

# GUIDE 3

## HEALTH & SAFETY GUIDANCE

Informa values the Health, Safety & Security (HS&S) of our exhibitors & contractors to prevent harm and avert damage. In order to achieve good H&S standards in all our activities, and in compliance with local legislation and authority's requirements, all exhibitors & contractors have a level of responsibility to support the:

- Elimination of Workplace Hazards and in Reducing identified HS&S Risks
- Effective Communication of HS&S responsibilities with INFORMA
- Openly report all Incidents, including near misses, to prevent reoccurrence and identify cause

Informa has established a safe and healthy working environment where any person, is empowered to Speak Up in the event of an unsafe act or unsafe conditions which may lead to incident or injury.

Exhibitors & contractors must not, directly or indirectly, engage in any form of Modern Slavery, forced or coerced labour, human trafficking, or child labour (under the age of 16) on Informa events. Actual or suspected occurrences must be reported directly to the onsite Informa management team or via Informa's secure & confidential line:

**Speak Up**

[www.informaspeakup.ethicspoint.com](http://www.informaspeakup.ethicspoint.com)

**+44 (0) 808 234 7287**

Local numbers are available on the Informa website above. All reports are treated confidentially and Informa does not tolerate retaliation against anyone raising genuine concerns what are believed to be improper, unethical or inappropriate behaviour.

Informa takes these matters seriously and reserves all rights to pursue any legal action available.

### **EXHIBITOR & CONTRACTOR SAFETY RESPONSIBILITIES**

1. Do everything reasonably practicable to protect employees and others, from its activities
2. Provide a safe work space in collaboration with the Venue and Informa requirements
3. Not only cover the work of its employees but any activities being directed
4. Select competent subcontractors with adequate insurance cover
5. Coordinate with operations manager & floor safety team
6. Carry out a Risk Assessment of its work activities
7. Attend Safety Brief(s) prior to conducting any activities
8. Proper use of all equipment and vehicles
9. Implementing controls to reducing risk
10. Apply appropriate H&S resources (safety officer)
11. Report hazards and incident occurrences
12. Use appropriate PPE for the desired task



## EXHIBITION HAZARDS AND CONTROLS

Exhibitor and contractors are required to:

- Take ownership of their hazards and applied controls
- Eliminate hazards or reduce risk to activities
- Contributes to a positive safety culture

### Fire

- Know the venue evacuation plan
- DON'T allow waste materials to accumulate
- DON'T block fire exits
- DON'T obstruct fire equipment
- DON'T use open fire or candles
- DON'T leave items behind the stands



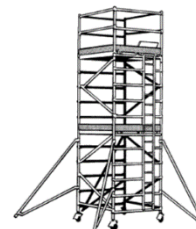
### Working at Height

- No work should be done at height if it is safe and practical to avoid it
- Ensure personnel are trained and competent
- Control work areas to prevent others below from overhead activities
- Wear head protection
- All live edges must be protected by temporary or permanent barriers
- If not practical, contractors must wear fall protection equipment



### Mobile Scaffold Towers

- Always erect tower on stable ground
- Max. height must not exceed 3 ½ times the base dimensions (internal use)
- Use outriggers for extra heights



### Electricity

- Carry out electrical inspection of temporary installations
- Installation by competent person(s)
- Plugs and correct rated cabling used
- Report anything that looks unsafe



### Loading / Unloading Area

- Follow safe access / egress (one-way) system to loading area and halls
- Comply to loading and unloading marshalling
- Adhere to delivery timings
- Comply with traffic / pedestrian separation zones
- Adhere to venue rules

## Lifting Equipment

- Properly planned in advance by competent person(s) – floor loadings
- Undertaken and supervised by competent person(s)



**Informa reserves the right to Stop Work against any unsafe activities or unsafe conditions.**

## **EXHIBITOR, CONTRACTOR (SUB-CONTRACTORS) RISK ASSESSMENT(S)**

The contractor is responsible for ensuring a systematic check of an exhibitor's space is carried out against any build / breakdown activities. Identifying the associated hazards, who is at harmed or what can be damaged and what control measures will be implemented to prevent injury and/or damage.

All space only stands require a documented risk assessment for stand construction (including breakdown). Activities will be overseen by Informa floor safety teams to verify safe systems of work.

## **FLOOR SAFETY MANAGEMENT**

Informa onsite H&S team offer technical safety advise, monitoring the operational compliance with local H&S legislation, the venue regulations and this manuals requirement.

## **GENERAL SITE SAFETY RULES**

- Every person must carry out safe working practices, at all times
- Every person must consider the safety of themselves and others, at all times
- ID badges must be visible at all times
- Maintain reasonable noise levels, at not more than 80dB(A)
- You must always use the right equipment or vehicle for the right job
- No speeding of vehicles; inside or outside of the halls
- Follow all safety signage and other safety & security information
- Place all waste in the correct bins provided
- Do everything reasonably practical to prevent falls from height
- No live edge work is permitted without suitable fall protection controls
- Equipment must be suitable and 'fit for purpose'
- All electrical installations must be done by a competent person
- High risk activities may be subject to a Permit to Work system i.e. Hot Works
- Smoking is only permitted at designated areas
- All injuries and near miss incidents must be reported to the floor safety team, within 24 hrs. of its occurrence



- All stand construction material and displays must be **Fire Retardant**; certificates **MUST** be submitted by Thursday 18 July 2019.
- In the event of an evacuation please follow the guidance of the venue security using the plan given at your safety brief
- All persons must have and use the required personal protective equipment, at all times



**Mandatory**



**Recommended**



**Risk Based**

Unsafe working practices will NOT be tolerated on Informa events and conferences. Any exhibitor or contractor who repeatedly demonstrates unsafe behaviour violations maybe asked to stop work and/or be removed from site.

### **INCIDENT REPORT**

All incidents, including near misses must be notified to Informa, this must contain key information:

- Who you are?
- Where it has happened?
- What has happened?
- When was it happened?
- What has been done and What is planned to be done?

### **STAND STRUCTURAL SAFETY**

All stands will be constructed to meet the mandatory requirements of the venue, local authorities and Informa. An approved technical plan, to scale, must be approved prior. Defined, complex structures must have its design drawings checked and structure approved by a competent person i.e. structural engineer (at each stage).

The exhibitor and their contractors are expected to supply pre-cut and prepared stand materials, to reduce onsite activities and hazards.

Stands may be deemed unsafe until a competent person has approved the structural integrity.

### **VENUE EMERGENCY RESPONSE**

Exhibitors & contractors are required to ensure they are aware of the venue's evacuation plan, prior to undertaking any activities:

- Escape routes
- Emergency Exits
- Fire extinguisher locations
- Assembly points
- Informa Emergency contact onsite: please contact the organisers office

General action upon hearing the general alarm:

- Stay Calm and follow instruction
- Check your own immediate safety
- Evacuate the venue
- Use designated escape route to proceed to nominated assembly point
- Do NOT leave the assembly point
- Report any missing persons
- Do NOT re-enter (until all clear instruction given)

## VENUE EVACUATION PLAN

