

Health & Safety

Statement	<p>It is the policy of the organisers to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects of Health & Safety.</p> <p>It is important to ensure that safe working practices are maintained at all times, which includes ensuring that everyone is reminded of their responsibilities whilst working at the exhibition. As an Exhibitor, it is essential that you are aware of your obligations.</p> <p>As an Exhibitor, Contractor or Agency you have a duty under the Health & Safety at Work Act 1974 to ensure that all personnel, contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety, but also that of others working or attending the vicinity.</p>
Exhibitor duties & responsibilities	<p>Exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that:</p> <ul style="list-style-type: none"> ● The health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition ● Your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments ● All your staff and subcontractors have received sufficient Health & Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with the COSHH Regulations 2002 (Control of Substances Hazardous to Health), the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Personal Protective Equipment at Work Regulations 1992. ● You provide proper information, instruction and training and supervise all parties throughout the show. <p>It is your responsibility to ensure you have done the below:</p> <ul style="list-style-type: none"> ● Completed the Compulsory Form (1 per stand) in the Exhibitor Checklist & Deadlines Section ● Nominated a health & safety representative for your stand ● Undertaken a "suitable and sufficient" Risk Assessment covering your participation in the exhibition ● Completed a Method Statement for the execution of work tasks in relation to the construction of your stand ● Have in your possession a copy of your own health & safety policy; a written Company Health and Safety Policy should exist if the company is 5 or more strong - see Section 2(3) of the Health & Safety at Work Act 1974 (HASAWA). ● Collated and checked for suitability the health & safety documentation from any contractors, suppliers or agents that may be working on your stand ● Notified the organisers of, and carry out a risk assessment for any significant risks (as outlined on the compulsory form). <p>Space Only exhibitors also have responsibilities under CDM regulations 2015 as a 'client'.</p>

General Health & Safety Guidance & Requirements

Site rules	<p>Please ensure that everyone coming on site during build up and breakdown have read and understood the <u>site rules</u> which includes the fire & emergency procedures.</p>
Competency	<ul style="list-style-type: none"> ● Personnel must possess the necessary training, qualifications, skills and experience appropriate to the tasks being performed ● Contractors must ensure that all work activities are properly supervised where required ● Evidence of relevant training, licences, or certification must be available for inspection on request ● For contractors with scaffold installation the following specific competence requirements apply:

	<ul style="list-style-type: none"> ○ Black Hat Supervisor - CISRS Scaffolding Supervisor qualification or Advanced Scaffolders and CITB Site Safety Plus SSSTS ○ Scaffold operatives - CISRS scaffolding registration card at the relevant grade for the type of structure being erected with SSPTS endorsement where system scaffold is in use ○ Scaffold inspector - CISRS Advanced Scaffolders qualification with CPD endorsement, or CISRS Advanced scaffold inspection with SSPTS endorsement where system scaffold is in use.
Drugs & alcohol	<p>Any person suspected to be under the influence of alcohol or drugs will be asked to leave the site immediately.</p> <p>The consumption of alcohol in the venue during build-up and breakdown is not permitted.</p>
Dust & fibres	<ul style="list-style-type: none"> ● Any construction process likely to generate dust and fibres must be controlled under COSHH and processes involving high levels of dust will not be permitted to take place inside the venue ● Woodworking machinery, tile cutters etc shall be used with due consideration for the effect on others nearby (noise and dust) and may be required to be used outside the venue ● Any process that produces dust must be carried out using onboard extraction and / or LEV and the user must wear an FFP3 respirator for which they have been face-fit tested.
Electrical safety	Please refer to the Electrical section of the A-Z section for guidelines and safety information.
First aid, incident reporting and management	<ul style="list-style-type: none"> ● All contractors and exhibitors must comply with the Health and Safety at Work Act 1974 and the Health and Safety (First-Aid) Regulations 1981 ● Contractors are responsible for ensuring appropriate first aid provision for their own teams during build-up, open days, and breakdown ● In the event of an accident or medical emergency, contact venue first aid or event control immediately ● All incidents, accidents, and near misses should be reported promptly to the organiser or venue team so they can be recorded and followed up where necessary ● Contractors should ensure their teams are briefed on emergency procedures and know how to access first aid support on site ● Any incidents that fall within legal reporting requirements will be handled in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by the responsible duty holder.
Flammable liquids / chemicals	<ul style="list-style-type: none"> ● Flammable liquids and substances must be used and stored safely and segregation from waste and other risk areas ● Chemicals and flammable liquids must be removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
Hot work	<ul style="list-style-type: none"> ● Hot works are NOT permitted.
Lifting	<ul style="list-style-type: none"> ● All contractors undertaking lifting operations during build-up and breakdown must comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) ● All lifting operations must be properly planned, risk assessed, and carried out by competent personnel ● Loading, unloading and transfer of materials by forklift within the venue will be undertaken by the appointed logistics contractor under their own risk assessment and method statement ● Any other lifting activities (e.g. lorry loader, MEWP, winch etc) are outside the scope of the logistics contractor and remain the responsibility of the stand builder. ● Only trained and authorised operators may operate lifting equipment ● All lifting equipment must have a valid LOLER Thorough Examination certificate, available for inspection on request ● Equipment must be used within its Safe Working Load (SWL) and loads must be properly secured and controlled ● Exclusion zones must be maintained, and no persons may stand or pass beneath suspended loads.
Noise	The Control of Noise at Work Regulations 2005 are in force and you are required to assess the risks to your employees from noise at work, take action to reduce the noise exposure that produces the risk, provide your employees (and those in the immediate area) with hearing protection if you cannot reduce the noise exposure and ensure that the legal limits on noise exposure are not exceeded.

On site monitoring	<p>To ensure that these duties are complied with at all times, the Organisers have appointed a dedicated Floor Manager to monitor the show floor throughout the build-up, open period and breakdown. In the event of you or your contractor not following correct health & safety practices, the Organisers and Venue will following this 3 step procedure:</p> <ol style="list-style-type: none"> 1. First issue a verbal warning 2. Then a written warning 3. Finally if bad practice continues the Organisers / Venue will issue a Cessation of Work Notice, requiring the contractor / exhibitor to leave site until such time as correct materials or correct working practices are satisfactorily implemented.
PPE	<ul style="list-style-type: none"> ● PPE will be determined by risk assessment. Selected items will meet or exceed the relevant BS/EN standard. All PPE will be subject to a pre-use check by the user ● Safety critical items such as work at height PPE will be subject to a 3 monthly recorded examination by a competent person ● All stand contractors and staff must wear suitable protective clothing relevant to their role ● During <u>space only</u> build and breakdown (please refer to the TIMETABLE section for detailed timings), all personnel must wear the following: <ul style="list-style-type: none"> ○ Safety helmet, EN 397/EN 12492/EN 50365 ○ Eye protection, EN 166, minimum 1F grade ○ Hi-Viz upper body, EN ISO 20471, class 2 ○ Gloves, task specific, EN 388 ○ Safety boots, EN ISO 20345, minimum S3 grade. ● Where working at height is being undertaken then all personnel undertaking the works must also be equipped with the following: <ul style="list-style-type: none"> ○ Safety helmet, EN 397/EN 12492/EN 50365 equipped with a chin strap and side impact protection ○ Full body safety harness, EN 361 ○ Twin lanyard, EN 355/360 equipped with an EN 362 Class A scaffold hook. <p>Important note: Work at height and safety harness use is to be planned and undertaken strictly in accordance with the current version of NASC SG4.</p> <ul style="list-style-type: none"> ● Upon completion of space only build and breakdown (refer to the TIMETABLE section for detailed timings) mandatory items of PPE will be reduced to the following: <ul style="list-style-type: none"> ○ Suitable footwear ○ Hi-Viz upper body, EN ISO 20471, class 2 ● In addition to the items highlighted above, items of task specific PPE may also be required, these must be determined by the risk assessment. These may include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Hearing protection, EN 352 ○ Respirator, EN 149, minimum FFP3 ● Clear signage will be displayed at the exhibition hall entrances during build and breakdown to clearly indicate the level of PPE required at any time. <p>Please contact technical@nasc.org.uk if you have any questions regarding PPE requirements.</p>
Risk assessment & method statement (RAMS)	<p>It is compulsory for you to have a Risk Assessment and Method Statement for your stand which covers all elements of the show (build up, open and breakdown).</p> <p>The Organiser may request to see your written documentation 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.</p> <p>Please click here for templates and guidance on writing these documents.</p> <p>*Please note: we will soon be providing specific RAMS templates for exhibition stands with scaffolding structures. We will share these with you when available.</p>
Waste management	<ul style="list-style-type: none"> ● Exhibitors and nominated contractors must comply with the Environmental Protection Act 1990, the Waste (England and Wales) Regulations 2011, and the Separation of Waste (England) Regulations 2025 (Simpler Recycling) ● Waste must be segregated at source in accordance with current UK recycling legislation

	<ul style="list-style-type: none"> ● Exhibitors and contractors must separate dry recyclable materials, food waste (where applicable), and general waste into the designated waste streams provided by the venue ● Waste must be placed in the appropriate labelled containers or recycling areas ● The exhibitor or contractor responsible for the stand remain responsible for removal of all waste generated by stand build or breakdown ● The organisers actively encourage exhibitors and their contractors to consider the waste being generated by their flooring and stand construction and ensure that minimal waste is generated and that any residual waste is dealt with in a responsible manner ● Waste may not be left onsite and <u>all exhibitors (space only or shell scheme) will be charged by the venue for the removal of any waste left by them or their contractor/s</u> ● Please work under the principle that anything you bring to site must leave site with you ● It is the responsibility of your appointed stand lead / Black Hat Supervisor to ensure full clearance of your stand space. A sign-off sheet will be provided for them to confirm your space is clear ● The organiser nor venue accepts any responsibility for any items left on site ● A waste management plan, detailing anticipated waste and process for removal from site, should be detailed alongside all space only plans.
Work equipment	<ul style="list-style-type: none"> ● All equipment provided for work within the venue must be suitable and appropriate for the tasks required ● The use of “domestic” quality equipment is not acceptable ● Portable power equipment should be used for the purpose for which it was designed and have correctly fitted and used safety guards ● It shall be visibly marked as inspected and tested within the previous 12 months ● Portable electric tools are to be used with the minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it.
Working at height	<p>A person is working “at height” if there is a possibility of their being injured from falling.</p> <p>Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access and all work at height must be properly planned, organised, supervised and carried out in as safe a way as is reasonably practicable</p> <ul style="list-style-type: none"> ● Equipment used for working at height must be suitable for the task ● Domestic steps and ladders are NOT permitted; only industrial steps and ladders are permitted ● Mobile tower scaffold shall be constructed and used as identified by the manufacturer ● All working platforms shall be protected by guardrails when at a height assessed to present a hazard ● Guard rails, toe boards, barriers, etc, must be of sufficient size and strength and placed and secured correctly ● Working platforms and the supporting structure must be stable and capable of supporting the loads ● Wheeled structures must have wheel locks or other measures to prevent slippage; they must be safely erected, used and dismantled ● Nets, air bags and other collective safeguards must be risk assessed to demonstrate that no other, safer work equipment is available and that appropriate training has been provided ● All equipment must be appropriately inspected ● No work is done at height if it is safe and reasonably practicable to do it other than at height ● Those involved in work at height are trained and competent ● The place where work at height is done is safe ● The risks from fragile surfaces are properly controlled ● The risks from falling objects are properly controlled ● Equipment used for work at height must be suitable for the task. <p>Please see the following link for the further information https://www.aeo.org.uk/stop-drop-rvse</p>
Access to incomplete scaffolds	<ul style="list-style-type: none"> ● In accordance with the Work at Height Regulations 2005, access to incomplete scaffolds must be controlled ● On commencement of erection and dismantle an ‘incomplete scaffold’ sign will be displayed adjacent to the scaffold access routes ● Physical barriers will be installed to prevent 3rd party access.

CDM (Construction, Design & Management) Regulations

The Event and exhibition industry fall under CDM regulations which are enforced by the HSE.

Each space only site is treated as a separate construction site within the main site. Therefore, Space-only stands effectively become their own CDM site and under CDM are referred to as “sub-clients”.

These regulations outline roles, responsibilities, policies and procedures which need to be implemented during two main phases in order to ensure the work is planned and carried out in a safe manner:

The “**pre-construction phase**”

- The effective pre planning of how these Build and Breakdown periods will ensure that hazards / risks will be identified, and then communicated to all persons working on the event during these periods.
- What control measures will be put in place to reduce these hazards / risks as far as it is reasonably practicable.

The “**construction phase**” including build up, breakdown and any remedial work

The key principles of CDM as defined by the HSE are:

- Eliminate or control risks, so far as reasonably practicable
- Ensure work is effectively planned
- Appointing the right people and organisations at the right time
- Make sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health
- Have systems in place to help parties co-operate and communicate with each other and co-ordinate their work
- Consult workers with a view to securing effective health, safety and welfare measures

The HSE also say that any actions you take to comply with CDM should always be proportionate to the risks involved.

HSE Guidance notes can be found at the following:

<http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm>

Please refer to the eGuide with some useful sections highlighted:

- Company Health & Safety Management Responsibilities
- Risk Assessment
- Build and Breakdown
- Health & Safety Responsibilities