

HEALTH AND SAFETY CHECKLIST

In order to assist you in making sure that your event requirements are in line with DEC Health and Safety Rules and Regulations, we have prepared an overview of all important aspects to consider. As many of these are also applicable to your contractors and exhibitors, we suggest that the relevant items are included in your Exhibitor Manual.

You can find the full details of these policies and procedures in the DEC Health & Safety Rules and Regulations.

A. General Requirements

- Do you have a copy of the DEC Health and Safety Rules and Regulations? **YES**
 - Have you read the DEC Emergency Evacuation and Procedures **YES**
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B. Submission Deadlines

- Event Risk Assessment and Fire Assessment **2 Weeks**
- Display Vehicle / Equipment Arrival Schedule **2 Weeks**
- Laser Schedule **2 Weeks**
- Pyrotechnics Schedule (Dubai Police approval required) **2 Weeks**
- Aquarium Schedule **2 Weeks**
- Compressed Gas Schedule **2 Weeks**
- Candle / Flame Schedule **2 Weeks**
- Fountain and Water Screen Schedule **2 Weeks**
- Animal Schedule (Dubai Municipality approval required) **2 Weeks**
- Electrical Fat Fryer Schedule (for food related events only) **2 Weeks**
- Robots and Robotic Machinery Schedule **2 Weeks**

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C. Floor Plan and Stand Requirements

- Has your event layout been plotted on the latest DEC Master Floor Plan and approved by DEC Health and Safety YES
 - Have all double-decker stands and stands of more than 4m height been reviewed? YES
 - Has the 1 metre clearance between the stands and the walls been respected? YES
 - Do all stands maintain a 1.50 m ceiling clearance? YES
 - Have you ensured that there will be no storage inside the hall(s)? YES
 - Have you made the necessary provisions for
 - Stages and ramps YES
 - External stands and equipment displays YES
 - Fire hose reels to be kept clear at all times YES
 - Shutter doors and goods doors to remain accessible and not blocked YES
 - Fire exit doors to be kept clear at all times YES
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D. Specific Safety Requirements

- Are you aware of the DEC Health and Safety Rules and Regulations in terms of:
 - Work at heights / rigging points location YES
 - Hot works / naked flame / flammable gas YES
 - No blockage of fire exits, shutter doors, corridors and concourses YES
 - Trip, slip and fall hazards YES
 - Non-smoking venues YES
 - Moving machineries and equipment checklist inside the venues YES
 - Provision for internal signage by contractors, if required YES
 - Proper electrical connections at the venues YES