

## **RESPONSIBILITIES & POLICY STATEMENT**

Tarsus plc and Labelexpo take their responsibilities very seriously and it is vital that Exhibitors and their contractors do likewise.

Labelexpo Asia should be a safe working environment for all personnel within the halls and as Organisers, it is Tarsus' policy to make the exhibition a safe environment as far as is reasonably practicable. This section of the manual has been produced to provide Exhibitors with clear, simple suggestions for understanding & implementing a suitable & sufficient safety management programme to comply with Health & Safety procedures.

### **YOUR RESPONSIBILITY AS AN EXHIBITOR**

As an Exhibitor, if you employ or contract out work on your stand, under health and safety legislation you are deemed the 'employer' and have certain duties to abide by. **You are directly responsible for the activities and health and safety of your employees and contractors working on your stand and also for the safe use and maintenance of equipment.** This duty applies during the build-up, open period and breakdown of the show. You are responsible for defining areas of responsibility with the contractors you employ. You have a duty to ensure that your contractors are competent and have undertaken the necessary risk assessments for the activities being carried out. It is your responsibility to ensure that the contractor's documents are accurate, valid and are being abided by during the tenancy.

**These documents are a legal requirement under The Health and Safety at Work Act 1974 and subsidiary health and safety legislation.** The Organisers have acquired all relevant documentation and satisfied themselves that the officially appointed contractors working on the show are competent in the tasks required of them. Therefore you will not need to request these details from the officially appointed contractors (eg stand fitting contractor for shell scheme etc)

*Among the statutory duties owed under Health & Safety legislation the following are particularly relevant, although this list is by no means exhaustive:*

1. Each exhibitor should have a copy of their Company Health and Safety Policy available for inspection on their stand.
2. A "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business. **SPACE ONLY exhibitors are obligated to return a copy of their Risk Assessment for this event along with their Health & Safety Declaration Form.**
3. Obtain copies of your contractor's Risk Assessment and Method Statement. Ask to see training records and accident statistics. Take up references & ask to see proof of previous work standards – in short, **satisfy yourself that your contractors are reliable and competent. This is your legal responsibility.**
4. Every employer has a duty to co-operate with other employers (eg Exhibition Organisers) when sharing a workplace, whether temporarily or permanently.
5. Understand the Fire and Emergency Procedures of the venue published in this section of the manual (see below)
6. Maintain emergency gangways through and to the centre of the halls in build-up and breakdown situations - i.e. do not leave items in the gangway.
7. All operatives must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
8. All operatives must wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
9. Ensure safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.

10. Provide suitable training for, and information to, your staff and contractors regarding the onsite risks in order for them to understand the risks and fulfil their responsibilities safely
11. 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 power supply to it.
12. Stacker trucks are not used by anyone other than fully trained personnel.
13. Disused fluorescent lights are placed in the collection bins in and around the halls, for safe and proper disposal.
14. Chemicals and flammable liquids are 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 tips.
15. Any work area is maintained free from general waste materials that could hazard operatives.
16. Only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilised and propped.
17. The Organisers' nominated contractor will carry out all electrical work within the Halls.
18. All materials used for construction or display are to Local Authority Standards.
19. During build up and breakdown the Halls run a no smoking policy except in designated areas, which will be clearly signed.

### **KEY REQUIREMENTS FOR EXHIBITORS**

The Organisers recommend that you appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your stand planning. This Supervisor will have specific responsibility for managing Health & Safety (including the provision of proper information & instruction, training, guarding & supervision of all parties concerned through the show) & be responsible for the undertaking of the steps below.

#### **1) HEALTH & SAFETY DECLARATION**

All exhibitors **MUST** complete & return this form by the deadline given to indicate their commitment to Health & Safety at the exhibition.

#### **2) RISK ASSESSMENT**

Space Only: each exhibitor **MUST** undertake a Risk Assessment (example shown overleaf) prior to the exhibition, identifying the hazards present on-site and ways in which you will minimise and control these risks. You must also obtain copies of risk assessments from all your appointed contractors who undertake work on your stand. **All Risk Assessments must be forwarded to the Organiser together with a completed Health & Safety Declaration Form and Stand Plans, no later than 14<sup>th</sup> October 2011. The Organiser reserves the right to suspend work on any stand if correct documentation is not available for any reason.**

Shell Scheme: Shell Scheme exhibitors are not always required to undertake Risk Assessments. However, if any of the activities below are planned, you will be required to undertake a Risk Assessment (example form shown overleaf) prior to the exhibition, identifying the hazards present on-site & ways in which you will minimise & control these risks. Activities are:

- I. Any hazardous or moving exhibits on your stand;
- II. Any live demonstration or event involving members of the public;
- III. Any significant construction within your shell scheme;
- IV. Where your staff come into contact with other hazardous areas of the exhibition;
- V. Any other operation, work process or substance that is covered by HASAWA74.

**Example Risk Assessment Form**

TASK	HAZARD	RISK LEVEL - TO WHO/ WHAT. WHAT LEVEL?		PRECAUTIONS / CONTROL MEASURES
<p><i>Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?</i></p>		<p><i>Who will be effected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?</i></p>		<p><i>Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce?</i></p> <p><i>Safe working depends on co-operation between firms on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.</i></p>
<b>EXAMPLE:</b>				
Overhead working	Falls of men & equipment causing injury. Scaffold collapse.	Risk to contractors working overhead and on stand, & to surrounding contractors/exhibitors	High? <input checked="" type="checkbox"/> Medium? Low?	Restrict access to stand via cordoning off overhead working area. Hard hats to be worn. Ensure scaffolding is erected safely and contractors familiar with its safe and proper use.
			High? Medium? Low	
			High? Medium? Low	
			High? Medium? Low	

RISK ASSESSMENT FOR: .....

ASSESSMENT BY: .....

LOCATION: .....

TITLE: .....

.....

DATE: .....

### **3) FIRE PRECAUTIONS**

Some stands will be provided with a fire extinguisher (water type) for the duration of the show. This must not be removed. Exhibitors should ensure that at least two of their stand contractors & staff are aware of how to use these extinguishers & of the location of the fire exits & alarm points within the halls. Any exhibitor requiring a special type of extinguisher owing to the nature of their exhibits must make their own arrangements.

### **EXHIBITOR CHECKLIST FOR HEALTH & SAFETY**

*Have You Remembered To ...???*

- ⇒ Appoint a Safety Adviser to co-ordinate your health & safety exhibition policy?
- ⇒ Photocopy the Emergency Procedures contained within this manual & circulated it to all your staff & contractors?
- ⇒ Complete & return a copy of the Health & Safety Declaration Form in this section of the manual?
- ⇒ Undertake a Risk Assessment for all areas (i.e. stand fitting, exhibits & on-site staff) and notify relevant persons of key risk areas, if you are a space only stand exhibitor or if something you are demonstrating on your stand poses a significant risk? **Note that Space Only stand exhibitors must forward copies of all Risk Assessments together with their Stand Plans and a completed Health & Safety declaration no later than 08 August 2011**
- ⇒ Appoint a competent and reliable Stand Contractor? Ensure that they complete a suitable Risk Assessment and pass on all stand-fitting regulations to them?
- ⇒ Submit stand designs and a Method Statement for your stand?
- ⇒ Plan your time during Build-Up & Breakdown? Can your stand design be erected and dismantled safely and on time? Should late working be necessary, have you planned a rota & ensured all staff receive sufficient & regular breaks?
- ⇒ Provide suitable training and information to your stand staff & contractors? They must be informed of on-site risks in order for them to understand & fulfil their responsibilities.
- ⇒ Review your findings after the show to discover areas that need attention, where incidents occurred & to take the appropriate action for the future.

### **ORGANISERS POLICY**

- Tarsus has appointed a Health & Safety Officer to cover the build-up and breakdown of the exhibition
- Tarsus has ensured medical facilities are provided on-site.
- Tarsus has satisfied themselves that the recommended and official contractors for Labelexpo are competent in the tasks required of them. Official contractors' risk assessments have been received & checked.

**EMERGENCY PROCEDURES  
INSTRUCTIONS FOR EXHIBITORS AND CONTRACTORS**

There are four emergency procedures at SNIEC, 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. Ensure you brief all your staff on these procedures.

**1. BOMB THREAT - SEARCH (PROCEDURES (Staff Call 100"))**

In the event of a bomb threat, you will hear the announcement (or receive a 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 the Organisers' 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 (see form that follows), and then inform the Organisers

**2. FIRE**

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point **FIRST**, then inform the Organisers

**3. EVACUATION**

If evacuation is necessary, you will hear the alarm and 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 outside at the front of the hall. Exhibitors and Contractors should account for all their staff and report to the Organisers

**4. CANCELLATION - STAND DOWN**

The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement: **"ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED"**

**BOMB THREAT – REPORTING PROCEDURE**

**IF YOU RECEIVE A PHONE BOMB THREAT - CHECKLIST**

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line, ask him/her to speak up, etc.)

Complete this form as you go along asking questions in sequence as necessary.

**SEND BY HAND TO THE ORGANISERS'**

**THE MORE INFORMATION YOU GET, THE EASIER IT WILL BE TO DECIDE WHETHER THAT WARNING WAS GENUINE OR NOT**

**MESSAGE (exact words)** .....

.....

Where is it?.....

What time will it go off?.....

What does it look like?.....

What kind of bomb is it (type of explosive)? .....

Why are you doing this?.....

Who are you? Name: .....

Time of call: .....

Code Word: .....

**DETAILS OF CALLER:**

Man ..... Woman ..... Child .....

Old/Young ..... Not Known .....

**SPEECH:**

Intoxicated ..... Irrational ..... Rambling .....

Speech Impediment ..... Laughing ..... Serious .....

Accent ..... Was the message read or spontaneous? .....

**DISTRACTIONS:**

Any noise on the line? .....

Call box pay tone or coins? .....

Operator..... Interruptions .....

Anyone in the background?.....

**OTHER NOISES:**

Traffic ..... Talk ..... Typing .....

Machinery ..... Aircraft ..... Music .....

Children ..... Other .....

Person receiving call .....

Number of telephone on which call was received .....

**COMPLETE THE FOLLOWING AS SOON AS PRACTICABLE**

## SECURITY ADVICE FOR EXHIBITORS

*Exhibition halls are vulnerable places and your stand should be considered as an open shop without windows or doors. Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you.*

- **Speak To The Organisers Security Company For Advice If You Have Specific Concerns.**  
Find out if they operate a lockable store for valuable items, such as computer equipment, overnight. If they do not, make your own arrangements for safe storage.
- **Plan Your Arrival And Departure From The Venue During Build-Up & Breakdown.**  
Ensure that there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods. Plan to remove all products and portable items from your stand on the first evening of breakdown.
- **Book Sufficient Staff For Your Stand During The Show.**  
This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break: they may become busy and not be able to keep an eye on your stand.
- **Place A Lockable Cabinet On Your Stand.**  
Lock away brief cases, mobile phones, handbags, laptops, etc during the day even when you are on your stand. If you get busy, you may not notice someone taking them. Please also check all lockable units on your stand before leaving them at night.
- **Do Not Position Desirable Items At The Front Of Your Stand.**  
You may not always be able to keep an eye on them and they may be easily removed.
- **Book A Night Security Guard Or Hire An Alarm Or Nightsheet.**  
The Organisers can provide details of where such items can be hired. If there are high value items on your stand, take them away each evening if at all possible. If you employ a guard, please ensure to inform the Organisers Office.
- **Avoid Leaving Your Stand Each Evening Before Visitors Have Left The Show.**  
Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 0800 for all exhibitors and their maintenance staff.
- **Report Anything Of A Suspicious Nature To The Organisers or Security.**  
Leads can be followed up to avoid incidents of theft.