g-Guide

Guide to Global Standards of Health and Safety at Exhibitions and Conferences

Endorsed by:

Version 2013.1

CLARION EVENTS

dmg :: events

ITE GROUP PLC

Mayridge

Reed Exhibitions

UBM

X-VENTURE GLOBAL RISK SOLUTIONS

Updates in this version

Updates to this version, 2013.1 from the 2011.1 version of the g-Guide are:

1. Addition of a new section "g-Guide Committee, Endorsers and Supporters"
2. Addition of a new section "Health & Safety Management of Exhibitions"
3. Addition of a new section "Risk Assessment"
4. Addition of a new section "Welfare, Health & Security"
5. Addition of a new section "Manual Handling"

Minor changes have been made as follows:

- How to use this Guidance, "Copies and Translations" and "Disclaimer"
- Fire Safety Paragraphs 3 and 5.
- The Fire Risk Assessment template has been moved to the Appendicies
- Hot Working Permit has been moved to the Appendicies

New Appendicies added:

- Risk Assessment Template for Organisers
- Venue Questionnaire for Organisers

Table of Contents

How to Use this Guidance

It is very important that you read this section.

Application

The aim of this guidance is to set standards which will safeguard the health and safety of any person working at or visiting an event or exhibition. They should be used to guide organiser's staff, venue staff, contractors and exhibitors with regards to the minimum acceptable safety standards in any country whilst recognising that many countries may have higher standards which will take precedence. They are widely applicable to events but have been written specifically with exhibitions in mind. The guidelines cover the main areas of risk. Advice should be sought on areas not covered by these guidelines.

Where it is not possible for these standards to be achieved, the Event Director or equivalent must use their judgement to set a suitable attainable standard.

Responsibilities

It is the responsibility of organiser's employees, contractors and exhibitors to:

- Comply with these guidelines, the organiser's health and safety policy and local relevant law regarding health and safety;
- Safeguard the health and safety of themselves and others who may be affected by their acts or omissions;
- Seek advice where there is any doubt regarding the correct action to take or the standard required;
- Comply with the reasonable requests of the organiser's appointed health and safety staff and floor managers or any other health and safety official.

Copies and Translations

Copies of this document can be obtained from www.theg-guide.org. Please note however that this work is protected by the law of copyright. It is not permitted to replicate this work in any other form without express permission of the author.

Translations into other languages must display the version number to avoid out of date translations being used.

Feedback

Feedback on the utility of this guide or suggestions for improvements would be welcome via the website.

DISCLAIMER

These guidelines represent a suggested minimum standard to which the organiser aspires in connection with running an event / exhibition. This document does not represent the law in any particular country, nor is it representative of a venue's regulations. It is for guidance only and use is at your own risk.

We make no warranty that this guidance will meet your requirements or that its content is accurate or reliable. These guidelines are not a substitute for independent advice and you should obtain professional advice where appropriate.

To the fullest extent permitted by law, the authors will not be liable for any claims of any nature whatsoever (including but not limited to indirect or consequential loss or damage, loss of business, loss of opportunity, loss of data, loss of profits) arising out of or in connection with the use of these guidelines.

It is the responsibility of every organiser's employee, contractor and exhibitor to ensure that it safeguards health and safety and to comply with all applicable health and safety laws and the venue's own regulations.

g-Guide
Committee, Endorsers & Supporters

g-Guide Committee

The g-Guide committee comprises of individuals from companies that endorse the guide and give their own time to review and contribute to the content of the g-Guide. It is chaired on a rotating basis by a representative from one of the endorsing companies.

Endorsing Companies

Endorsing companies are those organisers who have adopted the g-Guide as the basic template for health and safety arrangements to which they aspire, and require the venue and associated contractors to support. It is the responsibility of the organisers to conduct their own auditing and checking of venues and contractors to ensure that they are compliant or have a credible plan in place to achieve compliance. Endorsing companies are currently:

- Clarion Events
- dmg::events
- ITE Group
- Mayridge
- Reed Exhibitions
- UBM
- X-Venture Global Risk Solutions

Supporting Companies

Companies that support the g-Guide are those venues and contractors who recognise the standards of the guide as the minimum acceptable standards and agree to operate to those levels. These companies are listed in the guide at the discretion of the g-Guide committee. Companies that support the guide are accepting the principles as the basis of a service level agreement with the event organiser.

Supporting Organisations can be found here: http://www.theg-guide.org/Supporting-Companies.html

NOTE:

Listed companies are entirely responsible for their own health and safety monitoring and listing does not imply recommendation or accreditation by endorsing companies.

Health and Safety Management of Exhibitions and Conferences

1. The Competent Person/Operations Manager

It is essential that the venue, the organiser and organiser's contractors employ someone who is a competent person to plan and coordinate health and safety. Usually this is the Operations Manager. They must understand the business of managing health and safety at events. The recommended training is the IOSH Managing Safely Certificate (preferably event specific) or equivalent. Typically the duties of the competent person would include but not be limited to:

- Pre event planning and coordination between the relevant parties (organiser, venue, contractors and exhibitors)
- Appointing contractors who are competent with regards health and safety
- Carrying out a suitable and sufficient risk assessment (or ensuring that it is done by a competent person)
- The coordination of all health and safety issues within the event management team and on site
- Monitoring health and safety on the floor or appointing competent floor managers (see below)
- Compiling and maintaining an up to date event safety file for each event (see below)
- Ensuring that arrangements are in place to deal with emergencies such as a fire or security threat
- Providing competent advice on health and safety

2. Exhibitors and Stand Contractors

All exhibitors are responsible for the safety of their work area and stand. Exhibitors and stand contractors with raw space and complex structures must:

- Conduct a risk assessment for the building, operation and dismantling of the stand
- Provide method statements and stand plans in compliance with the 'Stand Plans Approval and Construction' section of this guide
- Submit stand plans for approval by the organiser (see below)
- Appoint a competent person to be responsible for health and safety on site.
- Ensure that staff and sub contractors' staff working on site are informed of the site rules and health and safety arrangements
- Ensure that staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures
- Cooperate with venue and organiser appointed safety staff

3. Floor Management

There is a limit to the control that can be exercised over an event by the Operations Manager and for larger events it may be necessary to appoint one or more floor managers. These are normally appointed by the organiser but all key participants should have competent staff on the floor able to manage health and safety. The numbers required should be identified by the risk assessment. The recommended minimum level of training for floor managers is the IOSH Managing Safely Certificate (preferably event specific). For large or complex events, the recommended minimum level of training is a NEBOSH General Certificate or equivalent depending on the event. For the organiser the health and safety duties of a floor manager include but are not limited to:

- Implementing the organiser's event risk assessment requirements
- Coordinating the health and safety effort between the organiser, venue, contractors and exhibitors on the event floor
- Maintaining a safe working environment by keeping aisles and emergency exits clear, monitoring vehicle movement and other hazardous activities such as working at heights
- Monitoring the exhibition floor for hazards and unsafe conditions
- Dealing with health and safety incidents or reporting to the organiser if they cannot be solved on the exhibition floor
- Reporting and if necessary investigating accidents and health and safety incidents
- Providing competent advice on health and safety issues

4. Stand Plans

Space only stands where the stand is built to the exhibitors' design and specification require checks to ensure that they are safe and structurally sound.

The specific requirements are covered in this guidance under 'Stand Plans Checks and Construction'. Some organisers approve stand plans in house and this falls to the operations team. Some outsource this to a specialist company which may also be providing the floor management. In this case this duty may be included in the responsibilities of floor managers but only if specifically contracted to do so.

5. The Event Safety File

All parties should collate their key health and safety documentation. The organiser should maintain an Event Health and Safety File which should contain the following;

- Venue health and safety policy, site rules and risk assessment
- Organiser's risk assessment
- Key contractors' risk assessments and supporting health and safety documentation
- Stand/structure approvals control sheet
- Exhibitors' risk assessments and method statements
- Records of health and safety meetings and briefings
- Record of accidents and incidents with investigation reports where relevant
- Post event health and safety review

6. Accident Reporting

All accidents must be reported to the venue and if they are in the tenanted area of the exhibition must also be reported to the organiser.

Risk Assessment

1. Event Risk Assessments

Every event must be subject to a risk assessment. In the EU and many other countries this is a specific legal requirement. The risk assessment must identify all significant risk. Significant risks are those which can be foreseen and are more than trivial. Risk assessment is a management responsibility should be carried out by competent staff who have been trained to do a risk assessment and who are knowledgeable about the event or the activity.

Generally the venue should conduct a generic risk assessment for the halls which indicates common hazards and control measures for all events and make this available to the organiser. The organiser should conduct their own specific risk assessment detailing the hazards and controls for that particular event. Key contractors and exhibitors should conduct risk assessments for their activities.

Examples of common risks associated with any event or exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Slips, trips and falls on a level surface
- Manual handling – lifting or moving of heavy/awkward loads
- Falls on stairs or escalators
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Injury from use of work equipment e.g. circular saws
- Hanging wires
- Structural collapse of seating or an exhibition stand
- Outbreak of Legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire and fire related incidents
- Major incident and civil emergency
- Excessive working hours
- Stress
- Alcohol and drug misuse related incidents

Risk Assessment

2. The Five Steps to Risk Assessment

The most widely accepted approach in the events industry is the five steps approach as follows:

Step One – Identify the Hazard and Who Could be Harmed

This is the hardest part as it involves predicting everything that could reasonably foreseeably go wrong. There are various approaches to this based on the type of hazard or the type of harm as follows:

Types of Harm

- Hazards that cause injury, such as a broken bone
- Hazards to health, such as noise

Type of Hazards

- Physical e.g. a vehicle
- Chemical e.g. carbon monoxide in exhaust fumes
- Biological e.g. food poisoning
- Social e.g. violence

It is important to consider the potential consequences and who could be harmed. For example with an electrical fault the consequences are both potential injury from the shock or a fire.

Step Two – Assess the Risk

It is necessary to assess both the potential likelihood of an incident or accident and the potential severity if it does happen. A widely used format is shown below.

Likelihood	Severity
1. Very Unlikely	1. Minor/First Aid
2. Unlikely	2. Injury causing 3 day absence from work
3. Likely	3. Major Injury
4. Very Likely	4. Death or life changing injury to one person
5. Almost Inevitable	5. Death or life changing injury to many persons

The template shows that we assess risk both before and after controls are put into place. Before controls, we are assessing what would happen if there were no controls. It is important when considering severity to assess the most likely outcome. For example, consider a rigging operative falling from 3m onto concrete. The operative could be killed or they could suffer no injuries. The most likely outcome however, would be a major injury such as a broken bone.

Risk Assessment

Step Three – Develop Controls

Having determined what the hazards are, and to what extent they pose a risk we now need to do something about it. There are many models for risk control and this is a simple version.

- Eliminate the risk at source. There is a point at which any operation is simply too risky and you do not proceed with it.
- Substitute for something safer. E.g. build a smaller or less complex stand.
- Control the risk Use engineered controls such high access equipment for working at heights.
- Training. Train operatives to work in a safe way
- Personal Protective Equipment such as hard hat and safety shoes. Note they are only effective if something goes wrong. A hard hat is only of use if something falls on your head!

The idea is that you should always attempt to design out risks at source for example by using a safer substitute and therefore prevent an accident rather than simply trying to reduce the loss from an accident by issuing protective equipment.

The example below shows the risk assessment of vehicle access. With no controls it is assessed to be 8, which is HIGH and unacceptable. After controls are put into place it is assessed to be 4, which is LOW and acceptable.

Hazard	Consequence	Who is at Risk	P	S	R	Controls	P	S	R
Access and egress of vehicles	Impact injuries Collision	Staff Exhibitors Visitors Contractors Members of the public	2	4	8	Separate pedestrians and vehicles with barriers Employ competent traffic marshals to ensure even flow of traffice and marshalling of routes and cargo doors Abide by house (venue) traffic rules	1	1	4

Key

P - Probability or likelihood of incident occuring

S - Severity of incident if it did happen

R - Risk

P, S and R should be calculated when there are no controls in place and then after the controls have been put in place.

Action Level

1-4 LOW no further controls required

5-7 MEDIUM – justify /review for each event day

8+ HIGH –immediate action/ further controls needed

Risk Assessment

Step Four – Implement Controls

This is the business of implementing controls on the event floor itself. Operations staff and floor managers are responsible for ensuring that that the controls in the risk assessment are implemented.

Step Five – Monitor and Review

It is important to monitor the event floor to ensure that prescribed controls are actually in place.

You also need a system of reviewing risk assessments. Event risk assessments have a natural review cycle in that a new assessment is required for each event. Other times when risk assessments need to be reviewed are:

- When there has been an accident or incident
- When there is a significant change in personnel or process
- When there is a change in the law
- When monitoring reveals problems.

Risk assessment templates are provided in the annexes to this guide.

3. Fire Risk Assessment (see template in Appendicies)

In the UK and some other countries a separate fire risk assessment is a legal requirement. It is also recommended best practice. The key question to be asked to what extent does the exhibition alters the dynamics of the fire risk in the hall? Typical aspects which would increase the fire risk would be:

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of petrol engine vehicles
- Likelihood of illegal smoking in outfield areas or in built storage areas on stands
- High levels of packaging waste
- High numbers of complex structures.
- Hot works during stand construction
- Dressing of stock or Octonorm panels with untreated (non-flame retardant) materials.

Risk Assessment

4. Exhibitor Risk Assessments

Every exhibition stand is a small workplace and therefore needs a risk assessment. Again the five steps approach will apply. If the activity on the stand is clearly without significant risk, there is no need for a risk assessment. There is a need for the exhibitor to confirm that this is the case. Most organisers have a simple form for shell scheme exhibitors to either confirm that they have no significant risk or indicate which they have and how they intend to control it. This should be sufficient and can include the aspect of fire risk assessment. An example template is provided in the annexes to this guide.

For space only stands it is a little more complex. They will have to produce risk assessment and method statements for the safe erection and dismantling of their stands. They will also have to produce a fire risk assessment for the stand once it is in use. If they have any other activities on the stand, such as catering, this will also have to be covered by risk assessment.

The event risk assessment templates provided can be adapted for this purpose.

5. Contractors' Risk Assessments

Contractors must produce a event specific risk assessment for their activities. Again the risk assessment should reflect the complexity of the operation. As a guide contractors generally fall into two categories. The first category is those larger contractors whose activities interact with other parties working in the hall such as the freight and lifting contractor. Their risk assessments should be reasonably comprehensive with specific detail on how they will control the risk to others. The second category are those contractors whose activities do not interact greatly such as floral delivery. These could be simpler risk assessments focusing on ensuring that they can operate safely in the hall.

6. Vetting Risk Assessments

Organisers should vet risk assessments to make sure they have been done properly. The following are common indicators of a poor risk assessment:

- Too simplistic, does not cover the range of risks
- It is simply a big book of all the risk assessments that the company has ever done without any attempt to relate it to the event
- It contains obvious and incorrect references to the last show they did
- Generated by head office so the team on the ground have no idea what is in it
- Long overdue for review
- It has clearly been done by someone who has never worked in an event venue.

7. Consultation

One of the major failings of risk assessments generally, is that they are done by people who do not have sufficient knowledge of the event. For example at an exhibition of industrial machinery it is important to consult with an individual who has some knowledge of the risks posed by exhibiting industrial machinery in an exhibition environment.

Risk Assessment

8. Summary of Risk Assessments at Events

The following is a summary of the risk assessments that should be created for an event.

Type	Responsible Party	Copied to
Generic Venue Risk Assessment	Venue	Organiser
Venue Fire Risk Assessment	Venue	Organiser
Event Risk Assessment	Organiser	Venue
Event Fire Risk Assessment	Organiser	Venue Floor managers
Organiser's key Contractors'	Contractors	Organiser (available to floor managers if needed)
Complex Structures including a Fire Risk Assessment	Exhibitors	Organiser and Venue (via the organiser)
Shell Scheme stands where there is identified significant risk or fire risk	Exhibitors	Organiser
Venue's key Contractors'	Contractors	Venue

Electrical Installations and Equipment

1. General

This section applies to temporary electrical installations on exhibition stands and features.

2. Other Relevant Sections

Other relevant sections are:

- Fire Safety
- Stand Plans and Stand Construction

3. Approval and Compliance

Stand electrics for shell scheme will normally be provided by the organiser's appointed contractor.

Requirements for electrical installations on space only and complex structures will need to be included in the stand approval process. (See Stand Plan Checks and Construction). Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand. Extension leads must be no longer than 2m and only one extension lead per socket will be permitted. The use of block sockets for multiple plugs will not be permitted.

All plugs and extension leads must be free from damage and defect.

Wiring circuits must comply with local wiring regulations and be protected by 30mA RCD protection.

The organiser reserves the right to withhold connection to power to a stand or to shut off power to a stand which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the (organisers) appointed contractor representative.

4. Competence

All electrical work including testing and inspection must be undertaken by qualified electricians who are competent to do the work.

5. Circuit Protection

Circuits must be protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers.

6. Earthing

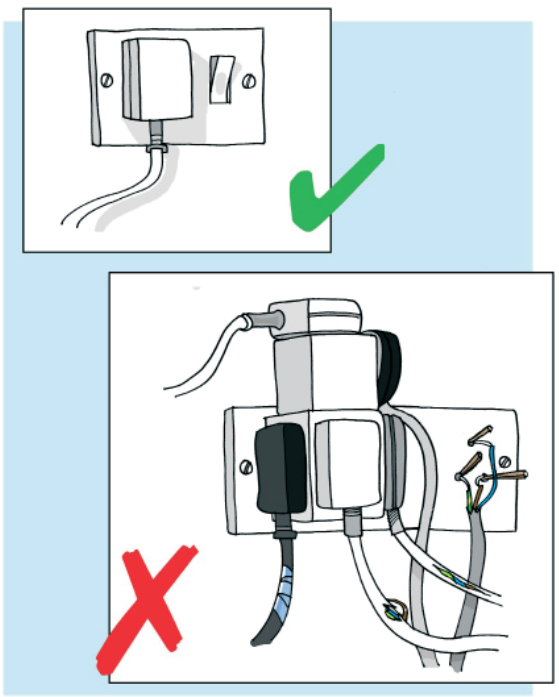
All electrical circuits must be properly earthed.

7. Insulation and Cable Protection

Electrical circuits must be properly insulated. There must be no exposure of live cables or live surfaces.

Cables must be protected from potential damage or exposure. Extension cables should not be trailed across the floor where they can be damaged by moving vehicles.

Exposed electrical cables on stands should be fixed with cable ties and should not be left hanging loose.



Electrical Installations and Equipment

8. Protection Against Electric Shock

All circuits must be fully protected by Residual Current Devices with a 30 mA trip.

Working on live circuits is not permitted at any time.

9. Inspection and Testing

All stands must be visually inspected to ensure that the electrical installations are complete and that installations and equipment are free from obvious defect or fault which is unsafe.

The following tests must be conducted in electrical installations:

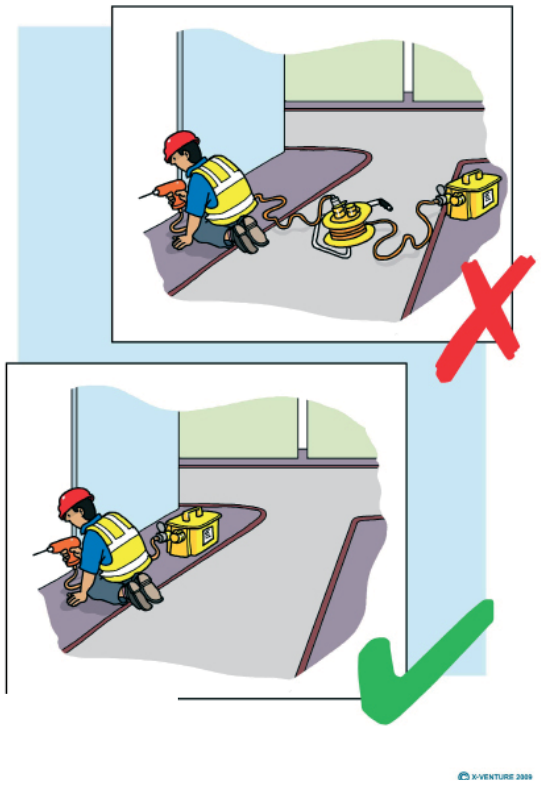
- Continuity Earth
- Insulation Resistance
- RCD function

10. Fire Safety

Excessive bunching or coiling of electric cable, particularly in confined spaces will not be permitted. Extension reels must be fully extended when in use.

Distribution boxes and consumer units should ideally be fitted 2m from the floor. All electrical installations and equipment must be clear of combustible material such as paper and cardboard.

Also see (Fire Safety.)



Emergencies

1. General

An emergency is any situation which poses a serious and imminent risk of injury loss or damage to the event or any of the occupants requiring immediate action to prevent or contain the consequences.

2. Responsibilities

It is the responsibility of the venue to ensure that there is a comprehensive set of emergency procedures to deal with any foreseeable emergency. Procedures will differ for each venue but as a minimum the venue must have procedures for the following:

- Fire
- Security threat including bomb threat
- Evacuation of the venue for any reason

It is the responsibility of the organiser's event management team to ensure that the relevant emergency procedures are understood and communicated to employees, contractors and exhibitors. Where relevant, emergency procedures must be translated into other languages.

It is the responsibility of the organiser's employees, contractors and exhibitors to ensure that they understand the actions to take in an emergency and cooperate with venue and organiser's safety and security staff during an emergency situation.

3. Emergency Announcements and Communication

There must be a tannoy system for broadcasting emergency announcements and cancelling them as necessary. Operations staff and the organiser/venue security staff must have radio communications to enable communication during an emergency.

All organiser's staff must know specific venue protocols and codes used in emergency announcements. The meaning of these should not be relayed to the public as this might cause unnecessary panic.

The venue must provide emergency contact numbers to report an emergency by telephone. Venue telephones should be strategically placed throughout the venue close to emergency facilities such as fire points.

4. Evacuation Procedures

The tenanted area must have sufficient signposted emergency exits to cope with the maximum expected numbers of occupants. It should be possible to evacuate the public in 2.5 -4 minutes (depending on the size of the venue). Emergency exits signs must be visible from all parts of the hall and be capable of remaining lit in the event of a power failure. Emergency lighting must be provided to ensure that routes to exits remain lit in the event of a power failure.

Evacuation procedures must detail safe evacuation routes from any part of the venue to a place of ultimate safety.

The decision to evacuate the venue is generally taken by the venue in liaison with the organiser and the emergency services where appropriate.

The venue must provide a duty manager to provide a single point of contact for liaising with the organiser in an emergency situation.

For a full explanation of venue fire safety requirements regarding permitted travel distances to exits and width of fire exits see 'Fire'.

5. Medical Emergencies

See 'Medical'.

Fire Safety

1. General

This section addresses the key fire safety arrangements for fire prevention and fire response. It covers the physical layout aspects of fire safety and the requirements to ensure that flammable materials and sources of ignition in the halls are kept to a minimum and to ensure that occupants can escape safely in the event of a fire. It does not cover structural or design aspects of the venue.

2. Other Relevant Sections

- Electrical Installations and Equipment
- Emergencies
- Food Safety
- Stand Plans and Stand Construction
- Vehicles
- Waste and Aisle Maintenance

3. Fire Risk Assessment

Organiser's staff are to conduct a fire risk assessment for all events using the approved template which is attached in the appendicies to this guide.

These requirements are only a guide to the minimum standards. Organiser's staff must liaise closely with the venue to ensure that all fire risks are taken into account particularly those associated with the event which the venue would not necessarily be aware of.

Additional fire safety precautions such as increased security staff may be required to compensate for areas for increased risk.

4. Fire Prevention

Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Contractors and exhibitors are not to dump large items of waste in the aisles.

Highly flammable liquids such as glues are not generally permitted in the halls unless essential in which case only the minimum required quantities should be used.

Vehicles and motor engines for machinery such as generators must not be refuelled in or close to public areas and certainly not in the halls.

Vehicles for display require at least 90 days notice. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval on site. Vehicles used as an exhibit should only have sufficient fuel to move the vehicle. The vehicle fuel tank should be sealed and locked at all times.

With the exception of Hot Works (see below) pressurised gases for cooking or heating are not permitted in the halls at any time.

With the exception of Hot Works during build up and break down (see below) no form of naked flame such as candles are permitted on stands.

Pyrotechnics (fire works) or any form of display which creates heat or flame requires at least 90 days notice. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval on site. In the case of pyrotechnics this must include arrangements for security and safe storage.

Electrical circuits must comply with the electrical safety requirements to prevent overloading of circuits. Cables must not trail across aisles where they can become damaged by vehicles. (See Electrical Installations and Equipment).

Organiser's floor managers must carry out routine fire safety monitoring in the tenanted areas.

Fire Safety

5. Hot Works

Hot works are a construction processes requiring heat such as cutting or welding. All hot works require a Hot Work Permit from the organiser. The permit is attached in the appendicies to this guide.

The organiser will send a copy of the Hot Work Permit to the venue. Organiser's staff must liaise with the venue to ensure that hot works do not set off fire and smoke alarms or water sprinklers by accident.

Organiser's floor management will monitor hot works to ensure that they do not pose a fire safety risk. In general the following must be in place:

- The immediate area must be clear of other workers, public and vehicles and no other workers, public or vehicles should be able to pass under hot works.
- The immediate area must be clear of any combustible items.
- The operative and others must be suitably protected from risk of burns and damage to eyes
- A suitable fire extinguisher must be provided close to the location of hot works
- A second operative is required to monitor the operation, to keep other people clear, watch for signs of a fire, and use the fire extinguisher if necessary.

6. Arrangements for Fire Safety

These are the minimum requirements for any venue with regards to fire safety arrangements.

6.1 Fire Detection

There must be a zoned automatic fire detection system for smoke and, where appropriate, heat detection e.g. in kitchens. There must be a call point system to allow workers and members of the public to raise the alarm if they see a fire. These systems must cover all parts of the venue and be monitored in a central control room to ensure that a fire in any part of the venue can be detected automatically, the alarm raised and the fire services alerted.

Where appropriate there must be a sprinkler system to prevent the spread of heat and flame where there is a fire. This is particularly important in public areas with low ceilings or where the travel distance to the nearest fire exit exceeds 45m.

6.2 Fire Escape Routes and Exits

There must be suitable fire evacuation routes from any part of the venue both laterally (across the floors) and vertically (between floors). These must be kept kept clear at all times and must be signposted with emergency lighting in case the power fails.

The fire exits should be determined by the maximum number of people in the halls. There should be sufficient fire exits which are wide enough to cope with the numbers of occupants of the halls.

As a guide* a 0.75m exit can cope with 100 people and a 1.05m exit can cope with 200 people. Exit capacity should be increased by 20% if there are higher fire risks or more vulnerable occupants in the halls.

For capacity planning the largest fire exit should always be discounted to allow for the fact that one exit may be blocked by the fire.

Fire exits are only effective if they are close enough for use. As a guide* all occupants should be no more than 45m from a fire exit. Longer travel distances are permissible in large exhibition halls if there are sufficient security staff to guide people in an emergency or there is a water sprinkler system to compensate.

Ideally aisles should be constructed so that there is a straight line access to a fire exits. Aisles should be a minimum of 2m with a 3m aisle around the perimeter.

During build up and break down certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times. Ideally there should be an emergency aisle every 25m.

Fire Safety

Some provision must be made to ensure that disabled occupants such as those in wheel chairs can exit the building in an emergency. It should be possible to evacuate from any part of the venue to a place of safety in 2.5 – 4 minutes (depending on the size of the venue)*.

6.3 Fire Fighting Equipment

The venue must provide suitable fire fighting equipment for use in an emergency which must be maintained and ready for use at all times.

As a guide* the provision of one water based fire extinguisher per 200m^2 should be sufficient with additional extinguishers to cover areas of high risk such as hot works. Normally these should be sited on fire exit routes and on fire exits as well as spread around the halls on stands.

6.4 Fire Emergency Response

The venue must have in place plans to deal with a fire emergency including a tannoy system to broadcast fire safety messages (see Emergencies).

There must be sufficient numbers of security staff to assist with evacuation. The numbers will depend entirely on the nature of the event and the layout of the halls. As a guide each hall should have its own security staff. One security officer per 1,000 visitors or at least two security officers per hall is reasonable start point for planning. Security staff must be equipped with radios with a link to the control room.

Access routes for Fire Engines and Fire Service vehicles must be kept clear at all times.

Access to emergency water hydrants for fire hoses must be kept clear at all times.

Note

* Guidance taken from Fire Safety Risk Assessment in Large Places of Assembly published by HM Government UK IBN-10: 1 85112 821 2

Food Safety

1 General

Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed with the organiser during the early planning stages of the event. The organiser's approval is required in writing for such activities.

The organiser requires 90 days notice of such requirements.

2. Other Relevant Sections

- Waste and Aisle Maintenance
- Fire Safety

3. Food Safety Training

All staff engaged in food handling must be properly trained and supervised to ensure they work hygienically.

4. Kitchens or stands processing and serving food

Stands may not be used to process or serve food if they are in poor sanitary condition likely to expose food to risk of contamination. The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage, refrigeration, water and waste facilities.

5. Equipment and Deep Fat Fryers

Any equipment, including food containers, which is likely to come into contact with food must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned. Cookers, ovens and deep fat fryers must comply with fire safety regulations. Cookers, ranges and hobs must operate on mains gas or electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted. (Also see fire safety).

6. First Aid Equipment

Each stand or kitchen where open food is handled, prepared or dispensed, must be provided with a supply of waterproof plasters and bandages ideally in a distinctive colour (preferably blue) in case they accidentally become mixed into food. Each kitchen or stand where cooking or heating of food is taking place, must be provided with a fire blanket and suitable fire extinguisher.

7. Waste & Ventilation

Designated disposal facilities must be made available for food and other waste substances. Waste materials shall not be abandoned on site and must be stored and disposed of in a responsible manner. Where cooking likely to create a high concentration of smoke is taking place, eg, barbeques, grilling, frying, it may be necessary to ventilate the stand to the outside air. (Also Waste and Aisle Maintenance).

8. Food Safety and Temperature Control

All food on a stand must be protected from risk of contamination and in particular cooked and raw meats must be separated and handled with separate utensils. Open foods must not be placed less than 45cm from the ground. Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C or below. Cooked food which is kept hot must be kept above 63°C. Reheating of cooked food must be carried out at a temperature of at least 75°C. Frozen food must be kept at -18°C or below. Refrigeration temperatures must be measured with a suitable thermometer and recorded daily.

Food Safety

9. Food Sampling

Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimise the risk of cross-contamination. The guidance below should be followed:

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers.
- Customers should not be allowed to sample from food held as stock.
- If food items such as biscuits are being used to take sample food from dishes/bowls, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve the biscuit).
- Large bowls or piles of food for sampling should be avoided, as this increases the risk of people putting fingers into the food.
- Customers should not be allowed to 'double dip' biscuits/sampling sticks/spoons, etc.
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned after use.
- Customers should be directed as to where to place any discarded items, such as stones from food or sampling sticks.
- Different containers for food and waste should be used to help avoid confusion by customers.

10. Personal Hygiene

All food handlers working with open food must:

- keep their hands and clothing clean
- cover all cuts, etc, with a blue waterproof dressing
- not spit or smoke whilst handling food or while in a room containing open food
- wear clean and washable over-clothing
- keep personal clothing out of areas where open food is handled, unless it is stored in appropriate accommodation, i.e. lockers/cupboards
- not wear jewellery on hands other than plain wedding bands
- not handle open food when suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food poisoning.

11. Food and Hand Washing Facilities

All stands where there is food preparation must be close (ideally not more than 3m away) to hand washing facilities with clean water and drainage. Where stands are preparing food an additional sink must be provided for washing food and ideally a separate sink for washing dishes.

For small concessions serving hot drinks and snacks no sink is required but the provision and use of sanitising hand-wipes must be employed.

Lifting

1. General

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This includes cranes, hiab lorry mounted cranes, fork-lift trucks, hand operated lifting equipment, lifts, hoists, pallet trucks, mobile elevating work platforms, and lifting accessories such as chains, slings, eyebolt shackles etc.

2. Other Relevant Sections

- Rigging
- Vehicle Movement
- Working at Heights

3. Risk Assessment, Planning and Supervision

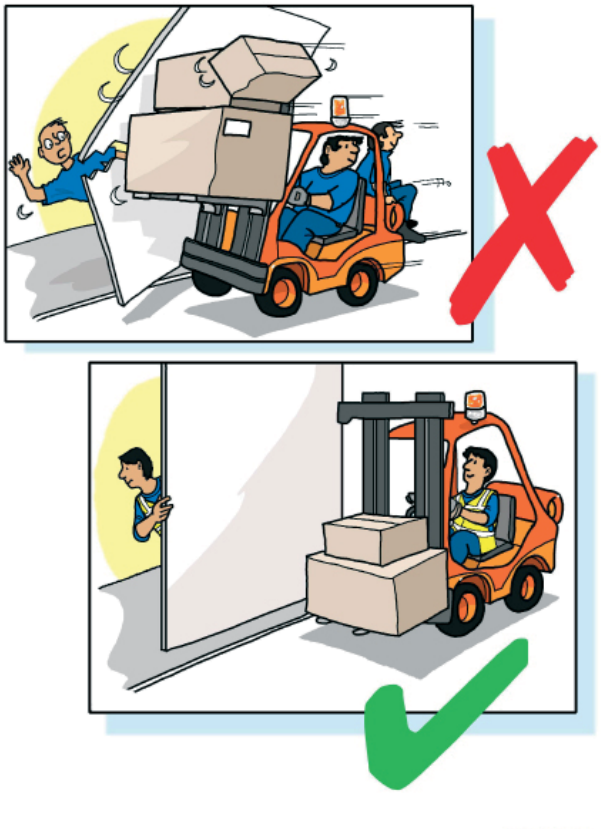
All lifting operations must be covered by a risk assessment submitted to the organiser at least 90 days in advance. (Risk assessments for specific lifts may be completed when the relevant information is available). All lifting operations must be properly planned in advance by a competent person particularly with regard to floor loadings. The organiser requires prior notification of complex lifts, e.g. over 2m high, or heavy lifts over 5000 kg, or crane lifts. All lifting operations must be supervised by a competent supervisor.

4. Competence

Lifting operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Licences/training certificates must be valid and not more than 3yrs old. Proof of competence must be made available for inspection upon request. The organiser reserves the right to ban operatives who engage in unsafe practices from the tenanted area.

5. Maintenance of Lifting Equipment

Lifting equipment used must be free from defects, fit for purpose (sufficiently strong, stable and marked to indicate its working load limit), adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. This will include equipment that is used only occasionally, such as attachments to fork lift trucks.
All lifting equipment on site must be visually inspected daily by a competent person to ensure that it can function safely. A record is to be taken of this inspection and collated by the lifting supervisor.



Lifting

6. Conduct of Lifting Operations and Floor Loading Limits

Lifting equipment must be positioned to minimise the risk of injury or damage, e.g. from the equipment or the load falling or striking people or structures; every part of a load and anything attached to the load and used in lifting must be secured and of adequate strength. Forklift trucks must be labelled and numbered so the equipment and its operating company can be easily identified by the organiser in the event of safety violations or incidents.

It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. Advice must be sought from the venue regarding floor loading limits and in particular with regards to:

- point loading of outriggers on cranes
- capacity of upper levels
- capacity of cargo lifts
- capacity of floor ducts or other weaker areas.

Venues must properly sign and mark loading limits and weak points such as floor ducts.

Fork lift operators must:

- wear hi vis vest and relevant PPE including hard hat where applicable
- obey speed limits
- have a clear vision ahead when operating a fork lift or use a banksman where vision is obscured
- observe floor loading limits for their vehicle and load
- not carry passengers on any part of the vehicle or load
- travel with the forks in the traveling position (leg height)
- not attempt overhead lifting without a banksman
- wear restraints where these are fitted
- not place freight in designated emergency aisles
- switch off engines when not in use and remove keys when parked
- place forks flat on the ground when parked
- not use a mobile phone whilst operating equipment
- must not be under the influence of drugs or alcohol when operating equipment.

Manual Handling

1. General

Manual Handling is the movement of loads by lifting and carrying by hand.

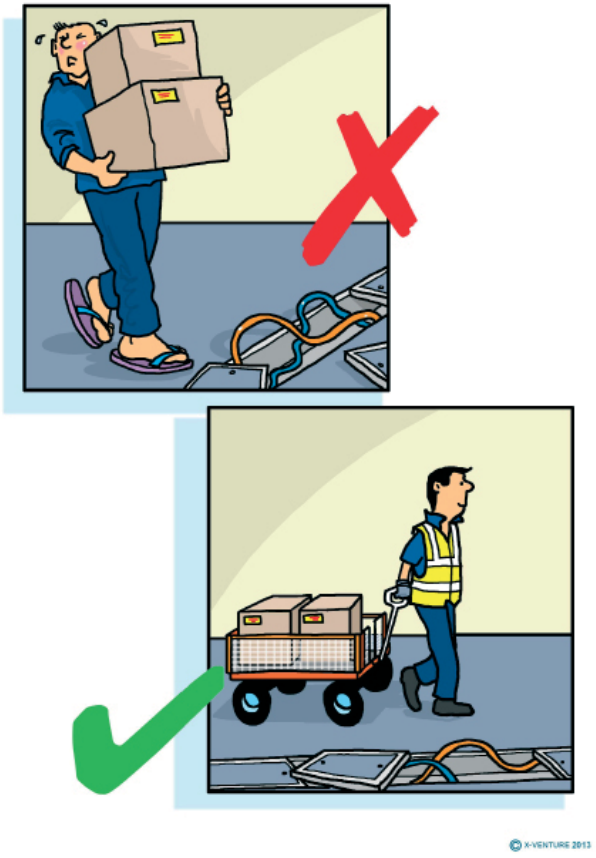
2. Other Relevant Sections

Personal Protective Equipment and Personal Conduct

3. Managing the Risk

Ideally mechanical means should be used such as lift trucks, pallet trucks and trollies to reduce the need for manual handling. Factors to consider when manual handling are:

- weight of load
- size and shape of load
- posture during manual handling
- the distance you have to lift it
- nature of manual handling movement
- frequency of manual handling
- working environment
- capability of person



Staff should be trained in manual handling techniques to reduce the risk of personal injury.

4. The Working Environment

There must be adequate lighting and clear aisled to allow loads to be carried with the risk of tripping and falling.

5. Personal Protective Equipment

Operatives moving loads should wear safety boots to reduce the risk of slipping. Those working with heavy loads may need boots with toe protection to protect the feet from dropped loads.

Medical Cover

1. General

Each event must be covered for the whole of the tenancy to provide medical assistance as follows:

- emergency First Aid treatment in order to stabilize a casualty until professional medical help arrives
- treatments for minor injuries and illness on site.

2. Other Relevant Sections

Also see (Emergencies)

3. Level of Cover

The level of cover must be suitable for the size and risk profile of event. It must take into account the build up and break down activities and the numbers and types of visitors expected. As a minimum there must be sufficient medical cover to provide emergency first aid to any part of the tenanted area within 3 - 5 minutes of a call.

First aiders must be qualified and competent to deal with emergencies including resuscitation of a casualty.

4. Location of First Aid

The first aid post must be easily accessible from any part of the tenanted area and must be clearly signposted. It is essential that all staff, stewards, security, exhibitors and contractors are made aware of the location of the medical centre and how to contact them if required.

5. First Aid Treatment

It is important to give the following information when requiring medical assistance in order for them to deal with the incident quickly and effectively.

- exact location of the casualty – e.g. Stand name & number
- type of incident, e.g. cut, broken limb, faint or suspected heart problem

All treatments must be recorded and reported to the organiser. As a minimum the following must be recorded:

- casualty's personal details – name, address, mobile number and other contact information
- nature of the injury
- treatment received
- if a casualty is sent to hospital - which hospital the casualty has been sent to

Night Working

1. General

Night working refers to working outside normal operating hours after the halls have closed for the day.

2. Requirements for Permission for Night Working

Night working will not normally be permitted. Contractors and exhibitors must plan to ensure that the necessary work can be completed within the tenanted hours. Night working will generally only be permitted in exceptional circumstances where it can be done safely.

Night working can only take place in the tenanted area with permission from the organiser. The following must be considered:

- safety risks including reasonable working hours for operatives
- security
- lighting and power
- toilets
- first aid cover, health and safety cover
- emergency situations
- relevant venue licensing conditions.

Night working will only be permitted if there is sufficient management cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions. As a minimum there must be at least one organiser's floor manager on duty and a venue security supervisor able to monitor the venue's emergency life systems.

Contractors and exhibitors may incur costs if unplanned night working is necessary due to planning failures.

Personal Protective Equipment and Personal Conduct

1. General

Personal Protective Equipment (PPE) is any item designed to protect the individual. Such items include:

- Hard Hats
- Fall arrest equipment
- Safety Boots
- Gloves
- Eye protection

2. Other Relevant Sections

- Fire Safety
- Lifting
- Working at Heights

3. Responsibilities

Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities. In particular the following rules apply:

- Hardhats should be worn where there is a danger of falling objects.
- Robust footwear should be worn in the halls during build up and breakdown to prevent slipping and foot injuries.
- Those working at height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.
- Hi-visibility vests should be worn in areas of significant vehicle movement.

Workers are responsible for ensuring that PPE is worn when issued and to cooperate with the organiser and the organiser's appointed safety staff regarding health and safety.

4. Smoking

Where smoking is banned by national legislation then the no smoking rule should be enforced and smoking areas provided outside the halls.

If smoking is not banned then the organiser will support a ban on smoking in the premises.

5. Drinking Alcohol

Ideally the sale of alcohol should not be permitted during the build up and break down and the organiser will support a no drinking rule.

Any worker who is working at heights or operating heavy machinery should not drink alcohol whilst at work.

6. Personal Conduct

Workers must conduct themselves in a manner which does not endanger the health and safety of others. The organiser reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.

Rigging

1. General

Rigging refers to any temporary suspended item including the fixing points.

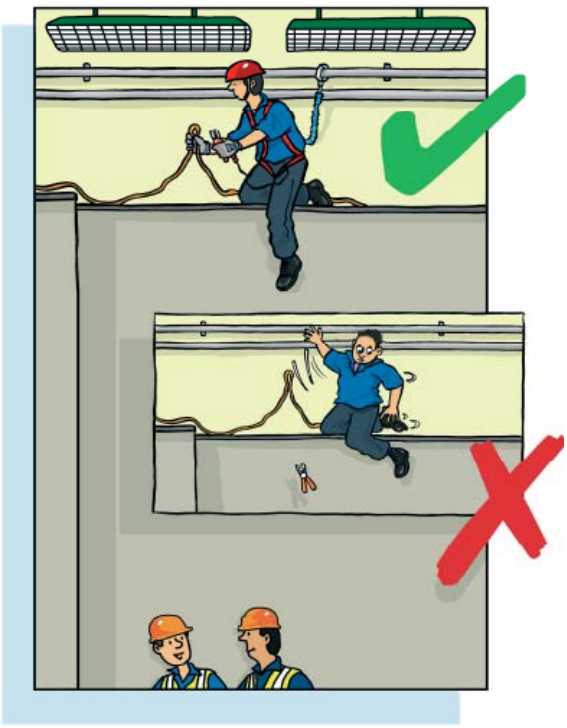
2. Other Relevant Sections

Other relevant sections on rigging are:

- Lifting
- Medical
- Working at Height

3. Risk Assessment, Planning and Supervision

All rigging operations must be covered by a risk assessment and together with supporting information on rigging requirements submitted to the organiser at least 90 days in advance. All rigging operations must be properly planned in advance particularly with regard to permitted Working Load Limits. All rigging must be supervised by a competent supervisor.



4. Competence

Rigging operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Certificates must be made available for inspection upon request. The organiser reserves the right to ban operatives or contractors who engage in unsafe practices from the tenanted area.

Exhibitors and contractors are NOT permitted to conduct their own primary rigging, i.e fix to the fabric of the building. Only the appointed or approved organiser's or venue's rigging contractors are permitted to conduct rigging operations from any part of the tenanted area. Ideally there will only be one appointed or approved rigging contractor for the event.

The organiser reserves the right to appoint an independent contractor to inspect and approve the rigging in the halls once it is complete. Any unsafe work must be made safe or removed.

5. Monitoring

Organiser's floor managers are to monitor rigging operations to ensure that they are conducted in a safe manner.

6. Maintenance of Rigging Equipment

Rigging equipment used must be free from defects, fit for purpose, marked to indicate its Working Load Limit, adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. All rigging equipment on site must be visually inspected daily by a competent person to ensure that it can function safely.

Rigging

7. General Safety Precautions

Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place.

Operatives must avoid work at height where possible and use work equipment or other measures to prevent falls and to minimise the risk of injury from a fall.

Riggers and rigging supervisors must receive adequate rest periods.

The venue must provide suitable working lights to ensure that rigging operations can be conducted safely.

Organiser's staff must liaise with the venue to ensure that sufficient time is available to ensure that rigging operations can take place safely.

8. Managing the Risk of Falls from Height

When working at heights riggers must be clipped on to a rigging point via a safety lanyard or be wearing fall arrest equipment. Suitable head protection must be worn to prevent injury to the head when falling.

The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.

9. Working Practices

All equipment used shall have its Working Load Limit clearly marked and must be suitable for the load to be applied. Applied loads should take account of the safe weight of the rigging and hoisting equipment. If there is any doubt then safety margins should be doubled.

In situations where bridling is unsuitable, the use of spreader beams should be considered. Where standard truss systems are employed for this purpose they shall be subject to a structural report. Where specifically designed or manufactured beams are employed a certificate of independent test and examination must be available for inspection.

Rigging steels must be protected from damage when rigged around steel trusses.

All suspended truss systems should have independent structural certification and should only be used within certificated design parameters. Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per manufacturers' recommendations and all connectors correctly fitted.

The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with best practice.

Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained.

Sign suppliers shall be responsible for the integrity of signs and their suspension fittings which must be fit for suspension. Screw-in eyes are not acceptable and the organiser reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate.

Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from an approved material. Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching or vinyl welding. Provision of bottom drop weight pockets by gluing is not acceptable.

Secondary or 'safety' suspensions may be required in certain locations. When required, they shall be installed to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

10. Access Equipment

Access equipment must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. Standing directly on forks, attachments or pallets not intended for such applications is strictly forbidden.

Riggers working outside a platform with guard rails must be clipped via a safety lanyard or use fall arrest equipment to prevent falling from height.

Stand Plan Checks and Construction

1. General

The section refers to the approval process and the building of exhibition stands, platforms and stages. Exhibition stands are divided into three categories as follows:

- Shell scheme
- Space only
- Complex structures

2. Other Relevant Guidance

Other relevant sections are:

- Electrical
- Fire Safety

3. Stand Plan Checks

All stand plans must be submitted to the organiser 90 days in advance of the exhibition, stating the stand number and location. All stand plans must be checked by a competent person to ensure:

- compliance with all relevant standards and venue regulations
- that the structure can be built safely within the time available
- that the design is suitable for its purpose and safe for use.

The organiser will not permit the building of stands which have not been checked and approved by organiser's staff or an organiser's contractor. The requirements for each category of stand are detailed below. The organiser may not permit a stand to open if the structure is considered to be unsafe.

4. Shell Scheme

Shell scheme will be constructed and fitted by an organiser's approved contractor and no other approval is required from the exhibitors regarding the structure of the stand.

5. Space Only Stands

A space only stand is any stand which is designed and built by the exhibitor but is not a 'Complex Structure' as defined below. The following information must be submitted for space only stands:

- detailed scale drawings, including plan views and elevations
- details of the materials used to construct the stand
- a plan showing its location within the exhibition
- a risk assessment, (to include fire hazards) and method statement.

Stand Plan Checks and Construction

6. Complex Structures

A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:

- any structure, regardless of its height, which requires structural calculations
- multi-storey stands
- any part of a stand or exhibit which exceeds 4 metres in height
- suspended items, e.g. lighting rigs of over 400 kg in weight
- sound/lighting towers
- temporary tiered seating
- platforms and stages over 0.6m in height and all platforms and stages for public use.

The following information must be submitted for a complex structure:

- detailed, scaled structural drawings showing:
  - plan views of each storey of the stand
  - sections through each storey of the stand
  - elevations including full steelwork and staircase details
  - width and position of gangways within the stand
  - floor and/or roof loading
- specifications of materials used
- structural calculations
- risk assessment (to include fire hazards) and method statement
- written confirmation from a structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

Structures over 4m which are used only for signage and which are of simple design may not be considered to be 'complex' but must submit details on how they will be fixed to prevent them from falling.

7. Stand Construction Requirements

7.1. Exit Signs

There must be sufficient illuminated exit signs positioned so that they can be seen to facilitate escape in an emergency. Ideally exit signs should be:

- a minimum height of 200mm and a minimum width of 400mm
- on a 24 hour electrical supply and illuminated at all times.

7.2. Emergency Lighting

The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. Any battery used for emergency lighting should be able to operate for a minimum of three hours after the failure of the normal supply.

Stand Plan Checks and Construction

7.3. Escape Routes

There must be adequate escape routes from any point of the stand or structure. Escape routes must:

- be clear of obstructions
- be even and have a firm, smooth and slip-resistant finish.

Ideally escape routes should:

- have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m
- not be less than 2 metres wide, except within stands of less than 100m2, where gangways must be no less than 1m wide
- have a travel distance from any part of a stand to an open side, exit or gangway which does not exceed 12 metres.

7.4. Multi-Storey Stands

Stands where more than 50 people can occupy the upper level require a minimum of two separate staircases leading from any floor above ground.

The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kN/m^2.

7.5. Ramps

Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:

- ramps should not be greater than 10m, or have a rise of more than 500mm.
- ramps should have a minimum, unobstructed width of 1.5m.
- the ramp surface must be slip resistant, especially when wet
- handrails must be provided on both sides of a ramp (unless it is a short ramp designed for wheel chair access to a stand).

7.6. Stairs

Stairs must be safe to use and the following gives the ideal dimensions:

- a level landing should be provided at the top and bottom of each flight
- each landing should have an unobstructed length of not less than 1.2m
- flights should have a minimum, unobstructed width of 1.2m
- doors should not swing across landings
- flights between landings should contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater
- the tread and riser of each step should be consistent throughout a flight
- the rise of each step should be between 150mm and 170mm
- the tread of each step should be between 280mm and 425mm
- risers should not be open
- single steps are not encouraged
- a continuous handrail must be provided on each side of flights and landings
- a single staircase shall not exceed 1.8 metres in width
- where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.

Purpose-built access to trailers, boats, caravans and other, similar exhibits must be

risk assessed where they do not comply with the above regulations to ensure that they are safe to use.

Spiral staircases are not encouraged. They must not be installed for upper storeys with a maximum occupancy of more than 20.

7.7. Handrails

Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

7.8. Barriers (Balustrades)

Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- provide guarding to all exposed edges of stairs and ramps at a height of 1.1m.
- be non-climbable, i.e., with solid in fills or vertical guard rails a maximum of 100mm apart.

7.9. Stand Construction: Construction Materials

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- suitable for the purposes and conditions of their intended use
- adequately prepared and fixed in order adequately to perform the functions for which they are designed
- non-combustible, inherently non-flammable or durably flameproof
- water-based, where applicable, e.g. adhesives and paint.

Suitable samples of materials may be required to be submitted to the venue for approval. Materials may be tested on site to ensure that they comply with fire safety requirements.

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise they may be treated with a flame retardant. Test certificates must be available for inspection for any materials intended to be used.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Stand Plan Checks and Construction

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tape. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are generally prohibited, but may be allowed at certain venues.

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick to prevent injury from glass shattering. The table below shows the thickness required for large glazed areas:

Maximum Pane Size Dimensions	
Thickness Required	Size
8mm	1100 mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm	No limit

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

All materials such as plastic, including plastic plants and materials used for vision panels, etc, must be non flammable.

Timber under 25mm thick must be impregnated to be fire resistant. Treated materials should be marked as such.

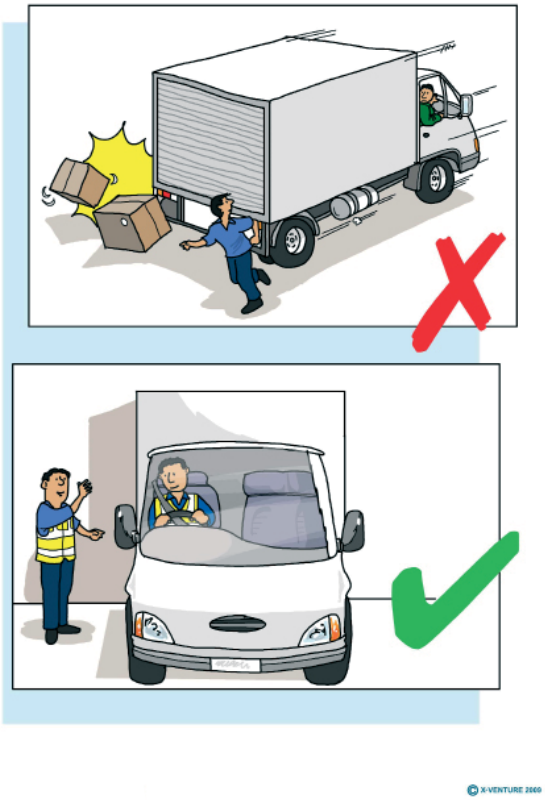
Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which usually acceptable for use due to its density.

Upholstered seating must be non-combustible and marked with the appropriate standard.

Vehicle Movement

1. General

Vehicles includes good vehicles, vans, cars and any self propelled equipment such as cranes, fork lift trucks, mobile access work platforms, cleaning machines and electric tugs. It also includes any forms of personal transport such as golf buggies, segways scooters and cycles.



2. Other Relevant Sections

Also see 'Lifting'

3. Vehicle Access

There must be sufficient safe access for all types of vehicle via the cargo doors to prevent congestion of vehicles. Ideally traffic should be limited to essential delivery and service vehicles and there should be a one- way traffic flow around the venue. (Exceptions may be made for specific deliveries or lift operations with appropriate controls).

The venue must provide suitable internal and external lighting to ensure the safety of vehicles and pedestrians.

There must be separate access and egress for pedestrians. Where this is not possible, cargo doors must be marshalled to allow safe pedestrian access and egress.

Where there is significant vehicle activity, vehicle movement should be marshalled to ensure that vehicles loading and unloading do not spend more time on site than is necessary and to ensure that vehicles load and unload as close as possible to where the loads need to be delivered.

It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. Advice must be sought from the venue regarding floor loading limits and in particular with regards to:

- point loading of outriggers on cranes
- capacity of upper levels
- capacity of cargo lifts
- capacity of floor ducts or other weaker areas

Floor loading limits must be clearly signed and visible to drivers

Traffic marshals must wear hi-visibility vests.

4. Driver Competence

Drivers must be trained, licensed and competent to drive their vehicle.

Drivers must comply with the reasonable requests of traffic marshals, security staff and the organiser's operations staff. The organiser reserves the right to ban unsafe drivers from the tenanted area.

5. Vehicle Maintenance

All vehicles must be in a safe and road worthy condition. All lifting equipment must be inspected daily for safety defects. The organiser reserves the right to ban any unsafe vehicle from the tenanted area.

Vehicle Movement

6. Vehicle Movement Rules

Vehicle drivers must:

- not exceed the venue speed limits or in any case to exceed 15 kph in external areas and 10 kph in the halls whichever is lower
- observe load limits for vehicles on the floors
- reverse vehicles without using a 'banksman' to guide the vehicle in reverse if rear vision is in any way restricted
- not leave engines running inside the halls unless it is to operate the equipment (e.g. a crane)
- not carry passengers unless they are seated in a passenger seat
- not load or unload in areas where it will block fire exits or routes for emergency vehicles
- wear a driver restraint (seat belt) where it is fitted
- use a hazard light where it is fitted for reversing
- secure vehicles at all times and remove the keys when unattended
- drive any kind of vehicle in the halls when open to the public
- not drive any kind of vehicle under the influence of drugs or alcohol
- not drive any kind of vehicle whilst using a mobile phone.

7. Cranes and Forklift Trucks

See 'Lifting'

8. Refuelling

For fire safety reasons vehicles must not be refuelled in or close to public areas and certainly not inside the halls.

Waste Removal and Aisle Maintenance

1. General

Waste materials left in the aisles blocks fire exit routes and hinders access for medical teams in emergencies. Sharp objects in waste can cause injuries to hands and feet. Food waste attracts vermin and can be a health hazard.

2. Other Relevant Sections

- Fire Safety
- Lifting

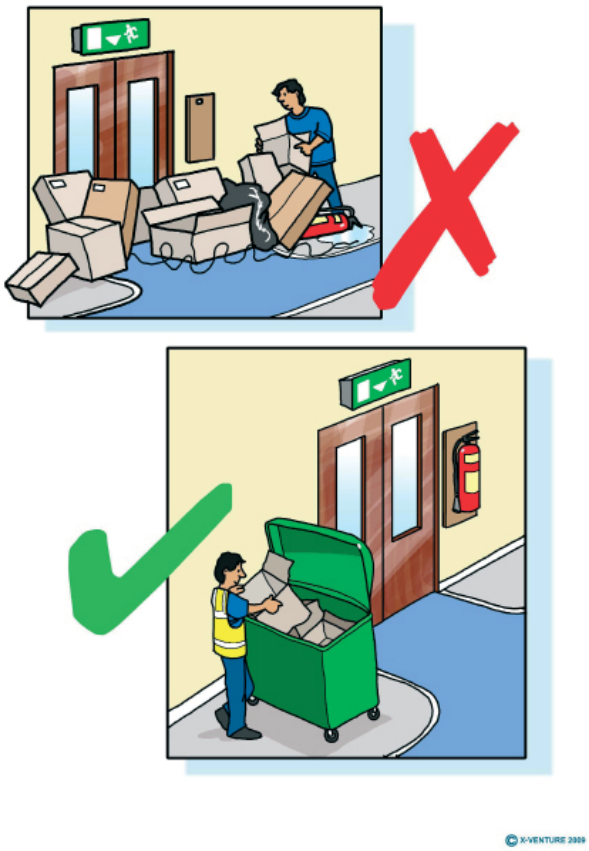
3. General Waste Clearance

The venue is responsible for cleaning normal waste which includes packaging and other small items. Exhibitors and contractors are responsible for the removal of any other waste including:

- carpet - except scraps
- crates/pallets
- building waste, such as bricks, sand and stand fitting materials
- metal work
- large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- hazardous waste - eg, paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances
- cooking oils
- strip lights (fluorescent tubes) and light bulbs
- material produced by working demonstrations of exhibits.

Exhibitors and contractors are responsible for removing large items of waste and where possible should place waste in the bins or cages provided.

Nails and other sharp objects should not be left sticking out of wood and should be hammered flat.



4. Emergency Aisles

During build up and break down certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times. Ideally there should be an emergency aisle every 25m. (Also see Fire Safety).

The lifting contractor is not to place items of freight into designated emergency aisles. (Also see lifting).

Water Features

1. General

Water features are any exhibit for decorative or display purposes such as a fountain, water curtain or the exhibit of spa pools and other such items. The hazard is Legionella bacteria which thrives in water between 20°C and 50°C. If inhaled in water vapour it can cause serious illness and even death. It is a particular problem with water features such as fountains, water curtains and spa pools which create water vapour.

2. Other Relevant Sections

Also see Stand Plans and Stand Construction.

3. Approval

All requests for a water feature must be submitted to the organiser 90 days in advance of the exhibition, along with the other stand plans stating the stand number and location. The plans must include how the risk of Legionella will be controlled with water treatment and water testing.

Welfare, Health and Security

1. General

This section applies to ensuring that the basic needs of those working at the event or visiting the venue are met.

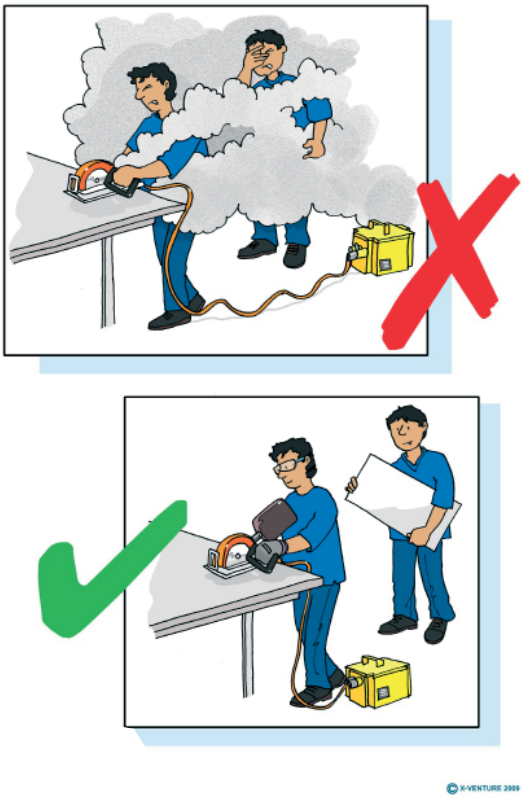
2. Other Relevant Sections

- Food safety
- Medical cover
- Work equipment

3. Air Quality and Temperature

The venue, organiser and contractors should work together to ensure that dust in the air is not allowed to build up to unacceptable levels. A particular effort should be made to reduce hazardous dusts and carcinogenic substances in the air such as vehicle engine fumes, or MDF dust. Tools which produce dust should be fitted with dust bags. Ideally the venue should have air condoning or air handling to ensure good air quality. Also see Work Equipment.

Air temperatures and humidity should be appropriate for the activities in the halls. The venue must have the facility to adjust the air temperature and humidity when required.



4. Food and Water

All occupants must have access to reasonably priced safe food during working hours. Drinking water must be available at all times to all occupants. Also see Food Safety.

5. Information

The venue must provide sufficient numbers of information points with relevant guides to transport and other facilities including essential health safety and security information. Information should be available in foreign languages.

6. Lighting

All areas in use, or where occupants may require access, must be suitably lit to ensure safe and secure access and egress.

7. Hygiene

All occupants of the hall should have access to regularly cleaned toilets and hand washing facilities including hot and cold running water and hand drying facilities. Where it is not possible to provide hot water, biogels should be provided.

Hand washing facilities must be no more than 50m from any catering outlet where the outlet does not have its own facilities.

Welfare, Health and Security

8. Medical

Also see Medical Cover. In addition to emergency medical cover all occupants should have access to purchase non-emergency medical supplies and personal hygiene products from a location in, or suitably close to the venue.

9. Public Transport and Taxis

All visitors and non-local staff must have access to safe transport to and from the airport, other ports of arrival and hotel accommodation. Taxis and other forms of public transport must be licensed by a recognised public transport authority and carry appropriate levels of public liability insurance.

Taxi ranks, bus stops and vehicle pick up points must be properly lit and in a secure area.

10. Security

The venue must ensure that all parts of the venue are secured to prevent unauthorised access. Where the organiser contracts a local security company there must be a choice of reputable companies able to provide competent security staff in sufficient numbers. All security staff must be uniformed, properly trained in their duties with clearly displayed identification.

Work Equipment

1. General

This section applies to the use of powered tools and other work equipment such as saws, drills, nail guns and air compressors.

2. Other Relevant Sections

- Electrical Installations and Equipment
- Fire Safety
- Personal Protective Equipment

3. Approval and Compliance

Prior approval with 90 days' notice is required for hot works or any equipment using pressurized gas. (see Fire Safety).

All tools must be in good working condition and safe to use. In particular the use of air compressors will only be permitted if they are in a safe working condition. The organiser reserves the right to prevent the use of any equipment which is unsafe.

4. Competence

Operatives must be competent to operate the equipment in use.

5. Guarding

Powered tools must not be left unattended whilst operating or connected to the power supply.

All dangerous parts such as saw blades must be guarded.

6. Dust

Tools which create dust such as saws must not be used inside the halls unless the dust is captured in a bag.

7. Noise

Tools which create unsafe levels of noise above 80dB(A) must not be used for long periods inside the halls.

The organiser will monitor noise levels to ensure that the ambient noise levels do not exceed 80dB(A) for long periods.

8. Personal Protective Equipment

Operatives must wear suitable personal protective equipment to prevent injury. (Also see Personal Protective Equipment).

Working at Height

1. General

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally this means above 2m.

2. Other Relevant Sections

Also see 'Rigging'.

3. Requirements

All reasonable steps should be taken to eliminate or minimise work at height. Working at height should be properly planned and supervised and the correct equipment selected. Contractors are to ensure that:

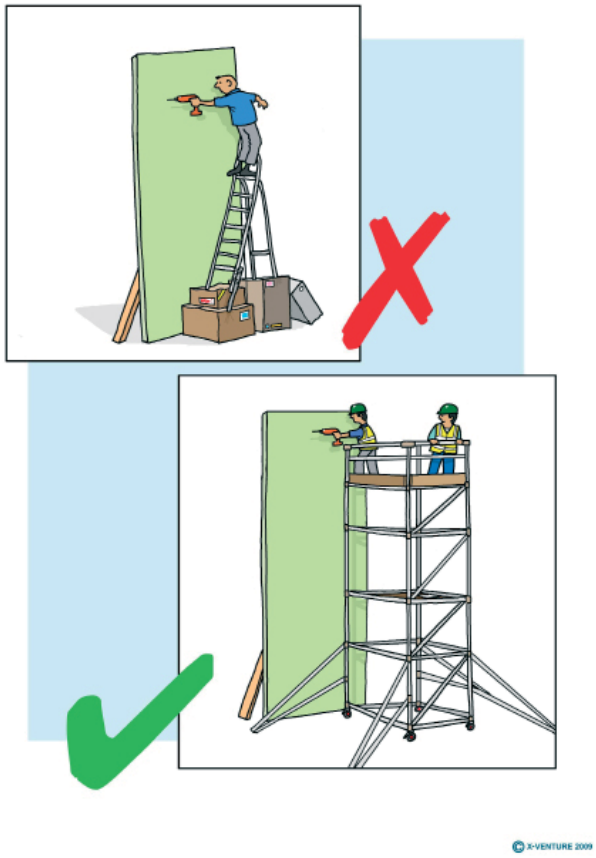
- No work is done at height if it is safe and practical to avoid it
- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Those working at height must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder)
- Those involved in work at height are trained and competent
- Equipment for work at height is appropriately inspected and free from safety defects
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons working or walking beneath work at heights
- Persons working in the vicinity of high works should where a hard hat
- Persons working at height on mobile elevated work platforms should wear head protection
- Plans are in place for emergencies and rescue from height

Working at Height

4. Ladders

Ladders can be used when it is not practicable to use a working platform or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Ladders must have 'industrial' rating (this type are more durable and resilient)
- Ladders for work over 4m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used



5. Defective Equipment

The organiser reserves the right to require equipment deemed to be defective to be removed from the halls.

Appendices

1. Risk Assessment Template for all Organisations
2. Fire Risk Assessment Template for all Organisations
3. Hot Works Permit Template
4. Venue Questionnaire for Organisers

Risk Assessment Template for all Organisations

<table>
<tr><td rowspan="3">(insert show logo here)</td><td rowspan="3">Tenancy Dates:

Flyer:

Build up:

Open:

Break down:</td><td>Ven ue:</td></tr>
<tr><td>Halls in use:</td></tr>
<tr><td>Rooms in use:</td></tr>
<tr><td>Risk assessment undertaken by:</td><td>Show Director:</td><td rowspan="2">Distribution:
e.g.
• Show Management Team
• Floor Managers
• Contractors
• Venue</td></tr>
<tr><td>Signed:

Date:</td><td>Signed:

Date:</td></tr>
</table>

Scope of Risk Assessment:

This assessment covers ……from …..to…etc

Visitor Profile:

- Age range
- Alcohol consumption high/moderate/low
- Likelihood of some drug use yes/no
- % Children
- % Disabled/new and expectant mothers
- Busiest times
- Average attendance

Show Profile:

Visitor capacity at any one time:

Details of after show events:

Extent to which the show is likely to be vulnerable to terrorist attack or protest?

1. Risk Assessment Template for all Organisations

Hazards	Consequences	Who is at Risk	PxS=R	Fire prevention Controls	PxS=R Action Level
Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm	Describe the type of injury then categorise as follows: First aid injury – minor cuts sprains, bruises 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible. Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely. Death or very serious injury to more than one person	• Organiser's staff • Venue staff • Visitors • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Elderly visitors	P = Probability S = Severity R = Risk level P x S = R	Consider hierarchy of controls • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls…… Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable? Comply with industry standards?	Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no further action required See table in footer

1. Risk Assessment Template for all Organisations

Hazard	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5. Almost inevitable 4. Very likely 3. Likely 2. Unlikely 1. Very unlikely	5. Multi death or very serious injury 4. Single death or very serious injury 3. Serious injury 2. 3 day injury 1. Minor/First Aid		LOW – no further controls required MED – justify /review for each event day HIGH – immediate action/ further controls needed

Prob						
	5	5.M	10.H	15.H	20.H	25.H
	4	4.L	8.H	12.H	16.H	20.H
	3	3.L	6.H	9.H	12.H	15.H
	2	2.L	4.L	6.M	8.H	10.H
	1	1.L	2.L	3.L	4.L	5.M
		1	2	3	4	5
Severity						

Risks to be monitored each day as follows: (These will normally be those risks rated Medium after controls are in place)

Hazard	Monitored by	Frequency

Notes:

Fire Risk Assessment Template for all Organisations

<table>
<tr><td rowspan="2">(insert show logo here)</td><td rowspan="2">Tenancy Dates:

Flyer:

Build up:

Open:

Break down:</td><td>Venue:</td></tr>
<tr><td>Halls in use:</td></tr>
<tr><td rowspan="2">Risk assessment undertaken by:</td><td rowspan="2">Responsible Person:</td><td>Rooms in use:</td></tr>
<tr><td rowspan="2">Distribution:</td></tr>
<tr><td>Signed:

Date:</td><td>Signed:

Date:</td></tr>
</table>

2. Fire Risk Assessment Template for all Organisations

Hazards	Consequences	Who is at Risk	PxS=R	Fire prevention Controls	PxS=R Action Level
Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
Identify sources of ignition e.g. • Smoking • Hot works • Electrical fault Identify sources of fuel e.g. • Waste • Flammable fumes • Stand dressings	Consider the likely effects of fire such as explosion, fire, smoke inhalation, panic, and fire damage which could lead to any of the following: First aid injury 3 day injury Serious injury – Usually an injury from which full recovery is likely. Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely. Death or very serious injury to more than one person	• Organiser's staff • Venue staff • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Trespassers • Pedestrians and drivers around the venue • Local inhabitants	P = Probability S = Severity R = Risk level P x S = R	Consider hierarchy of controls • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls…… Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable?	Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required See table in footer

2. Fire Risk Assessment Template for all Organisations

Hazard	Who is at Risk	P	S	R	Fire Prevention Controls	P	S	R	Actn Lvl
Sources of Ignition									
Sources of Fuel									

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5. Almost inevitable 4. Very likely 3. Likely 2. Unlikely 1. Very unlikely	5. Multi death or very serious injury 4. Single death or very serious injury 3. Serious injury 2. 3 day injury 1. Minor/First Aid	Prob 5 5.M 10.H 15.H 20.H 25.H 4 4.L 8.H 12.H 16.H 20.H 3 3.L 6.H 9.H 12.H 15.H 2 2.L 4.L 6.M 8.H 10.H 1 1.L 2.L 3.L 4.L 5.M 1 2 3 4 5 Severity	LOW – no further controls required MED – justify /review for each event day HIGH – immediate action/ further controls needed

Fire Response Controls

Oganiser

List the arrangements you have made to deal with and emergency fire situation e.g.

- Emergency procedures
- Briefing on emergency procedures
- Emergency aisles on plans
- Cleaning to keep emergency aisles and exits clear
- Floor management to keep emergency aisles and exits clear

Venue

List the venue's fire response arrangements e.g.

- Automatic fire protections systems (alarms and sprinklers etc)
- First aid fire fighting equipment (hoses and extinguishers)
- Halls fire and smoke separation
- Control room and CCTV
- Patrols by trained fire safety staff

Monitoring. Summary of aspects of fire safety or physical areas that require monitoring

Build up and Breakdown

Hazard	Monitored by	Frequency

Open Period

Hazard	Monitored by	Frequency

3. Hot Works Permit

Hot works are a construction processes requiring heat such as cutting or welding. All hot works require a Hot Work Permit from the organiser.

Organiser's staff must liaise with the venue to ensure that hot works do not set off fire and smoke alarms or water sprinklers by accident.

Hall:	Location/Stand:
Date:	Name of person Requiring the Permit:
Permit Time From:	Permit Time To:
Organiser's Fire Safety Requirements	
• The immediate area must be clear of other workers, public and vehicles and no other workers, public or vehicles should be able to pass under hot works. • The immediate area must be clear of any combustible items. • The operative and others must be suitably protected from risk of burns and damage to eyes • A suitable fire extinguisher must be provided close to the location of hot works • A second operative is required to monitor the operation, to keep other people clear, watch for signs of a fire, and use the fire extinguisher if necessary.	
Other Arrangements:	
Signed Organiser's Safety Representative	

Copies To:

Venue Safety Representative
Organiser's Office
Permit Holder

4. Venue Questionnaire

This is a guide to the health safety and security issues that should be considered before a tenancy is agreed. It is only a guide to expose potential weakness and should be followed up by a detailed risk assessment on the venue's suitability for use in the context of the proposed event. It only deals with the venue and detailed assessment should be made of the overall location and its suitability for the health safety and security of organising staff, exhibitors, non-local contractors and visitors.

This assessment should only be conducted by an individual who is competent to do so.

Access and Egress - Pedestrian

- Do the facilities allow for safe access and egress of pedestrians at all times from areas which are secure and with suitable lighting?
- Is there sufficient facility to separate pedestrians from commercial vehicles particularly around cargo doors?

Access and Egress – Vehicular

- Is there sufficient facility for vehicles particularly those with heavy loads to gain safe access to the venue?
- What are the loading limits for vehicle ramps and cargo lifts?
- Are there any curfew restrictions on vehicle movement?

Air Quality

- Does the venue have suitable facilities for controlling air temperature and air quality?

Electrical

- Is there a competent contractor or venue service for mains supply?
- Are floor ducts fit for purpose? Check overall condition.
- Are there suitable arrangements for electrical inspection and testing?

Emergency Procedures

- Does the venue have a central control room to manage an emergency evacuation?
- Does the venue have established emergency procedures?
- Is there a tannoy system to relay emergency messages?

Fire Prevention

- Does the overall condition of the venue suggest that there is the facility for the control of build-up of combustible waste?
- Is there safe storage facility for fire accelerants such as fuel and pressurised gases?
- Is there a hot works control system?

4. Venue Questionnaire

Fire Safety Response

- Does the venue have a central fire control room to monitor fire safety systems and in particular fire detection systems?
- What systems are in place to detect the fire?
- What fire alert warning systems are in place to warn of a fire alert situation?
- Is there suitable first aid fire fighting equipment in fire points around the venue?
- Will additional fire extinguishers be placed out on stands?
- Are there sufficient means of escape to an ultimate place of safety (usually open air) compliant with the g-Guide?
- Is there good access for emergency fire service response?
- Is there a local emergency fire service response and if so what is the predicted response time?

Food Safety

- Does the condition of catering outlets and kitchen areas suggest that they are clean and fit for purpose?
- Is there a suitable system for receiving food products, and in particular perishable and cold storage products, such that they are not left exposed and can be transferred to suitable cold storage in the venue?

Floor Loading Limits

- What are the floor loading limits for the halls in use and are they commensurate with the floor loading requirements of the event?
- Does the general condition of the floors and in particular ducts suggest that the published floor loading limits may be compromised?

Major Incident Handling

- Does the venue have plans for business continuity and major incident handling?

Medical

- Where is the nearest Accident and Emergency department and what is the typical response time for an ambulance?
- Is there a medical station on site staffed by competent first aiders?
- Is there suitable access for an ambulance to the venue?

Night Working

- What are the overnight security and alarm system monitoring arrangements?
- Is there a night working procedure?

Rigging

- Is there a competent in house rigging contractor?
- What is the policy on allowing non in house rigging? Ideally only the in house riggers should be allowed to rig from any part of the venue structure.
- What are the relevant Working Load Limits on rigging points?

4 .Venue Questionnaire

Security

- Does the venue provide, or is there a choice of reputable local security companies able to provide competent security staff in sufficient numbers?
- Do those working at, or visiting the event have access to safe transport to and from the airport, other ports of arrival and local hotel accommodation?
- Are local taxi ranks, bus stops and vehicle pick up points in a lit and secure area?
- Are local taxis and other forms of public transport licensed by a recognised public transport authority?
- Are local taxi companies required to have appropriate levels of public liability insurance?

Venue Services

- Can the venue supply event management staff with access to competent technical advice sufficient for the needs of the event?

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