

# 7.0 Health & Safety and Risk Assessment

## 7.1 Health and Safety

### Responsibilities and Policy Statement.

SIGB and Rare Management, as organisers of the Show, take their responsibilities as laid out in accordance with the Health and Safety at Work Act, etc 1974 (HASAWA74) very seriously and it is vital that Exhibitors and their Contractors do the same. The Build Up, Open and Breakdown phases of the show are covered by the following and other mandatory requirements:

Health & Safety at Work Act etc 1974 (HASAWA74), Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992, Personal Protective Equipment at Work Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992, Provision and Use of Work Equipment Regulations 1998, Control of Substances Hazardous to Health Regulations (COSHH) 1999, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Building Regulations, Environmental Protection Act 1990, Local Authority Regulations.

As Organisers, it is our policy to manage Slide in accordance with the above and to make the exhibition environment safe so far as is reasonably practicable. This section attempts to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health and Safety procedures.

We as Organisers deem, by issuing this statement in advance of the show, that all exhibiting companies are aware of the Health and Safety policies which exist and will comply with their obligations as set out below.

The Health and Safety at Work ETC Act 1974 and the regulations made under this Act, in particular those which have been introduced into law as a consequence of the advent of the "Single European Market" (EU), impose duties and responsibilities upon ALL employers.

These duties are in no sense reduced when an employer is exhibiting at a trade fair or exhibition, and those which are most relevant to exhibitors are described in this section, and must be complied with by EVERY exhibitor/contractor.

Failure to do so not only creates problems for the Exhibition Organiser, but represents a breach of law and could result in the prosecution of an employer, exhibitor/contractor by the Health and Safety Executive (HSE). To ensure that these laws are complied with the Organisers and Venue will follow this procedure: if you do not follow correct health and safety practices you will first receive a verbal warning, you will then receive a written warning and if bad practice continues the Organisers/Venue have the right to issue a Suspended Operation Notice, requiring the contractor to leave the site until such time as correct materials or correct working practices are satisfactorily implemented.

Exhibitors are reminded that among the statutory duties that they have under the Health and Safety Law, the following are most important, and could be subject to verification during the course of the Exhibition. The following list is by no means comprehensive and a responsible attitude must be taken on all matters of Health and Safety whilst on site. The Site Induction Manual will be supplied electronically to exhibitors and should be read by them and all contractors

- a) A written Company Health and Safety Policy should exist if the company is five or more strong.
- b) A "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business which are not already subject to other regulations e.g. COSHH, noise etc. A sample risk assessment form is supplied overleaf to assist you in evaluating risks and collating an assessment.
- c) One or more competent safety advisers must be appointed by an employer to assist him in discharging his health and safety responsibilities.
- d) Every employer has a duty to co-operate with other employers e.g. Exhibition Organisers, when sharing a workplace, whether temporarily or permanently.
- e) Understand the Fire and Emergency Procedures of the Exhibition Centre and be aware of the location of the First Aid Room.
- f) Maintain emergency gangways, through and to the centre of the Hall during build-up and breakdown situations. A number of aisles at Slide are of minimum width so it is imperative that Contractors and Standbuilders organise their work environment in such a way as to maintain passageways.
- g) Hard hats should be worn when working beneath or near overhead working or if this be impracticable, restrict access in such areas.
- h) All operatives to wear suitable clothing relevant to their job, which includes eye, ear, foot and hand protection. Hi-Vis outerwear is mandatory during build/dismantle periods at the Telford International Centre.
- i) Flammable liquids and substances must be used and stored safely and segregated from waste and other risk

areas. Liquid Petroleum Gas may not be used without the written consent of the City Council and such consent will only be given where the liquefied Petroleum Gas is kept in accordance with the Health and Safety Executive Guidance Note CS4 (The keeping of Liquefied Petroleum Gas in cylinders and similar containers). Please contact the organisers if LPG is to be used.

- j) All portable power tools must be used within the confines of the allotted stand space, leaving the gangways and aisles clear.
- k) Ensure that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- l) Ensure that portable electric tools are used with minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- m) Stacker trucks/forklift trucks should not be used by other than fully trained personnel. Any operators must have their licence ready for inspection at all times whilst operating in or around the venue.
- n) Disused fluorescent type lighting tubes should be brought to the attention of the Organisers/Venue for recycling.
- o) Chemicals/flammable liquids must be removed from the venue after use by the user or in exceptional circumstances, brought to the attention of the Cleaning Department for safe and proper disposal. Such products must not be placed in rubbish bins/skips. No liquids or chemicals (inc paint) are to be poured down sinks.
- p) Any work should be maintained free from general waste materials which could hazard operatives.
- q) Only scaffolding incorporating standard safety features may be used and any tower scaffold in use must be properly stabilised and propped.
- r) All electrical work within the Hall will be carried out by the Organisers nominated contractor. Compliance with the Electricity at Work Regulations 1989 is mandatory.
- s) All materials used for construction or display must be to Local Authority Standards and not less than British Class 1 standards of flammability.
- t) No children under the age of 16 are allowed in the Venue at any time during build up and breakdown periods.
- u) Exhibitors should ensure that all staff are aware of and adhere to current WorkingTime Regulations. Any guidance on these regulations can be obtained from your local HSE office.

A Health and Safety form is to be completed and returned by ALL exhibitors.

## 7.2 Risk Assessment

A risk assessment is a careful examination of all work-associated items that could cause harm to people. Undertaking a risk assessment is the most effective way of assessing, controlling and documenting risks under Health and Safety legislation and is a legal requirement. Completing a risk assessment requires you to think through actions and methods that may reduce the likelihood of an accident occurring or limit the severity of an accident should one occur. If you are unfortunate enough to have an accident on your stand, you may need to prove that you took all reasonable steps to prevent it happening and a risk assessment would form an important part of this proof. Without a risk assessment, you could be found liable, both personally and corporately.

A hazard is anything that could cause harm (eg chemicals, obstacles, electricity). A risk is the likelihood (great or small) that someone may be harmed by the hazard.

It is important to consider whether a hazard has the potential to cause harm and if so, to put precautions in place to control the risk. For example, electricity can kill but can be relatively easily controlled by insulating live components and earthing metal casings.

All exhibitors must complete a risk assessment for their activities during the build up, open period and breakdown of the event (see guide and template). Exhibitors may be requested to forward a copy of their risk assessment to the organisers but a copy must be available on the stand for presentation to the Environmental Health Officer (EHO) or the Health and Safety Executive (HSE), should they visit your stand. We recommend that your company Health and Safety Officer completes the Risk Assessment. A template is included to assist you, but it is not exhaustive and the organisers cannot accept any responsibility for any specific risks associated with your stand.

If you have booked a space only site, whoever is building the stand will need to submit a detailed risk assessment, method statement and drawings for approval. A step by step guide to a risk assessment follows, with a sample overleaf.

1. Hazards - Identify the hazards that could reasonably be expected to result in significant harm on the stand.
2. Decide who might be harmed and how - no need to list individuals, just groups/types of people ie staff, visitors, other contractors etc.
3. Evaluate the risk and decide whether existing precautions are adequate.
4. If necessary, implement additional precautions to minimise risk
5. Re-evaluate whether the hazards have been adequately controlled
6. If not satisfied that adequate control is in place, find an alternative.
7. Record your findings in the form of a risk assessment document and take a copy to the show, so that it can be produced if required.

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## 7.3 Method Statement

The method statement for Complex Structures dovetails with the legal requirement to conduct Risk Assessments for this type of work. Method Statements should include:

- a) **Named Responsible Person**  
The named employee on site who will be responsible for overseeing the construction and dismantling of the structure.
  - b) **Details of Stand or Structure**  
Location, dimensions, floor loadings. Due to the nature of restricted floor loading in parts of the venue, please give the gross dead and live loads of scaffolding, structures and any heavy exhibits.
  - c) **Access or Abnormal Deliveries**  
Details of entry point into the hall and route to final position.
  - d) **Erection**  
Description in words and/or by sketches of the sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
  - e) **Stability**  
Methods of ensuring adequate structural support of any stand element that requires cross-bracing with calculations and inspection certificate from a structural engineer.
  - f) **Lifting**  
The organisers have appointed an official lifting contractor who meets all regulations but if you plan to use your own methods/contractor you should specify: what equipment will be used, i.e. cranes, forklifts, hoists, platforms; their capacities, weight, location and proposed loadings onto the hall floor. Certificates of competence for personnel using the equipment, crane and tackle test certificates and log books may be called upon for inspection.
  - g) **Scaffolding**  
Include details of temporary and mobile scaffolds or similar.
  - h) **COSHH – (The Control of Substances Hazardous to Health Regulations 1999)**  
Any use of hazardous and/or toxic substances whether temporary or for the final Stand/display etc. must be advised. Outline the protection provided for employees and workers on adjacent stands.
  - i) **Safety Features**  
Identify the safety equipment and precautions you will be providing, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted in your Risk Assessment.
  - j) **Environment**  
Highlight any abnormal or noisy works or dust/fume-creating activities. What ventilation and other control measures will be provided?
  - k) **Services**  
Note where electrical work, welding, gases, compressed air, water or waste services will be undertaken on-site.
  - l) **Hotworking**  
Use of these (oxy-acetylene cutting/welding, arc welding, gas/oil blowlamps, grinders, tar boilers, LPG burners, soldering) requires a hot working permit from the Organisers prior to arrival on site.
  - m) **Exhibits**  
Provide the organiser with details of exhibits that may present a hazard to the public and/or the operator. How will this exhibit be delivered to your stand? What machine-guarding or other special requirements are there? Will waste be produced and what measures will be employed to dispose of the waste?
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## Sample Risk Assessment Form

Exhibition Name: Dates: Stand No:	Company Name: ..... RA Undertaken by (block caps):..... ..... Signature..... Date RA undertaken.....	Name of stand: ..... Health & Safety Representative at exhibition: .....	Distribution of RA: - All staff on stand - H&S Manager on stand - Organisers (if required) - Stand building contractor (if required)
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Identify Hazards	Who might be harmed?	Severity - Worst possible outcome?	Probability How likely to occur?	Action to control or eliminate the risk	Risk Rating or Further Action
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions of your workplace. Use the following examples as a guide:</p> <p>Nature of event: Exhibition: trade or consumer. Calendar: Concurrent events, holidays, sporting events Visitors: Behaviour, age, alcohol</p> <p>Build Up/Dismantle: Contractors, particularly foreign. Electrical, working at heights, substances, hot work, waste, lifting, excessive hours, structures and seating. Exhibitors - layout of stand, demonstrations, blocking of aisles, late ordering of services.</p> <p>Open Period: Trip hazards, disabled access, queuing, exits, dangerous activities, lasers, pyros Food hygiene, smell, LPG, alcohol, licences, services, gas, electricity, waste etc. Timings: open/close, excessive hours Security: cash, products, computers Environment: residents, traffic, emissions, noise, pollution.</p>	<p>There is no need to list individuals by name - just think about groups of people doing similar work who may be affected. eg:</p> <ul style="list-style-type: none"> <li>-Visitors</li> <li>-Exhibitors</li> <li>-Organisers</li> <li>-Hall staff</li> <li>-Office staff</li> <li>-Security and other contracted staff</li> <li>-Children</li> <li>-Disabled</li> <li>-Lone workers</li> <li>-Young and inexperienced staff</li> </ul>	<ol style="list-style-type: none"> <li>1. First aid injury - minor cuts, sprains or bruises.</li> <li>2. 3-day injury - broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric).</li> <li>3. Major injury to one person - head injury, loss of consciousness, broken bones, dislocations, respiratory problems.</li> <li>4. Major injury to several persons.</li> <li>5. Single death - death of one person.</li> <li>6. Multiple death.</li> </ol>	<ol style="list-style-type: none"> <li>1. Negligible</li> <li>2. Very occasional occurrence</li> <li>3. Occasional occurrence</li> <li>4. Regular occurrence</li> <li>5. Frequent occurrence</li> <li>6. Common occurrence</li> </ol>	<p>Examples might be: Ensure safety guard are fitted on working machinery Ensure staff are fully trained Prevent access to areas of risk</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> <li>- Eliminate</li> <li>-Substitute</li> <li>-Reduce</li> <li>-Isolate</li> <li>-Control</li> <li>-PPE</li> <li>-Discipline</li> </ul> <p>Do the controls:</p> <ul style="list-style-type: none"> <li>- Comply with industry standards?</li> <li>- Meet legal requirements?</li> <li>- Represent best practise?</li> <li>- Reduce risk as far as possible?</li> </ul>	<p>Work out the risk rating after actions to control risk have been put in place. To establish risk rating, multiply the severity x the probability. For example: if Severity is 3 and Probability is 1, then the risk rating is 3. This constitutes a very low risk. See table below:</p> <p>Very low risk = 1-4 - requires no further action</p> <p>Low risk = 5-7 - requires no further action</p> <p>Medium risk = 8-14 - requires some additional action - look at specifics</p> <p>High risk = 15 and above - requires immediate action.</p>

Risk Assessment

Exhibition Name: Dates: Stand No:	Company Name: ..... RA Undertaken by (block caps): ..... ..... Signature..... Date RA underaken.....	Name of stand: ..... Health & Safety Representative at exhibition: .....	Distribution of RA: - All staff on stand - H&S Manager on stand - Organisers (if required) - Stand building contractor (if required)
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Hazards	Who might be harmed?	Severity - Worst possible outcome?	Probability How likely to occur?	Action to control or eliminate the risk	Risk Rating or Further Action

please complete and return this form to:

**Slide**

3 Coalhill  
The Shore  
Edinburgh EH6 6RH  
tel. 0131 555 3820  
fax. 0131 553 7488

The basis of the contract is section 9.0,  
the general terms of contract for order  
forms

**Please retain a copy for your reference  
and files.**

**Date form sent** \_\_\_\_\_

**Signature** \_\_\_\_\_

Your company name, address:



# Health & Safety

(To be completed and returned by ALL exhibitors)

One copy of this form to be returned by 2 December 2016

It is a condition of entry that every Exhibitor, Contractor, Supplier and their agents comply with Health and Safety legislation (HASAWA74) and all regulations relating to Telford International Centre. The exhibitor accepts that it is their responsibility to ensure that their own and others' Health and Safety is not put at risk by their action (or inactions) throughout tenancy. Each exhibitor must name their staff member who is responsible for the Health and Safety aspects of their stand/staff throughout the exhibition.

Health & Safety representative on the stand is (name): \_\_\_\_\_

Position within company: \_\_\_\_\_

Mobile Telephone/Stand Telephone Number: \_\_\_\_\_

**a) We have a **shell scheme** stand. We have trained and made all our staff aware of the potential risks on site and will advise them of any additional safety information supplied. Our exhibits, demonstrations and work practices cause No Hazards to ourselves or others on site.**



**OR**

**b) We have a **space only** stand. The principal contractor/person responsible has undertaken a specific risk assessment for this event in accordance with HASAWA74 and has trained and notified his staff and sub-contractors in all areas of risk. Our principal contractor/ person responsible has a suitable Method Statement prepared for the show - and has satisfied me of his competence to undertake the tasks required.**



I will make available at Slide a copy of our own company's Health and Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in matters in order to carry out their tasks safely and competently.

Signed: \_\_\_\_\_

Name in block capitals: \_\_\_\_\_

Date: \_\_\_\_\_

All space only exhibitors (and any shell scheme exhibitors who believe that any hazards may exist) should submit a risk assessment to the Organisers by 2 December 2016 (see sample risk assessment in section 7). Any complex space stands (see 6A.7 for definition) **must** complete the Submission of Plans form along with plans, risk assessment, method statement and any other relevant documents.