

## Health & Safety including transmission of COVID-19

<p>COVID-19 safety</p>	<p>The guidance is changing on a regular basis; we are continually monitoring government and industry guidelines and the guidance relating to covid secure events. Further details on what measures will be in place at the show will be available shortly. Rest assured we will be working to ensure everyone’s safety is the number 1 priority at all times.</p>
<p>Statement</p>	<p>BETA International takes its responsibilities as laid out in accordance with the Health &amp; Safety at Work Act, etc., 1974 (HASAWA74) very seriously and it is vital that Exhibitors and their Contractors do the same. The Build-up, Open and Breakdown phases are covered by these and other mandatory requirements:</p> <ul style="list-style-type: none"> <li>Health &amp; Safety at Work Act, etc., 1974 (HASAWA74)</li> <li>Management of Health &amp; Safety at Work Regulations 1999</li> <li>Manual Handling Operations Regulations 1992</li> <li>Personal Protective Equipment at Work Regulations 1992</li> <li>Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>Provision and Use of Work Equipment Regulations 1998</li> <li>Control of Substances Hazardous to Health Regulations (COSHH) 1999</li> <li>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995</li> <li>Building Regulations (England and Scotland)</li> <li>Environmental Protection Act 1990</li> <li>Local Authority Regulations</li> <li>Construction, Design and Management Regulations 2015</li> <li>The Coronavirus Act 2020</li> </ul> <p>As Organiser, it is BETA International policy to manage BETA International 2024 in accordance with the above and make the exhibition environment safe so far as is reasonably practicable. This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health &amp; Safety procedures. To this effect, BETA International has provided medical and security facilities on-site.</p>
<p>Exhibitor duties &amp; responsibilities</p>	<p>ALL exhibitors must complete and return the <a href="#">Compulsory Form</a> and <a href="#">Site Induction Form</a> which are also located in the Exhibitor Deadline and Checklist section. Please ensure that all appointed contractors who will be requiring access onsite also completes the <a href="#">Site Induction Form</a></p> <p>As an exhibitor you have a duty under the Health &amp; Safety at Work Act 1974 to ensure all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety &amp; welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their health &amp; safety but also that of others working or attending the vicinity.</p>

Under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995, an employer will be required to notify the enforcing authority when there is an accident resulting in death or major injury, or any notifiable dangerous occurrence. May we remind exhibitors that you are obliged to report accidents to the Organisers' Office on-site.

## General Health & Safety Guidance & Requirements

Site rules	Please ensure that everyone coming on site during build up and breakdown have read and understood the <u>site rules</u> which includes the fire & emergency procedures.
Drugs & alcohol	<p>Any person suspected to be under the influence of alcohol or drugs will be asked to leave the site immediately.</p> <p>The consumption of alcohol in the venue during build-up and breakdown is not permitted.</p>
Electrical safety	Please refer to the Electrical section of the A-Z for guidelines and safety information.
Work equipment	<ul style="list-style-type: none"> <li>● All equipment provided for work within the venue must be suitable and appropriate for the tasks required</li> <li>● The use of “domestic” quality equipment is not acceptable</li> <li>● Portable power equipment should be used for the purpose for which it was designed and have correctly fitted and used safety guards</li> <li>● It shall be visibly marked as inspected and tested within the previous 12 months</li> <li>● Portable electric tools are to be used with the minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it</li> </ul>
Working at height	<p>A person is working “at height” if there is a possibility of their being injured from falling.</p> <p>Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access and all work at height must be properly planned, organized, supervised and carried out in as safe a way as is reasonably practicable</p> <ul style="list-style-type: none"> <li>● Equipment used for working at height must be suitable for the task:</li> <li>● Domestic steps and ladders are NOT permitted; only industrial steps and ladders are permitted</li> <li>● Mobile tower scaffold shall be constructed and used as identified by the manufacturer</li> <li>● All working platforms shall be protected by guardrails when at a height assessed to present a hazard</li> <li>● Guard rails, toe boards, barriers, etc, must be of sufficient size and strength and placed and secured correctly</li> <li>● Working platforms and the supporting structure must be stable and capable of supporting the loads</li> <li>● Wheeled structures must have wheel locks or other measures to prevent slippage; they must be safely erected, used and dismantled</li> <li>● Nets, air bags and other collective safeguards must be risk assessed to demonstrate that no other, safer work equipment is available and that appropriate training has been provided</li> <li>● All equipment must be appropriately inspected.</li> <li>● No work is done at height if it is safe and reasonably practicable to do it other than at height</li> <li>● Those involved in work at height are trained and competent</li> <li>● The place where work at height is done is safe</li> <li>● The risks from fragile surfaces are properly controlled</li> <li>● The risks from falling objects are properly controlled</li> <li>● Equipment used for work at height must be suitable for the task.</li> </ul> <p>Please see the following link for the further information - <a href="http://www.stop-the-drop.co.uk/audiences/contractor">http://www.stop-the-drop.co.uk/audiences/contractor</a></p>

PPE	<ul style="list-style-type: none"> <li>• All stand contractors and staff must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.</li> <li>• During build-up and breakdown, all personnel must wear high vis vests and suitable footwear.</li> <li>• You are reminded that PPE is the last form of control measure and not the first. Therefore, please ensure you have limited your risks as much as possible before considering your PPE requirements.</li> </ul>
Flammable liquids / chemicals	<ul style="list-style-type: none"> <li>• Flammable liquids and substances must be used and stored safely and segregation from waste and other risk areas.</li> <li>• Chemicals and flammable liquids must be removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.</li> </ul>
Dust & fibres	<ul style="list-style-type: none"> <li>• Any construction process likely to generate dust and fibres must be controlled under COSHH and processes involving high levels of dust will not be permitted to take place inside the venue.</li> <li>• Woodworking machinery, tile cutters etc shall be used with due consideration for the affect on others nearby (noise and dust) and may be required to be used outside the venue</li> </ul>
Hot work	<ul style="list-style-type: none"> <li>• You must not undertake any welding, cutting or grinding that uses open flame or produces heat and sparks without getting a Hot Work Permit from the venue</li> <li>• Hot work activity will require a risk assessment and method statement prior to any permit being issued</li> </ul>
Noise	<ul style="list-style-type: none"> <li>• The Control of Noise at Work Regulations 2005 are now in force and you are now required to assess the risks to your employees from noise at work, take action to reduce the noise exposure that produces the risk, provide your employees (and those in the immediate area) with hearing protection if you cannot reduce the noise exposure and ensure that the legal limits on noise exposure are not exceeded.</li> </ul>
On site monitoring	<p>To ensure that these duties are complied with at all times, the Organisers have appointed dedicated Floor Manager to monitor the show floor throughout the build-up, open period and breakdown. In the event of you or your contractor not following correct health &amp; safety practices, the Organisers and Venue will following this 3 step procedure:</p> <ol style="list-style-type: none"> <li>1. First issue a verbal warning</li> <li>2. Then a written warning</li> <li>3. Finally if bad practice continues the Organisers / Venue will issue a Cessation of Work Notice, requiring the contractor / exhibitor to leave site until such time as correct materials or correct working practices are satisfactorily implemented</li> </ol>
Risk assessment & method statement	<p>All Space Only exhibitors must undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which these hazards can be controlled. This risk assessment needs to be submitted to the Organisers in advance of the show. Any exhibitor with items that require extra precautions such as machinery, vehicles, chemical substances, etc., will need to supply a copy of this Risk Assessment Form for their stand.</p> <p>If you have a space only stand at the show please return your risk assessment together with your stand plans to Ways &amp; Means at <a href="#">Space Only Plan Submission Link</a> by 2nd August.</p> <p>Sample risk assessment and method statement template and guidelines are available via the below link:</p> <p><a href="#">Ways &amp; Means H&amp;S Toolkit</a></p> <p>For any queries please contact  Ways &amp; Means  T +44 (0) 20 3292 0555  E: <a href="mailto:beta@waysandmeanevents.com">beta@waysandmeanevents.com</a></p>

## CDM (Construction, Design & Management) Regulations

In accordance with the Construction, Design & Management Regulations - (CDM) - concerning the build-up and breakdown of ALL exhibitions in the UK, must complete the [Site Induction Form](#).

You must ensure ALL employees/contractors who will be on-site during the build-up and breakdown period (and require exhibitor badges) have also read the Site Induction. Passes will not be issued until this has been read and the Health and Safety Form returned.

Nobody will be permitted access to the halls during the build-up and breakdown without their exhibitor or contractor passes.

New Starter and Shell Scheme Exhibitors

These guidelines only apply if you intend to carry out any construction within your stand (i.e. build your own shell scheme). Stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction.