

KEEPING YOURSELF & OTHERS SAFE

Your Health & Safety Obligations	<p>As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build-up, open period and breakdown of the show. Where you contract out the building and finishing of your stand, you are still vicariously responsible for the activities of your contractors. It is your responsibility to ensure that you have completed the below:</p> <ul style="list-style-type: none">• All exhibitors must complete the Stand Information Form• All exhibitors must undertake a Risk Assessment for their stand, relating to the entire exhibition. Any significant risks should be notified to the Operations Manager• All exhibitors who have a Space Only stand need to understand their role as 'client' under CDM 2015 Regulations
Health & Safety Work Act 1974	<p>This is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work:</p> <ul style="list-style-type: none">• Provision and maintenance of safe plant and safe systems of work• Safe handling, storage, maintenance and transport of work articles and substances• Provision of information, instruction, training and supervision• Provision of a safe place of work with safe access and egress• A safe working environment with adequate welfare facilities <p>These must be maintained for exhibitors, contractors and employees of ANY company working on the site.</p>
The Management of Health & Safety at Work Regulations 1999	<p>These require additional action to be taken in order to ensure compliance, namely:</p> <ul style="list-style-type: none">• Suitable and sufficient risk assessments must be completed, all significant risks must be identified with suitable and sufficient control measures put in place• Appointment of competent persons in health and safety• Establish and implement emergency procedures• Co-operation and co-ordination in shared workplaces• Provision and sharing of information <p>The contents of this section act as a guide only, and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the Organiser.</p>
Health & Safety Dos and Don'ts	<p>Below is a list of various things to consider, but in terms of key risks within the build up and breakdown phases please carefully consider the following:</p> <ul style="list-style-type: none">• Awareness of vehicles in the loading bays/unloading areas• Awareness of how to work safely at height – please take the time to look at www.stop-the-drop.co.uk and brief your teams <p>Please also consider the following points:</p>

- **Accidents**
 - Report accidents or 'near misses' to the Organisers immediately
- **Alcohol & Drugs**
 - Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately
- **Disabled Access (The Equality Act 2010)**
 - Please ensure your stand is easily accessible to all visitors. Disabled persons must be provided with the same service that is provided to others, and it is unlawful to not make a reasonable adjustment for a disabled person
- **Electrics**
 - Don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site
- **Fire & Emergency Procedures**
 - Read the Fire & Emergency Procedures that are contained within the Site Rules
- **Fire Extinguishers**
 - We provide extinguishers based on the number required by the fire officer - please do not move them. If you require a specific type of fire extinguisher, please let us know
- **Food Safety**
 - Use the venue caterer for provision of any hospitality. If you are sampling, please notify us using the Stand Information Form
- **Ladders**
 - Use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations. Contact the Organisers for further advice
- **Manual Handling**
 - Think before lifting / stand as near to the object as possible / bend your knees / keep back straight / grasp the load firmly / lift with your legs / hold the load closely to the centre of your body
- **Personal Protective Equipment (PPE)**
 - Wear a hi-vis vest on the lorryways/unloading areas
 - Wear the right clothes and shoes for what you are doing, and the environment you are in
- **Rubbish**
 - Don't keep it stored on your stand – it's a fire hazard. Contact the Organisers to arrange disposal
- **Staff**
 - Make sure your staff are briefed properly about the risks to be aware of, and have read and understood the Site Rules
- **Vehicle Movement**
 - Be careful when you arrive and are unloading – there are traffic marshals to assist you
- **Weird and Wonderful features**
 - Contact the Organisers if you are having a water feature, massage, any special effects, anything that causes excessive heat or light, animals or children
- **Working at Height**
 - If you are working at height, you **must** use the correct equipment and

know how to use it safely www.stop-the-drop.co.uk

- **Young persons**
 - Under 16's are NOT permitted during build up and breakdown

ASSESSING YOUR RISKS

Risk Assessments can often seem daunting, but may not need to be as complex as you might think.

It may be useful to have a look at our tips to start you off...

- Split the event into parts
 - Build-up
 - Open days
 - Breakdown
- Think about who is affected by your stand / activities:
 - Your staff
 - Your contractors
 - Visitors to your stand
 - Neighbouring stands
- Think about what hazards could be involved to people at the above times:
 - Build-up – vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics, stand build etc.
 - Open days – tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc.
 - Breakdown – similar hazards to build-up, but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.
- Evaluate the risks
 - Can the hazard be removed completely or done in a different way?
 - If the risk cannot be eliminated, can it be controlled?
 - Can protective measures be taken that will protect the entire workforce on-site?
- Risk Assessment Document
 - Write down all of the above!
 - Pass on information about significant risks to those people identified
 - Record what measures you have taken to control these risks
- Review during and after
 - Try to assess as you go along
 - Anything that you change on-site can be added in for your next event

It is your legal responsibility to undertake a sufficient Risk Assessment and notify the Operations Manager of any significant risks.

The Organiser may request to see your written Risk Assessment during the show, and should an incident occur on your stand you should be able to produce it immediately for the Local Authority or Health and Safety Executive to investigate.