

SHOW HEALTH & SAFETY

GENERAL

Under Health & Safety legislation, Exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This will involve the providing of a risk assessment and a method statement, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

Brand Events History Ltd is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events. **All exhibitors and contractors at events organised by Brand Events History Ltd are expected to ensure that they provide a safe place and system of work, as is their legal duty under Health & Safety at Work Act 1974.** Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

Please note that **all** Exhibitors should complete the Health & Safety Declaration (see Form 1). **Exhibitor and Contractor passes will not be issued until this Declaration has been received.**

Further information on Health & Safety is available from the Organisers on request. The following should act as general guidelines only.

DO'S AND DON'TS

For ease of reference, please make sure that you have covered the following points, amongst other safety precautions that you have identified and will take:

Do:

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.
- Make sure your contractor is a member of British Exhibition Contractors Association or a similar recognised trade association.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention inside and around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials. Halls Services & Management can provide advice.
- Ask for permission if you need to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

Don't:

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct fire retardant materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.

- Don't bring children into the halls (particularly) during build-up and breakdown. The halls are regarded as a place of work during these periods.
- Don't overload trolleys - not only does this damage your exhibits, but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

EXHIBITOR CHECKLIST FOR HEALTH & SAFETY

- Complete and return a copy of the Health & Safety Declaration, Form 1.
- At the tendering stage, ask to see your principal contractor's Risk Assessment specifically designed for the unique exhibition environment. Ask for his staff training record, accident statistics, take up references, ask to see proof of previous work standards - in short, satisfy yourself that your contractors are reliable and competent.
- Space-only stands must produce Risk Assessments for your activities on site (and a Method Statement where applicable) and submit these to the **Operations Team**, at **Viv Orchard Event Management Ltd** along with your stand designs.
- Provide suitable training and information to your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.
- Plan your time during build-up and breakdown. If appropriate, schedule a Late Working rota.
- Review your findings after the show to discover areas that need attention, where accidents occurred and take the appropriate action for the future. Inform an Organiser as soon as possible if an accident does occur on site.

**Please note that these lists are not exhaustive and are intended as guidance only.
For further information please refer to the Health & Safety at Work etc., Act 1974
or contact the Operations Team on +44 (0) 1784 482 860.**

HOW TO COMPLETE A RISK ASSESSMENT

It is a legal requirement that all Exhibitors undertake their own Risk Assessment prior to the show. This involves listing the tasks and identifying the hazards present on site – then devising ways to minimise and control those hazards. Exhibitors may otherwise be liable to heavy fines and prosecutions. Exhibitors should take into account work practices and exhibits. To help you, we have included a sample Risk Assessment (and Method Statement), on the following pages, for your convenience. If you would like a further copy, please email joanne.hickman@vivevents.co.uk.

The following guidelines will assist you to make a basic **Risk Assessment** of your activities.

Note 1 – What is a hazard?

A hazard is anything which has the potential to harm, i.e. the specific treatment offered may have the potential to cause injury to a visitor/therapist, etc.

Note 2 – Who might be harmed?

In this section you must include everyone who could be injured as a result of such activities, i.e. the customer/client receiving the treatment, the therapist performing the treatment, or other people in close proximity.

Note 3 – Is the risk adequately controlled?

Here you should record what steps you have taken to ensure that the risk is 'controlled', i.e. that nothing dangerous occurs and how the possible hazard would be avoided. You should also state who is performing the treatment, their qualification and all the precautions being taken. You need to do this as you are legally responsible for any person working for you and their actions or inactions. You must ensure that any contract staff you use are competent and will work in a safe manner. This you may do through requesting copies of their Health & Safety policy. For smaller companies, who may not have such documents, you should request copies of their public liability and employees' insurance documents, letters of reference, etc. If they cannot supply such

documentation you would be wise not to use them. Details of such checks should be entered in this box.

Note 4 – What further action is necessary to control the risk?

Here you should list any remaining risks that have not been covered by your precautions. In an ideal world there should be nothing in this section.

Please ensure your Risk Assessment is sent to the Operations Team at the address below.

HOW TO COMPLETE A METHOD STATEMENT

A Method Statement **must** be submitted for all Space-only stands. To show who is responsible for the construction and dismantling of the stand, and how it will be constructed and dismantled. To help you, we have included a sample Method Statement, for your convenience.

Your Method Statement should include details of the following:

- **The named responsible person** – the named employee on site who will be responsible for the construction and dismantling of the structure, as well as the person who will be the H&S representative during the open period.
- **Details of the stand** – location, dimensions and loadings.
- **Access for abnormal deliveries** – show entry point into the hall and route to final position.
- **Build** – the schedule and sequence in which the stand will be built.
- **Stability** – the methods of ensuring stability at all times of individual sections, as well as the partially erected structure.
- **Lifting** – outline the equipment to be used. Only the official lifting contractor, SWS Ltd is permitted to use fork-lifts in the Exhibition halls.
- **Scaffolding** – include details of temporary or mobile scaffolding, access towers and other work at height.
- **COSHH assessment information** – any use of hazardous and/or toxic substances must be advised. Precautions and protection for all persons must be included.
- **Environment** – highlight any unusually noisy or dust-creating activities.
- **Services** – state where temporary services are to be brought on to the premises e.g. welding sets, compressors, major electrical equipment. Show how it will be used and the safety precautions taken to ensure compliance with the regulations.
- **Safety features** – identify the safety equipment and precautions that you will provide on-site.
- **Exhibits** – provide details of any exhibits that may provide a hazard to either the public and/or the operator. What are the special requirements for the exhibit and what are the measures/safeguards have you put in place?

The above is by no means exhaustive – Exhibitors may need to add further details depending on the stand and its construction.

If you have any queries about compiling your Risk Assessment or Method Statement please contact the Operations Team on +44 (0)1784 482860 or email: joanne.hickman@vivevents.co.uk.

Please ensure your Method Statement (and Risk Assessment) is sent to the Operations Team at:

Viv Orchard Event Management Ltd
The White Lodge
Magna Carta Lane
Wraysbury
Middlesex TW19 5AF

T: +44 (0) 1784 482 860
F: +44 (0) 1784 482 975

Task	Hazard(s):	Who's at risk:	Risk Level:	Precautions or Control Measures required:	Timescale:

METHOD STATEMENT

(Sample Only)

Who Do You Think You Are? LIVE

[Notes in italics are additional notes for each phase of the operation]

The provision of a method statement for the erection of all Space-only stands is now a requirement of Olympia and must be submitted with the stand plans to the Organiser. The legal requirement to conduct a risk assessment for this type of work (Health & Safety at Work Act 1974) will assist with the method statement.

Responsible Person(s)	INSERT NAME
Stand details & location	To be erected in Olympia National Hall on stand 97. Surface total 493m ² . Upper deck 72m ² structural calculation for a design load of 50kg/m ² , 2 stairs provided.
Access	No abnormal deliveries - <i>please state estimated number of vehicles</i>
Erection	We will erect the stand in two teams - one team for the upper deck and one team for the back wall, partition walls, displays etc (Forklift truck see hoisting)
Scheduling	<i>please state the estimated number of hours and personnel needed (within the time allowed) needed to safely complete your stand</i>
Stability	Will be ensured at all times. Procedure as follows: Upper deck structure consists of pillars and beams (heavy-duty steel beams of square section (20cm x 20cm consisting of IPB 200 steel). Steps of Erection First frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. Props will then be removed as this basic rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). Stairs will be assembled and attached to upper deck. Before proceeding to any other work on the upper deck the balustrades/railings will be fitted.
Hoisting	Fork lift truck required for erection - 2 tonnes lifting capacity to be provided locally.
Certificates of competence	The appointed contractor holding the appropriate licence will operate the forklift. <i>Certificates may be required for inspection by Hall Management.</i>
Temporary scaffolding	For erection of the back wall only a rolling platform will be provided by Expo partners and is designed and approved for a load of 2 kn/m ⁵ . <i>Due to restricted floor loading in parts of the building, the gross weights of power equipment and plant are to be provided.</i>
Safety Features	The rolling platform is 1m x 2.5m and is equipped with a railing all around. Removable props on all corners ensure stability during erection. <i>Also include provisions to aid the prevention of falls from height including safe means of access and safe places of work.</i>
Safety Equipment	Fire extinguishers, hard hats, first aid kits and safety harness form part of our operating equipment.
Services	<i>State where it is proposed to use temporary services in the hall, i.e. welding sets, compressed air plants, major electrical eg. the National Hall equipment, how it will be used and safety provisions made to ensure compliance with hall regulations.</i>
Environment	<i>Any abnormal noisy or dust creating activities should be highlighted together with notification of any contractors providing special waste services.</i>
COSHH	<i>Any use of toxic and or hazardous substances whether temporary or for the final stand must be advised and include precautions planned for employees and adjacent persons.</i>

FOOD & DRINK HEALTH & SAFETY

FOOD & DRINK INFORMATION

Intent to sell or sample

If you wish to offer food or drink for sale to visitors for consumption at the venue you must have prior permission from the Organiser by informing the Operations Team of this activity **immediately**, in writing, at viv.orchard@vivevents.co.uk and also include this on Form 1 (and Form 8 for Alcohol). Any Exhibitor selling food/drink for on site consumption may be liable to pay a concession fee.

Exhibitors must be willing to abide by the Food & Drink Hygiene and Health & Safety Regulations set out under UK and EU Legislation and ECO and comply with certain rules set out by ECO's Designated Premises Supervisor, who is the person responsible for ensuring ECO's compliance with the Licensing Act 2003.

All stands which handle and/or supply food samples must comply with the terms of the FOOD SAFETY ACT 1990, the Food Hygiene (England) Regulations 2006, the EU Regulations Number 852/2004 of the European Parliament on the Hygiene of Foodstuffs and all relevant Trading Standards Legislation.

Any Exhibitor involved in food preparation on their stand (either sampling or cooking) must ensure all food handlers have a basic food hygiene certificate, and submit to the organisers a full Risk Assessment and Employers Liability insurance.

Each stand must compile and enact 'Due Diligence' procedures in the form of HACCP documentation, covering their food safety practices from 'Delivery by Supplier' through to 'Delivery to Customer'.

Any Exhibitor intending to sell/sample food or drink should contact the Operations Team immediately for further information and to clarify the Food Safety and Health Requirements that you must provide for your stand. Please email viv.orchard@vivevents.co.uk.

BRAND EVENTS HISTORY LTD

HEALTH & SAFETY POLICY

Section A: General Statement of Policy

The Company is committed to the provision and maintenance of safe and healthy working conditions both at its own office premises and elsewhere for staff employed by the Company and for Contractors, Restaurants and visitors and to ensuring compliance with all statutory requirements and codes of practice. In accordance with its duty under section 2(3) of The Health and Safety at Work Act 1974, the Company has produced the following statement of policy in respect of health and safety at premises controlled by third parties.

The Company has introduced procedures for working with Venue Operators, independent Contractors and Restaurants to ensure that they are aware of their responsibility for the health, safety and welfare of all employees whose duties include working with any particular show organised by the Company at any external site.

The Company will liaise with Venue Operators, Contractors and Restaurants as far as is reasonably practicable, to ensure particular attention is paid to:

1. The provision and maintenance of plant and systems of work that are safe and healthy for all staff and Contractors employed at a Show, supplied by the venue or professional companies.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others.
4. Maintaining the venue in a safe condition as per guidance and the Rules and Regulations of the venue.
5. The provision of a safe means of access to and exit from the venue.
6. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.
7. The provision of safety equipment and clothing to provide protection from injury to those relevant personnel. (Wherever possible contractors are employed for specific tasks).
8. Arrangements for ensuring that visitors, and persons who are not employed by the Company or by the Venue Operator, Independent Contractor or Restaurants, but who may be affected by the activities of any of them, are not exposed to risks to their health and safety.
9. Arrangement for consultation with employees and with Venue Operators, Contractors, Restaurants and other professional bodies periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

The attention of all employees is drawn to the safety rules and procedure. All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. If you are not sure, then you should seek advice from professionals. If in doubt, seek advice.

This policy is produced by the Company specifically for its employees who are required in the course of their duties to work at external venues organising exhibitions and events, and also for the Independent Contractors and Restaurants whose employees work in such exhibitions and conferences. The Company will endeavour to ensure that all independent Contractors and Restaurants are made aware of, and comply with, the terms of this policy, and in particular with this Health and Safety at work statement.

Section B: Organisation and Responsibilities within Brand Events History Ltd

1. Executive

The BEL Board overall responsibility for safety in the Company, whether on or off-site and will monitor the Company's safety policies on a regular basis. Simon Flanagan or in his absence Andrew Evans, has managerial responsibilities for health and safety issues and reports to the Board. Their responsibilities include keeping a watching brief on changing safety legislation and the investigation of accidents at external venues. The Board will also ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees of the

Company whose duties include working at external venues in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency both on and off-site. To assist Simon Flanagan or Andrew Evans is the appointed Health & Safety Officer at each venue.

2. Responsibility for Venues

Brand Events History Ltd is responsible for Venues. They will:

- a) when making arrangements to hire a venue the Company has not used before, carry out a full health and safety inspection of the site;
- b) prepare a written assessment of the health and safety risks of new and existing sites following the inspection;
- c) re-inspect sites the Company has previously hired, on an annual basis, updating the written assessment where appropriate;
- d) inform Operation Managers of particular health and safety requirements of individual sites and of any changes in procedures introduced.

3. Operations Managers

Operations Managers, including Feature Operation Managers, whether directly employed or freelance, will be responsible for liaising on site with Venue Operators, Contractors and Restaurants regarding health and safety. Each Operations Manager will, with the assistance of an appointed Health & Safety Officer:

- a) ensure all Company staff, Restaurants and Contractor's representatives know the whereabouts of the venue's Medical Centre and First Aid Boxes, and understand the venue's Fire and Emergency Procedures;
- b) ensure all Company staff, Restaurants and Contractors are aware of this health and safety policy;
- c) be responsible for maintaining an on-site temporary accident book and for reporting any accidents to the Venue Operator and to Simon Flanagan or Andrew Evans (or in their absence, the Operations Manager) for entry into the appropriate permanent accident books;
- d) investigate all accidents on site with the assistance of venue staff and of Simon Flanagan or Andrew Evans (or in their absence, the Operations Manager) with a view to prevention;
- e) ensure good housekeeping standards are applied;
- f) oversee the inspection and maintenance of Company equipment and facilities. Those provided by the Venue Operator, such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes carry all necessary certification provided by the relevant body, with the assistance of the Health and Safety Officer;
- g) together with venue staff, the Health and Safety Officer, Independent Contractors and Restaurants, inspect and ensure that equipment and facilities such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes are maintained safely and monitor work practices on a regular basis throughout build up, open days and breakdown.

4. Reporting Accidents

- a) In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for the Health and Safety Officer and the Operations Manager and for assistance from the Venue's Medical Centre Manager. **DO NOT MOVE THE INJURED PERSON.**
- b) Report the full details to the Health and Safety Officer and the Operations Manager who will ensure the incident is recorded in the accident book for the site and for the Company. The accident will be reported to the inspecting authority as and when necessary.
- c) Any "near miss" incident that occurs should also be reported to the Operations Manager who will be responsible for making a full report to Simon Flanagan or, in his absence, Andrew Evans and to the Venue Operator.

All accidents will be investigated by Simon Flanagan or Andrew Evans (or in their absence, the Operations Manager) in conjunction with the Venue Operator and with a representative of an Independent Contractor or Exhibitor if appropriate. A report will be made to the Board and to any other interested parties who will ensure that appropriate action is taken to prevent recurrence.

EXHIBITORS' & CONTRACTORS' EMERGENCY PROCEDURES

There are four emergency procedures at Olympia of which Exhibitors and contractors should be aware. Exhibitors and contractors are also asked to check for suspicious objects both morning and evening and ensure that their briefcases and bags are kept safely locked away at all times to prevent causing unnecessary concern. Be aware of the location of the nearest fire extinguisher and nearest emergency exit. Please ensure you brief all your staff on these procedures.

1. SEARCH ("Staff Call 100")

In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:

"ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100"

Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do **NOT** touch or move it. Clear the area of people calmly. Report to Control on **020 7598 2666** (internal **2666**) giving the exact location of the object. **Please do not cause undue concern to visitors at this stage.**

If you receive a bomb threat directly on the stand, please obtain as many details as possible and then inform Control on **020 7598 2666** (internal **2666**).

2. FIRE

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on **020 7598 2666** (internal **2666**).

3. EVACUATION

If evacuation is necessary, you will hear the following announcement:

"ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE."

Please leave the building by the nearest exit and assemble at your assembly point (Olympia Way, G Gate or L Yard), or in the event of a wider cordon, at Warwick Road forecourt, Earls Court. Exhibitors and contractors should account for all their staff and report to Control on **020 7598 2666** (internal **2666**).

4. STAND DOWN

The signal for a return to work is made by the cancellation of emergency procedures, by the announcement :

"ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED."