guidance
- Lighting
- Escape Routes
- Double Decker Stands – Planning and Construction
- Floor Loading
- Inner Rooms
- Doors/Vision Panels
- Bridging over gangways
- Stand Platforms
- Ramped & Stepped Access
- Construction Materials
- On-Site Management
- Venue Specific Rules
  National Exhibition Centre (NEC) – Fixings to the Hall Floors
  Scottish Exhibition and Conference Centre – Travel Distance
  Coventry Building Society Arena – Double Decker Stands

## General Guidance

**1** Adequate precaution must be taken by contractors to protect the fabric of the building during construction and dismantling. The cost of repairing any damage will be charged to the organiser of the event.

**2** Exhibitors and stand designers are reminded of their obligations under the Equality Act and must design their stands with accessibility in mind.

## Lighting

**3** Adequately maintained general and emergency lighting, as well as maintained illuminated exit notices shall be provided to any enclosed area.

### Stand Lighting

**4** Consideration should be given to the lighting design and layout of a stand, so as to minimise discomfort caused by glare and dazzle to those viewing products.

### Emergency Lighting

**5** The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of

defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

### Exit Signs

**6** Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm (compliant with BS 5499)
- On a 24-hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

## Escape Routes

**7** Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

**8** The minimum permitted gangway width is 2 metres, except within stands of less than 100m$^2$, where gangways must be no less than 1m wide.

**9** There should be no obstruction that could impede the free flow of people using the escape route.

**10** All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

**11** The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only one means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

## Double Decker Stands – Planning and Construction

### Introduction

**12** This guidance identifies the main elements of safe construction of a double-deck stand. It supports the requirements for complex structures set out in the Stand Plans section.

### Design

**13** The following basic considerations must be addressed by the designer of a double decker stand:

**14** Stability:

- Stability at all stages of construction and dismantling
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- The sequence of construction and the sequence for the removal of any temporary parts
- Calculations indicating the relevant forces and load capability of the structure
- The floor loading capacity of the venue

**15** Construction and Dismantling:

- Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing
- A clear plan for dismantling the stand must be identified
- The time available for construction and dismantling of the stand must be taken into consideration
- A safe system of work must be identified within the methods for construction and dismantling, e.g. work equipment; temporary handrails; fall-arrest system

**16** Assessment of Loads:

- A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence

**17** Connections:

- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work
- Connections shall be simple and effective to reduce the time spent working at height

**18** Materials Handling:

- The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight

### Method Statement

**19** The preparation of a method statement is an important step in the planning of a safe system of work.

**20** The method statement for a double decker stand should include:

- Construction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely

### Construction and Dismantling

**21** Method statements and risk assessments must be provided and shall be followed. All persons involved with the work shall be competent to undertake the work and have read and understand the method statement and risk assessments and erection sequence(s).

**22** Competent supervision is required, and supervisors must be trained and understand the work they are to supervise. They shall be able to read and understand the drawings and method statements and ensure that they are appropriate for the structure and its location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the organiser for approval and to the venue.

**23** Weights of components should be clearly marked and where necessary, lifting points indicated. Components should be stacked and delivered so that they can be removed in the desired order.

**24** Deliveries must consider the floor loading in the area of erection or unloading.

**25** Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

**26** As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

**27** Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works.

**28** Sanding, the use of solvents and any other activities that create airborne hazards, such as dust, fumes and vapours must be controlled at all times. Non-hazardous alternatives should be used wherever practicable.

**29** Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.
**30** Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been accepted by the organiser.

## Method Statement Template for Double Decker Stands

**31** The completed document must be submitted to the organiser along with the other required documentation detailed under 'Stand Plans'. Work on-site will be checked against this information and will be stopped where it does not comply; dangerous work practices will not be tolerated and persons may be removed from the venue if necessary. Please note that 'live' or 'open-edge' working is prohibited.

**This form should be completed by the person supervising the work on site**

| | |
|---|---|
| **Event** | |
| **Date of event** | |
| Stand no. | |
| Exhibitor | |
| Contractor | |
| Contact name | |
| Mobile contact number (on site) | |
| Date information completed | |

| | |
|---|---|
| Step-by-step build sequence for the structure (can it be built at ground level?) | |
| Weight to be lifted; height it will be lifted to; equipment to be used (crane, fork lift, Hiab etc.) | |
| How the structure will be lifted safely | |
| Who will undertake the tasks (own work force; sub-contractors)? | |
| When will handrail be completed (prior to lifting)? Will floor be complete; if not, what means of edge protection has been designed? | |
| Equipment to be provided for working at height | |
| Hazards created by the task (work at height, dust, scaffolds etc.) | |
| Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment etc.) | |
| Control measures to be used (codes of practice, safe systems of work etc.) | |
| Predicted noise levels | |
| Specialist work required (scaffold erection, woodworking machines, hot work etc.) and proof of competence of those undertaking this work | |

| | |
|---|---|
| Plant and tools to be used (power drills, saws, compressors etc.) | |
| Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers etc.) | |
| PPE to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs etc.) | |
| Details of the working platform (mobile tower, trestles, ladders, steps) | |
| Access required by other contractors to locate services or undertake an installation; who; when | |
| When structure will be signed off by an independent structural engineer (normally arranged by the organiser) | |
| 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 below. | |
| **Organiser's comments:**<br><br>**Name:**<br><br>**Date:**<br><br>**Organiser's signature:** | |

## Double Deck Stands - Exits

**32** In ideal circumstances there will be a minimum of two separate staircases leading from any floor above ground level.

**33** However, in the following situation, a single staircase is acceptable:

- No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
- No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck

The occupancy of the upper deck is calculated according to the use of the area. For example, if the upper deck has tables and chairs (e.g. conference, sales area, bar or restaurant), the occupancy can be no more than 1 person per square metre.

### Ceilings on Multi-Storey Stands

**34** Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

## Floor Loading

**35** The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300mm x 300mm and 12mm thick to support a point load of up to 50kn. Point loads more than this and in certain areas of the venue will require larger base plates. Please refer to the relevant venue for details.

### Upper-Level Floor Loading

**36** The floor of the upper level of a double-deck stand must be capable of withstanding a weight loading of 5kn/sqm. A lower weight loading, e.g. 3kn/sqm may be permitted, where appropriate measures are documented and implemented by the stand holder to restrict the occupancy and proposed activity within the area.

## Inner Rooms

**37** Occupied inner rooms on stands can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. If the travel distance from the room to a gangway exceeds 20 metres, then there must be two exits in any case (reduced to 15 metres where alcohol is being served in the room). The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.

## Doors/Vision Panels

**38** The required minimum effective clear width of a door is 800mm.

**39** Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

**40** Emergency exit doors must open outwards in the direction of escape.

**41** Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.

**42** Sliding doors are not acceptable as emergency exit doors.

## Bridging over gangways

**43** Bridging over gangways should be avoided. If essential, this must be agreed by the venue.
Where agreed, bridging over gangways between stands in areas where forklift trucks can operate must be constructed at a height of no lower than 3 metres. In areas where forklift trucks cannot operate, the height can be reduced to a minimum of 2.4 metres.

If electrical supplies are flown across gangways, cabling must be fully supported and not 'free-flown'.

## Stand Platforms

**44.** When the exhibit requires a platform or raised floor, every effort should be made to minimise the trip hazard. Some suggestions include, but are not limited to, using a contrasting-coloured trim on the perimeter of the platform, sloped or bevelled edges on the open sides of the floor, or illuminated skirtings to highlight the platform's edge.

**45.** Platforms should not exceed 170mm in height (one step).

**46.** The distance between supporting timbers of platforms constructed from battens (minimum 25mm thick) and sheet materials (plywood, chipboard, or MDF, all being a minimum of 18mm thick) must not exceed 400mm from centre to centre

**47.** Cutting, sawing, or planning any of the sheet materials and timbers mentioned above to form a platform should be done with suitable dust extraction equipment, such as vacuums attached to mechanical saws. The contractor is responsible for safely removing any dust created from these processes from the venue.

**48.** Platform corners must be splayed, rounded to a radius, or folded to avoid presenting sharp corners. There must also be a clear contrast in colour between the gangway and the platform to denote the change in level.

**49**. Disabled access to the stand area should, wherever possible, provide an equal experience compared to that of an able-bodied person. For example, sloped or bevelled edges on all open sides of the stand offer a more inclusive experience compared to a disabled access ramp positioned far from the main entry point to the stand.

## Ramped & Stepped Access

### Ramped Access

**49** If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.

**50** A ramp must be either readily apparent or the approach to it clearly sign-posted.

**51** The gradient of a ramp flight and its going between landings should be in accordance with the following table:

| Going of a ramp* | Maximum Gradient | Maximum Rise |
|---|---|---|
| 10m | 1:20 | 500mm |
| 5m | 1:15 | 333mm |

| | | |
|---|---|---|
| 2m | 1:12 | 166mm |

*For goings between the above lengths, the gradient will be adjusted accordingly

**52** Ramps must not be greater than 10m or have a rise of more than 500mm.

**53** Ramps shall have a minimum, unobstructed width of 1.5m.

**54** The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings.

**55** A landing at least 1.2m long and clear of any door swings or other obstructions must be provided at the foot and head of the ramp.

**56** Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions.

**57** Intermediate landings at least 1800mm wide and 1800mm long must be provided as passing places when it is not possible for a wheelchair user to see from one end of the ramp to the other, or if the ramp has three flights or more.

**58** Handrails must be provided on both sides of a ramp which has a gradient steeper than 1:20. Where it is impractical to comply with this legal obligation, a risk assessment must be provided to and approved by the organiser.

**59** Where the change in level is no greater than 300mm, a ramp should be provided instead of a single step.

**60** Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

**61** All landings should be level, subject to a maximum gradient of 1:60 along their length.

**62** A kerb at least 100mm high, which contrasts visually with the ramp or landing, must be provided on the open side of any ramp or landing, in addition to any guarding required.

### Stepped Access

**63** A level landing must be provided at the top and bottom of each flight.

**64** Landings shall have a minimum, unobstructed length of 1.2m.

**65** Flights shall have a minimum, unobstructed width of 1.1m.

**66** Doors shall not swing across landings.

**67** Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.

**68** The tread and riser of each step must be consistent throughout a flight.

**69** The rise of each step must be between 150mm and 170mm.

**70** The tread of each step must be between 280mm and 425mm.

**71** Risers must not be open.

**72** All nosings must be made apparent by means of a permanently contracting material 55mm wide on both the tread and the riser.

**73** The projection of a step nosing over a tread below should be avoided but, if necessary, it must not exceed 25mm.

**74** A continuous handrail must be provided on each side of flights and landings.

**75** A single staircase shall not exceed 1.8 metres in width.

**76** Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.

**77** Spiral staircases are only permitted for exhibiting staff use and not for members of the public.

**78** Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.

**79** Cupboards formed beneath the staircase shall be lined throughout with non-combustible material.

**80** Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In such a case an appropriate risk assessment is required. As a minimum, it must comply with the following:

- The headroom must be a minimum of 2m
- The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
- The risers must not exceed 170mm in height
- Each tread must be a minimum of 280mm in depth
- The width of landings at top and bottom must be equal to the width of the steps
- Handrails must be provided

**81** The venue will additionally accept stepped access complying with the specifications of BS 5395. However, the use of stepped access that is not compliant either with this standard or with the specifications given above (e.g. pre-existing modular and system staircases) will be subject to venue approval on a case-by-case basis.

## Handrails

**82** The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landing must be between 900mm and 1000mm.

**83** Handrails shall be continuous across flights and landings of ramped and stepped access.

**84** Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.

**85** Handrails shall contrast visually with the background against which they are seen, without being highly reflective.

**86** The surface of handrails shall be slip resistant.

**87** Handrails shall be terminated in a way that reduces the risk of clothing being caught.

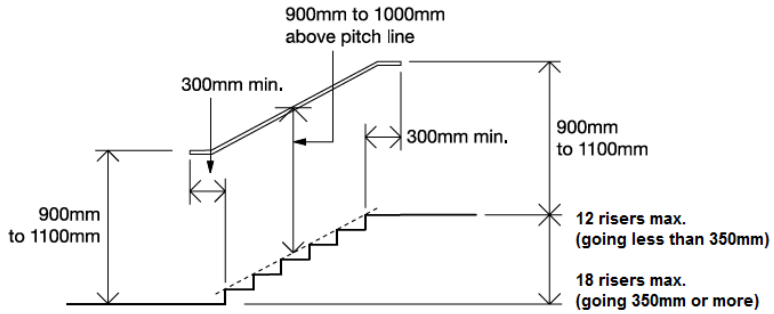
**88** The profile of handrails shall be either circular, with a diameter of between 40mm and 45mm, or oval, preferably with a width of 50mm.

**89** The clearance between the handrail and any wall shall be between 60 and 75mm.

**90** Double-width staircases shall have a central handrail.

**91** The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

**92** Handrails shall be non-climbable, e.g. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.




## Barriers (Balustrades)

**93** Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m
- Be capable of resisting the forces set out in BS 6399-Part 1
- Be non-climbable, e.g. with solid infills or vertical guard rails a maximum of 100mm apart

## Construction Materials

**94** All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use

- Adequately prepared and fixed in order adequately to perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g. adhesives, paint and fillers

**95** British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

## Decorative Materials

**96** Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

**97** Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

**98** All construction materials must comply with the regulations referred to in the eGuide, and flame proofed or purchased already treated by use of the appropriate chemical. Please note that artificial plants and flowers are combustible and give off toxic fumes, therefore not acceptable. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

## Fabrics, Drapes, Curtains and Hangings

**99** Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

**100** Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

**101** Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

## Floor Covering

**102** All floor coverings must be secured and maintained so that they do not cause a hazard.

**103** Where the hall floor is uncarpeted, fixing of floor coverings may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are generally prohibited, but may be allowed at certain venues. Please contact the relevant venue for information.

**104** In carpeted halls, floor flats or a platform must first be laid on top, before alternative floor covering is laid.

## Glazing

**105** All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. Areas of glazing within 800mm of floor level and over 0.5m2, where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

| Nominal thickness | Maximum pane size dimensions |
|---|---|
| 8mm | 1100mm x 1100mm |
| 10mm | 2250mm x 2250mm |
| 12mm | 4500mm x 4500mm |
| 15mm or thicker | No limits |

**106** Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.

## Night Sheets

**107** Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

## Paint

**108** Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

## Plastic

**109** All plastic, including plastic plants and materials used for vision panels etc. must conform to BS 476-Part 7, Class 1. Polycarbonate materials are acceptable.

## Timber

**110** Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

**111** Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.

**112** Chipboard must not be used as a weight-bearing material

## Upholstery

**113** Upholstered seating must be non-combustible and marked with the appropriate standard.

## Column Cladding

**114** Where columns fall wholly or partially within the area of allocated space, exhibitors may encase them, providing access is allowed to any services which may be provided from the columns. Nothing may be fixed directly to the columns and any casing must be self-supporting.

## Fixing to the Building

**115** Please also refer to Stand Construction: Construction Materials: Floor Covering. Stands must be self-supporting and fixing to the building fabric of the venue is not normally permitted. Where this is permitted, it may only be carried out by the venue and will be at the organiser's expense.

## On-Site Management

**116** All stand construction must be monitored during build-up by the organiser's appointed structural engineer and floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.
**117** The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

**Venue Specific Rules**

### National Exhibition Centre (NEC) – Fixings to the Hall Floors

**118** Nail fixings to the Latexfalt surface of the hall floors, excluding floor duct covers, to secure margin boards, cable clips (white only) and similar items of stand fittings will be permitted.

### Scottish Event Campus (SEC) – Travel Distance

**119** SEC operate building travel distances within compliance of the Scottish Executive Technical Standards Handbook – 'Building Standards (Scotland) Regulations'.

### Coventry Building Society Arena – Double Decker Stands

**120** Any double decker stands where the top deck is to hold more than 20 people at any one time, must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Arena if they have any double decker stands that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

## Stand Plans & Certification

**Other relevant sections:**
**Platforms and Stages**
**Rigging**
**Stand Construction**

### Subsections:

- General Guidance
- Space Only Stands
- Complex Structures
- Certification of Stands & Structures On Site
- Venue Specific Rules
  ACC Liverpool, Manchester Central & The O2 – Space Only, Non-Complex
  The O2 – Non-Complex Structures

### General Guidance

**1** All stand plans must be checked by a competent person to ensure:
- Compliance with all relevant standards
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use by all

### Space Only Stands

**2** Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with all relevant regulations.

**3** Details of the materials used to construct the stand, a plan showing its location within the event, a risk assessment, (to include fire hazards) and method statement must also be submitted.

**4** It is the organiser's responsibility to ensure that space only stand and rigged structure plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan approval contractor must be satisfied that the plans and all accompanying documents are complete and fully compliant before submitting them.

**5** The following is a guide to the elements of a space only stand plan which should be checked in addition to ensuring that they comply with the organiser's own regulations:
- Documentation – is it complex or not and are all the required plans and documents included?
- Dimensions – does it fit the space and is the orientation correct?
- Height – does it conform to the venue's maximum construction height?
- Stability – is the stand self-supporting?
- Dividing walls (if applicable) – are they shown? Are they self-supporting?
- Construction materials – have they been identified and do they comply?
- Floor covering – is it indicated?
- Ceiling – what material?

- Columns (where applicable) – if there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – is the stand adjacent to a fire point? Will the fire point be kept completely clear?
- Services – is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?
- Platform – if there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – are there any storerooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area compliant with guidance in the Stand Construction section?
- Doors – have vision panels been incorporated? Do they provide a zone of visibility spanning from 500mm to 1500mm above the floor? Do they open outwards without encroaching into gangways? If the door is a concertina has a vision panel been incorporated adjacent to the door?
- Rigging – is anything to be rigged, e.g. banners, lighting?
- Turntables/rotating signs – are there any?
- Steps – are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails & balustrades – are they at the correct height? Do they have anti-climb rails?
- Lighting – is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – are they within maximum permitted?
- Special risks – are they any items or proposed activities of special risk?
- Demonstrations – check positioning on stand. Is there space for an audience?
- Seating – if seating is provided, does it comply?
- Kitchens & bars – have all relevant details been supplied?
- Water features – are there any?

**6** Double-deck stands:

- Construction – are measures in place to prevent live-edge working?
- Method statement – does this fully detail how the upper deck will be built?
- Staircases – is the correct number provided in relation to the upper deck maximum travel distance?
- Toe-boards – are they fitted to the upper deck?
- Equality Act – are services provided on upper deck also available at ground level?

**7** Rigged Structures:

- Are items to be rigged modular or custom-built/bespoke, i.e. complex?
- Do structures to be rigged comply with the Rigging section?
- Is the complex structure procedure being carried out where applicable?

## Complex Structures

### Definition

**8** A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk.

**9** It is the responsibility of the stand designer to determine whether a structure is complex or not. Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Custom-built/bespoke suspended structures
- Sound/lighting towers
- Temporary tiered seating (refer to Temporary Demountable Structures section)
- Platforms and stages of 0.6m in height and over and all platforms and stages for public use (not including stand floor flats and platforms)

The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

### Submission Procedures

**10** Organisers are responsible for submitting full details of all complex structures no later than 28 days prior to tenancy. Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

- Detailed, scaled structural drawings showing:
  - Plan views of each storey of the stand/structure
  - Sections through each storey of the stand/structure
  - Elevations including full steelwork and staircase details
  - Width and position of gangways within the stand
  - Floor and/or roof loading
  - Specifications of materials used
  - Structural calculations
  - Risk assessment (to include fire hazards) and method statement
  - Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose

**11** Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the event.

**12** If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

## On-Site Certification of Stands & Structures

**13** The organiser must submit certification to the venue for all structures before visitors can be admitted to the event. Where certification is required by a structural engineer, they must have appropriate professional indemnity cover; evidence of this may be required by the venue. The following must be provided:

### Shell Scheme

**14** Certificate of completion and safe construction by a competent person, e.g. official stand contractor, confirming that all stands and walls have been built to the manufacturer's specification and are sound and safe for their intended purpose.

### Space Only, Non-Complex

**15** Visual inspection and certification by a structural engineer certifying them to be sound and safe for their intended purpose.

### Space Only, Complex

**16** Certification by a structural engineer, certifying them as safe and constructed in accordance with the designer's specification and sound and safe for their intended purpose.

### Rigged Structures

**17** Where personnel other than the venue's riggers have carried out a hoist and fix operation, confirmation by a competent person, that connections have been terminated correctly.

**Venue Specific Rules**

**ACC Liverpool, Manchester Central & The O2 – Space Only, Non-Complex**

**18** These venues do not require certification by a structural engineer for a space only, non-complex structure.

**The O2 – Non-Complex Structures**

**19** The O2 does not deem proprietary stages under 1.2m high to be complex structures.

# Temporary Demountable Structures

**Other relevant sections:**
**Accessibility**
**Build-Up and Breakdown**
**Stand Construction**
**Work Equipment/Tools/Processes**
**Working at Height**

## Subsections:

- General Guidance
- Additional Requirements for Tiered Seating
- Venue Specific Rules:
  Scottish Event Campus (SEC) – General
  Coventry Building Society Arena – General
  The O2 – General

## General Guidance

### Definition

**1** Temporary demountable structure means any structure assembled and installed for use at an event, which is intended to remain in situ for the event only. This includes grandstands, scaffold, timber and fabric structures, filming and lighting platforms, but excludes exhibition stands.

### Compliance

**2** Ensure compliance with: Temporary demountable structures: Guidance on procurement, design and use (4th edition) - The Institution of Structural Engineers.

**3** Marquees shall comply with the Muta Code of Practice

**4** In addition, there may be specific venue requirements. Please check with the venue.

### Submission Procedures

**5** The following information is required to be submitted to the venue at least 28 days prior to installation:

- A full set of design drawings and calculations for the structure, stating any restrictions for use
- A method statement
- A risk assessment for installation, removal and use

### **6** Design Considerations:

- The venue should be treated as an 'open' site for wind speed purposes
- The supplier shall carry out a pre-event survey of the venue/site
- The design must include provision for emergency lighting of escape routes

### Installation

**7** The organiser shall ensure that a competent person supervises the installation and dismantling of the temporary structure.

**8** Where fixings to the ground or fixings to existing structures are permitted by the venue, the supplier shall:

- Ensure that all holes are pre-drilled
- Ensure that fixings can withstand the imposed load(s)
- Take all reasonable measures to ensure that there are no buried services within the immediate locality (e.g. carry out a CAT scan)

### Certification

**9** On completion of installation and before it can be used by the public, the organiser shall submit to venue certification signed by a structural engineer, stating that the structure has been installed in accordance with the design and certifying that it is safe for its intended use.

### Event Open Period

**10** The supplier is responsible for the structural integrity of the temporary structure at all times. A qualified and competent technician must be available on-site during all open periods, if required by the venue and on 24-hour call at all times.

**11** Emergency call-out contact details must be provided to the venue.

**12** Combustible materials must not be stored underneath raised areas.

## Additional Requirements for Tiered Seating

### Plan Submission

**13** A 1:200 DWG drawing of the seating layout must be submitted for approval to the venue **prior to any tickets being sold for the event**, to ensure that the layout has sufficient exits.

### Daily Inspection

**14** The seating must be checked by a seating engineer/competent person on a daily basis and the sign-off passed to the venue.

**15** Inspections should include the following as a minimum:

- Components align vertically and horizontally from above and below system
- Handrail spigots and pins/bolts fully engaged and securely located
- Rails in place – ends of gangways and stair landings
- Stair frames braced and secure flight fixed
- Half steps secure, handrails and nosing properly fitted
- Seats and seat frames undamaged, in line and level
- Seat backs not dislodged, splitting or warping
- Floor panels secure not splitting or warping
- Exits signed, unobstructed
- All light fittings secure and working including emergency lighting
- Mechanical damage

**Venue Specific Rules:**

**Scottish Event Campus– General**

**16** In Scotland, under the Civic Government (Scotland) Act 1982, structures of a certain height may be inspected by Glasgow local authority. All staging, seating or platforms 600mm or higher with an individual or others using/occupying them, will require a 'section 89' application to be lodged in advance with Glasgow local authority. Contact the venue in the first instance to process this information.

**Coventry Building Society Arena – General**

**17** Any structure that holds more than 20 people at any one time must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Arena if they have any structures that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

**The O2 – General**

**18** The O2 requires a Section 30 for any temporary structure. If a temporary structure is erected for 28 days or more, a full plans application is required.

## Work Equipment/Tools/Processes

**Other relevant sections:**
**Accessibility**
**Build-Up and Breakdown**
**Dilapidations/Damage to Venue**
**Lifting Operations**
**Stand Construction**
**Temporary Demountable Structures**
**Working at Height**

### Subsections:

- Work Equipment
- Access Equipment
- Working Platforms
- Lifting Equipment
- Work Tools
- Working at Height
- Fixing to the Premises
- Floor Loading

### Work Equipment

**1** Work equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). Lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER).

**2** Work equipment must be appropriate for the work activity. Industrial equipment must be used; the use of 'domestic' quality equipment is not acceptable.

**3** Risk assessments and method statements specific to the use of the relevant equipment shall be available.

**4** Construction and deconstruction activities must take place within the stand area.

### Access Equipment

**5** Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used.

**6** Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

**7** Operators must comply with current IPAF guidance.

### Working Platforms

**8** Any surface from which work is carried out, including roofs, floors, platforms and scaffolds shall be fitted with guardrails.

**9** Ladders may only be used as working platforms when it is not reasonably practicable to use alternative means and the risk assessment identifies the work activity as low risk.

## Lifting Equipment

**10** Lifting equipment includes fork lift trucks, hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.

**11** All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment shall be visibly marked as having been inspected and tested within the previous 6 months.

## Work Tools

**12** Electrical tools shall be regularly inspected and tested.

**13** Woodworking machinery shall only be used with an effective local exhaust ventilation (LEV) workplace fume and dust extraction system. A noise assessment may also be required. Machining of MDF and chipboard is not permitted on site.

## Working at Height

**14** Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment.

## Fixing to the Premises

**15** Fixing of any sort to any part of the interior or exterior of the premises, including floors, is not normally permitted, but may be allowed at certain venues. Please contact the relevant venue for information.

**16** Where applicable, only venue approved carpet tape may be used for fixing floor coverings to the hall floors. Any damage to the fabric of the building will be repaired by the venue at the organiser's expense.

## Floor Loading

**17** The transportation and location of heavy exhibits/structures must conform to the venue's weight limits, which must not be exceeded.

**18** The organiser must inform the venue in advance, of any load which may exceed that normally permitted, so that an engineered solution may be found, if possible.

**19** Floor loading limits and the required dimensions of base plates vary considerably; please check the specific information provided by the venue.

# Working at Height

**Other relevant sections:**
**Accessibility**
**Build-Up and Breakdown**
**Stand Construction**
**Temporary Demountable Structures**
**Work Equipment/Tools/Processes**

## Subsections:

- General Guidance
- Ladders

## General Guidance

**1** A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

**2** The Work at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

**3** Duty holders' responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue
- Account is taken of the risk assessment carried out for the activity
- They do all that is reasonably practicable to prevent anyone falling, including preventing live edge working
- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality

## Ladders

**4** All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

**5** All ladders to meet EN131 Professional standard. Older trade industrial standard (EN131, BS 1129 Class1 & BS2037 Class 1) ladders must be in good working order.

**6** Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

**7** Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk.

**8** Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used