

# KEEPING YOURSELF AND OTHERS SAFE

## Health & Safety Overview

This section details all the health & safety information that you must consider when designing, building, and operating your stand at the show. Health and Safety is an important issue at events and as such it is vital that you read the following information carefully and ensure that you and your staff, as well as any contractors that you employ adhere to the provisions fully.

This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the Operations Manager. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

Below, we have set out our responsibilities under the prevailing legislation and under the auspices of the Health and Safety at Work (etc.) Act 1974 and The Equality Act 2010, together with subsequent Regulations, Amendments and Approved Codes of Practice. As a business and an exhibitor, you are also required to ensure that your attendance at the event is conducted in a way that exposes you and those around you to the minimal possible risk.

You must complete the health and safety section on the exhibitor requirements form and provide details of insurance if you haven't taken out recommended insurance. A detailed and suitable and sufficient 'Risk Assessment' for your attendance at the event - with focus on the build-up and breakdown processes.

### Introduction:

The exhibition halls are an ever-changing environment with constant construction and dismantling of exhibitions and different layouts for each event. This means that there are hazards peculiar to the industry.

This brief is intended as a basic guide to the generic hazards found in the halls. It does not cover any specific event. Anyone working on a specific event should consult the risk assessment for the event held by the Organiser/promoter and the halls event management department. It is intended as a general Health and Safety brief for anyone who may have cause to enter the exhibition halls.

### Who is at risk?

Everyone working in or passing through the halls is at risk to some extent. Those whose work is in the halls are at risk due to their constant exposure. Those who do not normally work in the halls will be at risk because the environment will be unfamiliar, and they will be less aware of the day-to-day hazards.

### Who is most vulnerable?

- Persons with little or no knowledge of the halls.
- New and expectant mothers may be especially at risk and should not work in the halls without a specific Risk Assessment to cover their activities.
- Young persons (aged 16 - 18) have a lower perception of risk in general and should be subject to a specific Risk Assessment to cover their activities.
- Children under the age of 16 must not be allowed in the halls during build up and break down.
- During the open period children under the age of 16 will not be permitted, however, students of senior school age (11+) may attend for educational purposes if accompanied and supervised by a responsible adult.

### Managing the Risk:

- The safest way to deal with risk is to avoid it altogether. Unless there is no alternative do not use the halls as a transit route especially during build up and break down. If you have no business in the halls, simply avoid them.
- If you must go into the halls reduce the risk by making yourself aware of the hazards. Obey safety signs and never cross barriers into prohibited areas. Avoid areas of obvious risk e.g. overhead working.
- Lastly, always wear PPE where designated e.g. hard hats in hard hat areas. Note: PPE should always be a last resort. It is better to avoid risk altogether.

## Hazards to be Beware of the following:

- The changing environment when moving from one area to another.
- Moving vehicles such as goods vehicles and forklift trucks especially in and around cargo doors. Reversing vehicles are particularly dangerous.
- Cable duct openings in the floor.
- Slip, trip hazards on the floor, particularly plastic sheets (which can be very slippery) and trailing cables.

**The Management of Health & Safety at Work Regulations 1999**

- Sharp objects and nails in wood which can pierce ordinary footwear.
- Falling objects - avoid areas of overhead working.
- Suspended wires. Often there are wires and other objects hanging at below head height.
- Not all exits will necessarily be open. The only fire exits open are those with signs illuminated.
- Partially built structures which may not be stable.
- Over exposure to noise levels which could be damaging to hearing.

These require additional action to be taken in order to ensure compliance, namely:

- 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.

**Construction (Design Management) Regulations 2015**

Since the HSAWA Act in 1974, event Organisers have calculated the risks associated with the construction and deconstruction of events and enforced controls to ensure that all employees, contractors and visitors were provided with a healthy and safe working environment while onsite. In April 2016 the Construction Design Management (CDM) regulations came into force in the UK to further regulate the industry and ensure that safety is the highest priority. It is now the responsibility of Organisers, as principal contractors, to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations.

Co-operation and participation of all employees, exhibitors, contractors and sub-contractors is essential to obtain high standards of safety practices.

**Health and Safety Do's and Don'ts**

**Below is a list of various things to consider, but in terms of keys risks within the build-up and breakdown phases please carefully consider the following:**

- 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](http://www.stop-the-drop.co.uk) and brief your teams.

**Please also consider the following points:**

**Accidents:**

Report accidents or near misses to the Organisers immediately.

**Alcohol & drugs:**

Any persons 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:**

Do not 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 & Induction.

**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 the 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.

**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 in the unloading areas. Wear the right clothes and shoes for the job you are doing, and the environment you are in.

**Rubbish:**

Do not keep it on your stand - it is 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 and Induction.

**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](http://www.stop-the-drop.co.uk).

**Young persons:**

Under 16s are NOT permitted during the build-up and breakdown of the event.

## 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 and assess as you go along.
- Anything that you change onsite can be added in for your next event.

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

The Organisers 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.