

Health & Safety

All activities on-site (including but not limited to stand construction, demonstrations and breakdown) must comply with all current health & safety legislation.

This section of the manual has been produced to provide exhibitors with clear, simple suggestions for understanding health & safety & implementation of a suitable & sufficient safety management programme to comply with Health & Safety procedures.

Statement

It is the policy of Mash Media Ltd. to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects of Health & Safety. It is important to ensure that safe working practices are maintained at all times, which includes ensuring that everyone is reminded of their responsibilities whilst working at the exhibition.

As an Exhibitor, it is essential that you are aware of your obligations; as an Exhibitor, Contractor or Agency you have a duty under the Health & Safety at Work Act 1974 to ensure that all personnel, contracted by you are aware that they have a responsibility, so far as is reasonable practicable, for the health, safety and 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 own health and safety, but also that of others working or attending the vicinity.

Under the COSHH Regulations 2004 (Control of Substances Hazardous to Health), exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all your staff and subcontractors have received sufficient Health & Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act.

You are also required to have in your possession a copy of your own Health & Safety policy and risk assessment as well as those of each contractor employed by you which may be requested during the exhibition

Your Duties & Responsibilities

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, open period of the show and during the breakdown. Where you contract out the building and finish of your stand to other parties / contractors, you are still vicariously responsible for activities of your contractors. It is your responsibility to ensure you have done the below:

- Completed the Health & Safety Declaration Form (found on the compulsory form)
- Undertaken a risk assessment for your stand, relating to the entire exhibition (this must include the transmission of Covid-19 as a risk, further details on this can be found in this section)
- Notify the organisers of, and carry out a risk assessment for any significant risks (as outlined on the compulsory Form)

Space Only exhibitors also have responsibilities under CDM regulations 2015 as a 'client'.

Site Induction

Everyone coming on site during build up and breakdown must complete the site induction – this can be found in the forms section of this manual.

Drugs & Alcohol

Any person suspected to be under the influence of alcohol or drugs will be asked to leave the site immediately. The consumption of alcohol in the venue during build-up and breakdown is not permitted.

Emergency Procedures

Ensure you have read the Fire & Emergency procedures contained within the site rules.

Fire Regulations – Stand Build / Dressing

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations:

- **Timber**, under 1" thick must be impregnated to CLASS 1 standard. Boards, plywood, chipboard etc. must be treated in the same way if they are under ¾" thick. Treated boards will have BS476 CLASS 1 marked on them.
- **Plastics**, must conform to BS476 Class 1 fire regulations.
- **Fabrics**, must be flame proofed or purchased already treated by use of approved chemicals. Fabrics such as wool, twill and felt do not need to be treated.
- **Flowers**, artificial flowers are highly flammable and give off toxic fumes, so real flowers are to be used for stand dressing.
- **Gangways**, the gangways must be kept clear by LAW. Under no circumstances will exhibits, stand dressings, mirrors or chairs, be allowed to encroach into gangways. Offending items are liable without warning to be removed.
- Further details can be found in the Space Only Exhibitors section of this manual

Written Documentation

A written Company Health and Safety Policy should exist if the company is 5 or more strong. See Section 2(3) of the Health & Safety at Work Act 1974 (HASAWA).

A "suitable and sufficient" risk assessment should be compiled covering your participation in the exhibition (see also section dedicated to risk assessments below).

Work Equipment

All equipment provided for work within the venue must be suitable and appropriate for the tasks required. The use of "domestic" quality equipment is not acceptable.

Portable Power Equipment

- Portable power equipment should be used for the purpose for which it was designed and have correctly fitted and used safety guards.
- It shall be visibly marked as inspected and tested within the previous 12 months.
- 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.

Working At Height

A person is working "at height" if there is a possibility of their being injured from falling.

- 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, organised and supervised.
- Working at height should not be carried out if it is reasonably practicable to do the work in any

other way.

- Equipment used for working at height must be suitable for the task, work equipment is available and that appropriate training has been provided. All equipment must also be appropriately inspected.

Please refer to <http://www.stop-the-drop.co.uk/audiences/contractor> for further information

Protective Clothing

All stand contractors and staff must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection. During build-up and breakdown, all personnel must wear hard hats when working beneath or near overhead working.

Flammable Liquids / Chemicals

Flammable liquids and substances must be used and stored safely and segregation from waste and other risk areas.

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.

Dust & Fibres

Any construction process likely to generate dust and fibres must be controlled under COSHH processes involving high levels of dust will not be permitted to take place inside the venue.

Noise

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.

Electrical Safety

- All electrical work within the Halls will be carried out by the Organisers' nominated contractor.
- Compliance with the Electricity at Work Regulations 1989 is mandatory.
- A suitable amount of sockets and power should be ordered for the requirements of your stand.
- Overloading of sockets and cable runs using extension leads is prohibited.
- You are not permitted under any circumstance to carry out your own on-site wiring.

On Site Monitoring

To ensure that these duties are complied with at all times, the Organisers have appointed dedicated Health & Safety staff 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 & safety practices, the Organisers and Venue will follow this 3 step procedure:

1. First issue a verbal warning,
2. Then a written warning
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.

RISK ASSESSMENT & METHOD STATEMENT

Exhibitor risk assessments will need to include the transmission of COVID-19, together with the control measures to be implemented to minimise this risk, during all stages of the exhibition (build up, open & breakdown). Please use the below to assist and don't hesitate to get in touch with the operations team if you would like to discuss in more detail.

RISK ASSESSMENT GUIDELINES

As exhibitions and events are deemed as hazardous environments, it is a requirement under Regulation 3 of Management of Health and Safety at Work Regulations 1999, that every employer and all self employed carry out a risk assessment. This regulation requires exhibitors to assess the risks to workers and others, who may be affected by their work business. This will enable them to identify the safety control measures they need to take to comply with health and safety law. All exhibitors are required to undertake a suitable and sufficient Risk Assessment which should include all work practices, hazardous exhibits and the risks to be found on site. Space Only exhibitors must also ensure that they or the company responsible for building and dismantling their stand send a copy of their Risk Assessment and Method Statement when submitting stand plans.

By Law, your Risk Assessment must be 'suitable and sufficient': A suitable and sufficient risk assessment is one that:

- Correctly and accurately identifies the hazard.
- Disregards inconsequential risks and those trivial risks associated with life in general.
- Determines the likelihood of injury or harm arising.
- Quantifies the severity of the consequences and the numbers of people who would be affected.
- Takes account of any existing control measures.
- Identifies any specific legal duty or requirement relating to the hazard.
- Will remain valid for a reasonable time.
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances; enables the employer to prioritise remedial measures.

It must also be simple to understand, implement and communicate to all your staff and contractors. Below are some guidelines to assist you with writing a Risk Assessment.

Step 1: Look for the hazards:

What equipment, materials and chemicals will be used? How much noise and dirt will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Do you need to schedule a 'Late Working Rota' to avoid tiredness and accidents? How will you be disposing of waste? Are there any electrical installations? What hazardous vehicles/exhibits do you have? Can visitors fall from a height? Can visitors harm themselves on any of your exhibits/stand fitting? What fire prevention measures will be put in place? Will anyone be undertaking any heavy lifting? Is there any working at height taking place? Are any power/hand tools being used? Will there be catering on the stand that will result in food waste? Will there be any hot surfaces? Are you having any live displays on the stand that will require additional safety measures? Is there anything that could pose a slip/trip hazard?

Step 2: Decide who could be harmed and how:

Who will be affected by your work and most at risk? Think of your employees, contractors or Exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation and exchange of information between firms on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which may include training and the provision of relevant information.

Step 3: Evaluate the risks and write down Control Measures:

Once you have done this adequately, you can then decide on the appropriate action you are going to take to eliminate them. Ask yourself (a) can the hazard or risk be removed completely or done in a different way; (b) if the risk cannot be eliminated, can it be isolated, controlled or reduced (and detail how); (c) can protective measures be taken that will protect the entire workforce/visitors on site? Protective work wear should be considered as the last step to take and may not be the only solution.

Step 4: Record and notify the findings:

Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in **Step 2** and record what measures you have taken to control those risks. Write it all down, then do it on site and remember to keep it simple.

Step 5: Review your findings:

This allows you to learn by experience and take account of any unusual conditions or changes that occur on site. The Stand Manager and/or Principal Contractor should draw up the Risk Assessment as well as a specific Method Statement and go through it with all relevant parties in advance of the Show. Update the Risk Assessment as and when required, such as if new work practices are brought in or new staff employed or the working environment changes in any way. Ordinary hand-written changes are quite acceptable, but remember to implement the changes required for next time.

Remember that you must communicate any changes to your Risk Assessment to all those that are involved, otherwise you will have wasted your time and potentially put your colleagues at risk.

Method Statement Guidelines

- It is vital that an Exhibitor undertakes a suitable Method Statement and submits it at the same time as the stand design.
- Please note that the legal requirement to produce a Risk Assessment will assist you when preparing the Method Statement.

Question: What do I include in the Method Statement?

Answer: our method statement should, as a guide, include the following:

Responsible Person(s):

The employee who will be responsible for the construction and breakdown of your stand): eg: 'Mr' is in charge on-site, and can be contacted on (mobile) in an emergency out of hours.

Details of the Stand:

The loadings, dimensions, location, unusual stand features): eg: To be erected in Hall.....on stand.....surface total..... upper deck m² structural calculations for a design load of..... kg/m²

Access:

Details of the entry point into the halls and the route to the final position: eg: There will be no abnormal deliveries - the estimated number of vehicles on-site will be three.

Erection and Timetable:

The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc): eg: We will erect the stand in two teams - one team for the upper deck and one team for the back wall, partition walls, displays etc (forklift trucks see lifting); The estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is eight.

Stability:

Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer: eg: Stability will be ensured at all times. Procedures as follows: upper deck structure consists of pillars and beams (heavy-duty steel beams of square section (20 x 20cm consisting of IPB 200 steel). Steps of Erection First frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. Props will then be removed as this rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). Stairs will be assembled and attached to upper deck. Before proceeding to other work on the upper deck the balustrades/railings will be fitted.

Lifting:

Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machine's inspection certificate or maintenance record: eg: Forklift truck required for erection - 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally.

Scaffolding:

Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out: eg: A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed on-site. Operatives will be trained and experienced in scaffold systems.

COSHH:

(Any proposed use of hazardous and toxic substances must be advised to the Organisers and Venue. Outline the protection provided for employees and workers on adjacent stands): eg: There will be no hazardous or toxic substances used on-site.

Environment:

Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?: eg: No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate.

Services:

Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site: eg: Electrical work will be carried out by the appointed Contractors. There will be no welding, gases, compressed air, water or waste;

Safety features:

Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment: eg: Hard hats will be supplied to all staff in the vicinity of overhead work; a banks man will be employed when reversing our vehicles.

Exhibits:

Provide the Organisers with any/all details on exhibits which may present a risk to the public and/or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?: eg: The machine will be roped off and strong transparent guards used as detailed in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and removed.