HEALTH & SAFETY

All activities on-site (including but not limited to booth construction, demonstrations, and breakdown) must comply with all current health & safety legislation. This section of the manual has been produced to provideexhibitors with clear, simple suggestions for understanding health & safety & implementation of a suitable & sufficient safety management program to comply with Health & Safety procedures.

STATEMENT

It is the policy of Oliver Kinross to endeavor to seek the co-operation of all concerned to achieve the highest standards, in all aspects of Health & Safety.

It is important to ensure that safe working practices are always maintained, 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.

YOUR DUTIES & RESPONSIBILITIES

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc. that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

Among your duties, (many of them statutory owed under Health & Safety legislation), the following are particularly relevant and could be subject to verification during the exhibition. This list is by no means exhaustive, and a responsible attitude must be taken on all matters of Health & Safety whilst on-site.

- A “suitable and sufficient” risk assessment should be compiled covering your participation in the exhibition. This assessment must be in writing if the workforce totals 5 or more. (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.
- Woodworking machinery, tile cutters etc. shall be used with due consideration for the effect on others nearby (noise and dust) and may be required to be used outside the venue.

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 shouldnot 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, organized, 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, e.g.: a) domestic steps and ladders are NOT permitted – only industrial steps and ladders are permitted; b) mobile tower scaffold shall be constructed and used as identified by the manufacturer; c) all working platforms shall be protected by guardrails when at a height assessed to present a hazard; d) guard rails, toe boards, barriers, etc., must beof sufficient size and strength and placed and secured correctly; e) working platforms and the supporting structure must be stable and capable of supporting the loads; f) wheeled structures must have wheel locks or other measures to prevent slippage. They must be safely erected, used and dismantled & g) 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. All equipment must also be appropriately inspected.

Protective Clothing

- All booth contractors and staff must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection. During Move-in and Move-out, all personnel must wear hard hats whenworking 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 & Fibers

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

Noise

- You are 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.

Construction & Display Materials

- All construction and display materials must conform to the standards set out in section 4 of the Booth Construction Regulations.

Electrical Safety

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

Hot work

- 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. Hot work activity will require a risk assessment and method statement prior to any permit being issued.

Alcohol

- The consumption of alcohol in the venue during Move-in and Move-out is not permitted.
- Serving of alcohol by exhibitor personnel is not permitted. Only the Cultivated can service alcohol.

  Savor is the sole holder of the Illinois State issued liquor licenses for the Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and to refuse services to attendees who do not have proper identification or appear to be intoxicated. Under Illinois state law, alcoholic beverages are not permitted to be removed from the facility

Drink Responsibly

- We will be operating 'think 25' (if somebody appears to be under 25, ask them for their ID to prove they are over the age of 21) Alcohol may not be served to anyone under the age of 21.
- The terms of the Licensing Act 2003 apply
- Alcohol cannot be served before 10am
- Service Staff must be over the age of 21
- Products for retailing / sampling must be held in a secure area
- Alcohol must not be served who anyone who appears to be under the influence of alcohol

On-Site Monitoring

To ensure that these duties are always complied with, the Organizers 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 Organizers 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 Organizers / 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.

KEY EXHIBITOR REQUIREMENTS

1) Appointment of A Safety Planning Supervisor

The Organizers recommend that you appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your booth planning including the provision of proper information & instruction, training, guarding & supervision of all parties concerned through the show.

2) Health & Safety Declaration Form

All exhibitors MUST complete & return the Health & Safety Declaration to indicate their commitment to Health & Safety at the exhibition.

3) Risk Assessment

There is a legal requirement under the Management of Health & Safety at work Regulations (MHSWR) to carry out a “suitable and sufficient” risk assessment identifying all “significant risk” connected to your activities on site – both during build-up / breakdown and the open period. The scope of this assessment may vary dependentupon whether you are a shell scheme / pipe and drape or raw / space only exhibitor.

Risk assessment – Raw / Space Only Exhibitors

All Raw space / Space only exhibitors must undertake an event specific risk assessment covering a) the safe erection and dismantling of their booth, b) any activities on their booth during the open period with risk (such as mechanical demonstrations, food, catering etc.) & c) their fire risk assessment for the booth once it's in use. A risk assessment template is included for your optional use. If you have appointed a contractor to build and dismantle your booth, it is your responsibility to ensure they submit their own suitable and sufficient risk assessment.

Examples of common risks associated with an exhibition include:

- All construction works
- Multiple contractors working in a single workspace
- Fall from working at height and working on a live edge
- Slips, trips and falls on a level surface
- Manual handling
- Falls on stairs
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Structural collapse of a booth
- Fire and fire related incidents
- Excessive working hours
- Stress
- Alcohol and drug misuse related incidents
- Hazardous or moving exhibits on your booth

The Key to a risk assessment is recognizing that whereas there are a great many things which are hazardous, itis the control in which they arise which dictates whether or not they are actually a risk. See the example space only risk assessment below for more information on how to carry out a typical risk assessment.

Don't forget to either submit a separate fire assessment or include your fire risk assessment as part of your overall assessment.

Risk Assessment – Pipe & Drape Exhibitors

The erection of your Booth will be covered by the Freemans own assessment. If the rest of the activities occurring on your booth (either during Move-in / Move-out or the open period) are without significant risk, you may complete the Risk Assessment Template for Simple Pipe & Drape Booth. If you are constructing any structure within your booth or carrying out activities with significant risk, you are required to complete and submit a specific risk assessment covering the relevant activities.

HAZARD & CONSEQUENCE	WHO IS AT RISK?	ASSESS THE RISK			CONTROL MEASURES	CONTROL WEIGHTING (W)	POST CONTROL RATING
		P	x S	= R			
Considering each task in turn to assess everything that could reasonably foreseeably go wrong for each task. Hazards to consider are:	*Consider who is at risk such as contractors, stand staff, Organizers, members of the public etc.*	*Assess both the probability of an incident or accident occurring and the potential severity it if does happen. The probability x the severity – the risk*			*Having determined the hazards and to what extent they pose a risk, we now need to take a methodical approach to reduce the risk at source. Consider:*	*Assess how much difference the control measures have had on the risk*	*Re-evaluate the post control rating. Risk levels should now be acceptable or more control measures will be required.*
● *Hazards that cause injury such as a broken bone*					● *Eliminate the risk at source – there is a point at which any operation is simply too risky, and an alternative approach is required.*		
● *Hazards to health such as noise*		*A common approach is to use a number system as detailed at the bottom of this template .*			● *Substitute for a safer method or product*		
● *Physical hazards – e.g. a vehicle*					● *Reduce the risk in a quantifiable way*		
● *Chemical hazards – e.g. carbon monoxide in exhaust fumes*					● *Isolate the hazard*		
● *Biological hazards ego food poisoning*					● *Control the risk*		
● *Ergonomic hazards e.g. upper limb disorders from working a key board*					● *Use PPE*		
● *Psychosocial hazards, ego violence*							
Then consider the potential consequences associated with each hazard – e.g. with an electrical fault, the consequences are both potential injury from the shock or a fire							
EXAMPLE:							
Access & egress of vehicles:	● Staff	2	4	8	1. *Abide by venue traffic rules*	*0.5*	*4 - Acceptable*
	● Exhibitors				2. *Co-operate with venue traffic teams*		
● Impact injuries	● Contractors				3. *Provide banksman for vehicles passage through hall*		
● Collision	● Members of the public				4. *Ensure warning beepers activated when*		
					vehicles reversing		

Probability (P)	Severity (S)	Calculation of Risk (R): P X S			Control Weighting (W)		
5: Certain	5: Multi death /injury 4: Single death	5- Jan	LOW:	Acceptable risk	1	No effective Measures / Verbal Discipline	
4: Probable	3: RIDDOR major injury 2: RIDDOR 3 day						
3: Even Chance	1: Minor /First Aid	6 – 11	MEDIUM:	Acceptable risk but monitor daily	0.75	Verbal induction /PPE / Written instruction	
2: Possible							
1: Remote		12 – 18	HIGH:	Implement changes /Immediate Action & Further Controls Required	0.5	Engineered solutions / Procedural control	
		19 – 25	UNACCEPTABLE:	Cease action immediately	0.25	Permit to Work / Special Controls /Safe history	

METHOD OF STATEMENT

All Raw space / Space only exhibitors must also submit a suitable Method Statement with their booth designs, detailing the processes by which the booth will be built and dismantled. These statements should be followed by all involvedparties on-site to ensure that all necessary steps and precautions are taken. You must also obtain copies of method statements for their own reference from all parties who undertake work on your booth.

As a guide, Method Statements should cover the following areas:

Named Responsible Person: The employee who will be responsible for construction & breakdown of your booth orstructure.

Details of The Booth: Loadings, dimensions, location, unusual booth features. Due to the nature of restricted floor loadings in parts of the building, please give the gross and live loads of scaffolding, structuresand any heavy exhibits.

Access: Details of entry points into the halls and the route to the final position.

Erection: The sequence & schedule in which all the booth elements will be built, including alignment,electrical connections, etc.

Stability: Methods of ensuring adequate structural stability at all times of individual members (includingcolumns) and sub-assemblies, as well as the partially erected structure. A detailed method oferecting the structure should be devised to ensure those activities such as lifting, initial connection, alignment and final connection are carried out safely.

Lifting / Hoisting: Specify the equipment(s) to be used (i.e. cranes, forklifts, hoists, platforms), their capacities, weight, locations and floor loadings. Check the operative's current license or Certificate of Competence. Check machine's inspection certification or maintenance record and log books.

Scaffolding: Include details of temporary & mobile scaffolds, access towers & other work at height whichyou intend to carry out. People working close by must be protected in terms of providing safeplaces of work and means of escape. This applies to special platforms.

COSHH: Any proposed use of hazardous & toxic substances must be advised to the venue. Outline theprotection provided for employees and workers on adjacent booths.

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? Details of any special waste services being provided must be submitted.

Services: State where electrical work will be carried out, welding, compressed air, water or wasteservices will be brought on-site.

Safety Features: Identify the safety equipment & precautions you will be providing on-site, including any protective measures you will be implementing, and areas of risk as highlighted from your RiskAssessment. This includes fire precautions, in particular any welding operations and screeningprotection for the eyes. Grinding and cutting operations must be similarly treated and relevant precautions taken.

Exhibits: Provide the Organizers with details on exhibits which may present a risk to the public and / or the operator. How will this exhibit be delivered onto your booth? What machine guardingor other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste?

Hot working: Obtain hot working permits from the venue prior to commencement of work for Oxy-acetylenecutting / welding, arc welding, / oil blowlamps, grinders, tar boilers, LPG burners, soldering.

Fire Safety: Please contact the Organizers for further information– 'what to do in the event of a fire'

Fire & Emergency Procedures: You have a duty to circulate the venue's fire and emergency procedures to all your appointed contractors and booth personnel.

Water Safety: If you are intending to have any water features on your booth, please contact the organizers.