



HEALTH & SAFETY AND RISK ASSESSMENT DETAILS

Every exhibitor, contractor, supplier, and agent must comply with Health & Safety Legislation. They must acknowledge the Health & Safety Policy of the venue and they must read and comply with the information outlined below.

HEALTH & SAFETY

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc. that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

The following measures should be adopted by exhibitors as a minimum:

- A member of staff at managerial or director level to oversee health and safety procedures.
- Ensure machinery and working practices are safe and offer no risk to health.
- Ensure all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
- Provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of all employees.
- Maintain all places of work, equipment and transport under the exhibitors' control in a safe condition, free from risk to health.
- Provide adequate facilities for the welfare of employees.
- Safeguard the health and safety of visitors and any member of the general public who will be affected by the activities of exhibitors.
- Provide all necessary information relating to health and safety in respect of processes, products and services.
- Instigate a safety policy and ensure that it is related to all staff as well as kept in writing on the stand at the show.

The following good practice measures are also advised:

- During the build-up and breakdown periods your staff and subcontractors should be reminded of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- It is advisable that exhibitors enforce a no-smoking policy on their stands, particularly in hazardous areas.
- You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live supply to it.
- No electric cables must be allowed to cross gangways, passageways and fire exits.
- Work areas should be maintained free from general waste and packaging materials which could hazard operatives.
- Packing cases and other materials must not be allowed to obstruct gangways, passageways or fire exits and must be removed from the exhibition centre as soon as possible.
- Nails etc. must not be left protruding from any packing case or material.
- Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregate from waste and other risk areas. Only one day's supply can be kept on your stand.

- Stand construction contractors must comply fully with all legal requirements that are relevant to their operations.

Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' Health & Safety are not put at risk by their actions (or in-actions) throughout the period of the show (build up, breakdown and the open periods). This refers to all exhibitor employees, and contractors employed by the exhibitor to plan and construct their booth. It is compulsory for every exhibitor to return this form.

RESPONSIBILITIES

As the exhibiting company, we understand that we are responsible for the activities and health and safety of our employees and the contractors working on our stand. We will make our exhibition staff and contractors aware of the potential risks on site and will give them all health and safety documentation relevant to the show.

If we have a space only booth, we will ensure that our contractor submits our stand plan for the construction of our stand within the deadline imposed by the organiser, and that they undertake a risk assessment for this event.

Our company has all appropriate and adequate Liability insurance in place, which fully complies with local legislation as applicable to the jurisdiction.

RISK ASSESSMENT TEMPLATE

Hazard	Who's at risk	Level of risk	Probability of risk	Actions required	Action by who	Date to implement
List only hazards that you could reasonably expect to result in harm under the working conditions, e.g. Trips, slips, falls, moving machinery, dust, chemical fumes, ascents/descents, electricity supply, manual handling	Please identify group, e.g. Organiser's, Venue staff, Visitors, Exhibitors, Contractors, Delegates	0. Very Remote 1. Remote 2. Possible 3. Even Chance 4. Probable 5. Certainty	0. No injury 1. Minor injury 2. Less than 3 days off work 3. More than 3 days off work 4. Major injury 5. Death	List any precautions that are in place, e.g. Has adequate training instruction and information been provided	Who will ensure the necessary actions are taken	(if already in place, write Current)
Examples below in red						
<i>Tripping over boxes of brochures</i>	<i>Organisers, Exhibitors</i>	<i>1</i>	<i>1</i>	<i>Stand staff asked to place boxes at the back of stand</i>	<i>Julie</i>	<i>On site</i>
<i>Laptop cables on floor</i>	<i>Exhibitors, Visitors</i>	<i>2</i>	<i>1</i>	<i>Cables taped down</i>	<i>Julie</i>	<i>On site</i>

N.B. As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form is intended as guidance only and completion does not absolve or transfer you from your legal obligations and responsibilities.