

# Health and Safety

This section details all of the health & safety information that you must consider when designing, building and operating your stand at the event. Health and Safety is an important issue at events and as such it is vital that you read the following information carefully and ensure that you and your staff, as well as any contractors that you employ adhere to the provisions fully.

Below, we have set out our responsibilities under the prevailing legislation and under the auspices of the Health and Safety at Work (etc.) Act 1974 and The Equality Act 2010, together with subsequent Regulations, Amendments and Approved Codes of Practice. As a business and an exhibitor you are also required to ensure that your attendance at the event is conducted in a way that exposes you and those around you to the minimal possible risk. Please click on the following links for more information:

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## Alcohol and Drugs

Drinking of alcohol on site by contractors during the build-up and breakdown phase is forbidden. Misuse of drugs or alcohol can severely affect judgment and physical response to given situations in the workplace; this can result in safety performance being impaired and accidents occurring. Any person found to be under the influence of alcohol or drugs would be asked to leave the site immediately.

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## Animals

Animals are not allowed on site unless they are part of the event. Guide and hearing dogs are permitted on request.

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## Children

Children under 16 are strictly forbidden to be in the halls during the build-up and breakdown. There are no exceptions to this rule.

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## Clarion Events Policy statement

Clarion Events aims to set the benchmark standard for managing health and safety in events. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment which is safe and without risks to health. We also recognise that running a public event places a special responsibility on Clarion Events and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff, visitors and members of the public. Thus we seek not just to comply with the Health and Safety at Work Act and other relevant legislation, but to provide a health and safety framework that is continually improving and genuinely supportive of our client's business objectives. The Event Director is ultimately responsible for health and safety at the event. To ensure that all Clarion's health and safety obligations are met, the Event Director supported by the operations team will:

- allocate sufficient resources to meet health and safety objectives
  - provide adequate control of health and safety risks arising from our work activities
  - consult with the venue, exhibitors and contractors on matters affecting health and safety
  - provide relevant health and safety information to employees and others
  - ensure all employees are competent to do their tasks particularly with regard to health and safety training
  - ensure so far as is reasonable that the contractors we engage for the event are competent
  - so far as is reasonably practicable prevent accidents and cases of work related ill-health and maintain safe and healthy working conditions.
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## Compressed gases (e.g. LPG)

Use of gases will only be permitted where essential and by exception and these must be registered as a special risk. LPG is not allowed inside the venue. A certificate of installation by a GASSAFE registered fitter is required for LPG installations. Only one cylinder can be kept on the stand at any one time. Cylinders which have never contained gas (as opposed to cylinders which have been emptied) may be used for display purposes.

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#### FOR UK EVENTS ONLY

## Construction Design Management - NEW

Since the HSAWA Act in 1974, event organisers have calculated the risks associated with the construction and deconstruction of events, and enforced controls to ensure that all employees, contractors and visitors were provided with a healthy and safe working environment while onsite.

In April 2015, The Construction Design Management legislation came into force in the UK to further regulate the industry, and ensure that safety was the highest priority.

It is now the responsibility of organisers, as principle contractors, to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations.

Co-operation and participation of all employees, trainees and sub-contractors is essential to obtain high standards of safety practices. Therefore no exhibitor or contractor will gain entry to the halls during construction or deconstruction, without a signed copy of the Site Induction Form, which can be found within the mandatory forms section of the manual. This form does not need to be returned to us in advance but printed, signed and brought with you on-site ready to be presented to gain entry into the event during construction or deconstruction.

If you have any further questions relating to Construction Design Management and how it affects your participation this event please contact the organiser.

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## Dust

Dust must be kept to a minimum. Dust extraction must be used, where fitted, on power tools.

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## Electrical

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations.

All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

All electrical trunking must be clearly marked with white or striped tape.

Electrical supplies will be switched on at 0900 hrs each morning and switched off 30 mins after show close each night. Therefore, if you require a 24hr power supply, please remember to pre-order your requirements with the electrical supplier.

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## Emergencies

Please refer to the emergency procedures and ensure these are distributed to all your staff.

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## Entrances / exits

Entrances / exits must be a minimum of 2.5m and emergency exits must be at least 1.5m wide. Exits with doors opening directly onto a gangway must be recessed into the stand. There should be a distance of no more than 12m to the nearest exit from any point on the stand.

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## Exhibitor Requirements

As an exhibitor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build-up, the open period of the show and during the break down. Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on your stand. For the build-up and breakdown this can be your contractor.
- For shell scheme stands, the official stand builder will provide the organisers with a risk assessment covering the build of your stand.
- You must ensure that your staff and contractors working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
- You must ensure that all your staff on site and contractors are familiar with the venue's emergency procedures.

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## Fire

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general you

are not permitted to build your stand with anything which is flammable or non flame resistant unless it has been treated. Please refer to the eguide for details of fabrics, stand dressing and timber. Venue fire and safety officers will carry out testing onsite to ensure that materials comply.

Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand.

Fire extinguishers (water type) will be distributed to stands at the Fire Officer's discretion and under no circumstances may they be removed. These extinguishers are on loan from the venue and will be collected at the close of event - any loss will be charged to the exhibitor concerned. Please ensure that your stand personnel are conversant with their use and that they are aware of the position of the nearest fire alarm point.

Please ensure that you include a fire risk assessment with your main stand risk assessment.

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## **First Aid**

A trained medic will be in attendance at all times during the event, including build-up and breakdown periods. Any medical emergency should be reported to the organisers office immediately.

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## **Floor Conditions**

There is a significant risk of slips, trips, falls and sharp objects left on the ground. All those working in the halls in build-up and breakdown are strongly advised to wear appropriate safety footwear.

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## **Food Safety**

Exhibitors have a duty to ensure proper food hygiene to guard against contamination and food poisoning.

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## **Fumes**

Exhibitors and contractors have a duty to exercise proper controls over the release of noxious fumes and if necessary carry out a COSHH assessment. Please be aware of fumes from paint and spraying equipment. Engines of vehicles in the halls must not be left on idle. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes to do not build up in the halls, service tunnels and basements as a result.

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## **Gangways**

The gangways used in this event are the minimum permissible by law. Exhibitors and contractors are not to dump items in the aisles. All waste other than small items must be removed by the contractors. Designated emergency aisles must be kept clear at all times. Lifting contractors are not to set down loads in designated emergency aisles. Under no circumstances will exhibits, stand dressings, tables and chairs etc. be allowed to encroach into the gangways. Please remember to keep all your exhibits inside your stand at all times.

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## **Guidance Information**

For additional H&S Guidance you will find useful information on the following websites:

<http://www.hse.gov.uk/event-safety/>

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## **Hanging Wires**

Hanging wires are not to be left hanging below head height and must be marked with tape.

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## **Hazardous Substances**

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk.

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## **London2018London2018Hot Works**

All hot works must be subject to a hot working permit obtainable from the organiser's office.

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## **Lifting/Forklifting**

A competent and approved lifting contractor has been appointed. All lifting and fork lifting must be done by the approved lifting contractor and comply with The Lifting Operations and Lifting Equipment Regulations (LOLER).

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## **Lighting**

Low level spotlights and floodlights etc. must be guarded to prevent risk of injury.

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## Manual Handling

As far as reasonably possible, you should avoid the need to undertake manual handling operations which involve a risk of injury. Appropriate steps are taken following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

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## Moving Vehicles

All reversing vehicles must be guided by a banksman. Engines are not to be left on idle in the halls. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes do not build up in the halls, service tunnels and basements as a result.

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## Personal Protective Equipment (PPE)

Suitable clothing should be worn relevant to the job being carried out including safety goggles or glasses, gloves and safety shoes.

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## Petrol / Diesel

All vehicles being exhibited at the show must:

- Contain no more than half a gallon of fuel
  - Have locked filter caps and drip trays
  - Have the battery removed or the battery leads disconnected and the terminals taped
  - Any opening part of the vehicle must open within your stand and not into a gangway
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## Risk Assessment

Clarion Events has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- multiple contractors working in a single workplace
- fall from working at heights and working on a live edge
- objects falling from height or loads falling from vehicles
- impact injury from moving vehicles
- structural collapse of seating or an exhibition stand



- outbreak of legionnaires disease from a water feature
- food poisoning incident from temporary catering outlet
- fire
- major incident and civil emergency
- excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks. The Management Regulations and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

We expect ALL exhibitors to follow the correct health and safety procedures by completing a risk assessment and bringing a copy to the event.

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## Site Rules

The following are the general health and safety site rules with regards to safe working. You are reminded that venue staff, exhibitors and contractors alike have a legal duty to cooperate with the organiser on matters of health and safety which includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by either the Clarion Event's or the venue's appointed health and safety staff.

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## Smoking

Smoking is strictly forbidden during build, open and breakdown including e-cigarettes. If you wish to smoke please use the designated areas outside the building.

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## Special Effects e.g. Smoke, Lasers, Pyrotechnics, and Strobes

All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal requirements. Further information can be obtained on these from the organiser.

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## Temporary Steps

Temporary steps leading to and from exhibits must be sturdy, secure and safely positioned. All steps should conform to European standards. Steps should cover the width of the door / access to the exhibit. Where necessary they should be secured to prevent slipping and to account for the differences between the stand flooring and the surface they are specifically designed for.

During the day they should be checked regularly (and a written log kept) to ensure that they are still in the correct and safe position. The Organisers will carry out an onsite check and any steps deemed to be unsafe would have to be replaced. In order to avoid this inconvenience and additional expense, you are advised to ensure that any steps are suitable before arriving at the venue.

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## The Equality Act

The Organisers endeavour to provide all visitors the same opportunities.

Exhibitors should be aware that they also have obligations under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) because Exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favourably than people who aren't disabled, which include:

- Reasonable adjustments must be made to services and environments so that disabled people can access them.
- Inaccessible features must be removed or altered.
- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative must be provided.

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations.

This list is by no means exhaustive and must be used a guide only. Further information about The Equality Act 2010 can be found at:

- [www.aeo.org.uk/files/eguide.pdf](http://www.aeo.org.uk/files/eguide.pdf)
- [www.homeoffice.gov.uk/equalities/equality-act/](http://www.homeoffice.gov.uk/equalities/equality-act/)
- [www.direct.gov.uk/en/DisabledPeople/](http://www.direct.gov.uk/en/DisabledPeople/)
- [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

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## Work Equipment and Tools

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaner's sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles. All portable electrical equipment must be subject to a suitable portable equipment testing regime.

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## Waste

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

Special waste which may comprise a hazard such as chemicals, fats and cooking oils must be safely disposed of.

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## Water Features

Water features which create mists and sprays such as fountains and spa baths create the risk of the spread of Legionella bacteria in air which causes Legionnaire's disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing. Please contact the organisers if you are intending to have a water feature on your stand.

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## Working at Heights

Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at heights is subject to risk assessment.

- All rigging from the roof is to be carried out by the official rigging contractor.
  - All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards as far as is reasonably practicable.
  - Static and mobile access working platforms must be fit for purpose (see Working platforms).
  - Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
  - Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.
  - Operatives working at height must have suitable head protection e.g. bump caps.
  - Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats
  - Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs. The use of domestic ladders and steps is strictly forbidden.
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# Working Platforms

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a Thorough Inspection (TI) in the previous 6 months.

- All working platforms are to have a guard rail, mid rail and toe board.
- Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs. The use of domestic ladders and steps is strictly forbidden.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice. If you do not know who to contact then please seek advice from the Clarion staff.

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## What you need to do

We have set out below what is legally required. You must complete and submit:

1. If you are a shell scheme exhibitor you must complete the health and safety section on the manual and provide details of insurance if you haven't taken out recommended insurance. A detailed and suitable and sufficient 'Risk Assessment' for your attendance at the event - with focus on the build-up and breakdown processes.
2. If you are a space only stand you must submit a detailed Risk Assessment, method statement and stand plan as well as details of your insurances.