



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.

POLICY STATEMENT

RX Global aims to set the benchmark standard for managing health and safety in exhibitions. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor that is safe and without risks to health. We also recognise that running a public event places a special responsibility on RX Global and extends our duty of care not only to our staff but also to exhibitors, contractors, venue staff and visitors. The Exhibition Director is ultimately responsible for health and safety at the Show. To ensure that all RX Global health and safety obligations are met, the Exhibition Director supported by the operations team will:

- Allocate sufficient resources to meet health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent

So far as is reasonably practicable prevent accidents and cases of work-related ill health and maintain safe and healthy working conditions.

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.

H&S Documentation should include, but is not limited to:

- A detailed risk assessment for show open, identifying any risks with working onsite and what control measures are put in place to protect both your workers and others. This does not need to be submitted but must be available if requested.
- A risk assessment for build and breakdown (only required from space only stands, or shell scheme stands who are building within their stand – submit via Ops Squad)
- Any other documents you, or your contractors deem necessary e.g. Contingency Plan, Travel policies etc. We do not need copies of these documents submitted

Cleaning & Hygiene

Exhibitors are recommended to provide hand sanitiser and/or hand washing facilities within the stand design.

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 & METHOD STATEMENT

RX Global has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office if you so require. However, general risks associated with any exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks. The Management Regulations and associated guidance also requires that risks should be mitigated with a view to achieve maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

All space only stands, or shell scheme stands with construction are required to submit a full risk assessment and method statement for the design, construction and arrangement of their stand with both documents being submitted along with stand plans.

All Health & Safety documentation must demonstrate additional measures that have been implemented for the build, open period and breakdown e.g. staff welfare, ventilation, enhanced cleaning. Please refer to the links below:

- [Risk Assessment Guide](#)
- [Risk Assessment Template](#)
- [Method Statement Guide](#)
- [Method Statement Template](#)

Exhibitors are also required to have a risk assessment for any stand activities taking place on their stand during show open and may also be required to produce a method statement for certain activities at the organisers discretion. These do not need to be submitted to the organisers unless requested, but a copy of these documents must be available onsite should they be required.

EXHIBITORS' AND CONTRACTORS' LEGAL DUTIES

As an exhibitor or contractor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site.

- You **MUST** carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a shell scheme stand the organiser has obtained the shell scheme contractor's risk assessment on your behalf.
- Ensuring that your staff and sub contractors' staff working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
- Ensuring that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures which can be found clicking [here](#).

STAND DESIGNERS' LEGAL DUTIES

Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

Items to be submitted to RX Global by Exhibitors, Exhibitor Contractors' and Organiser Contractors:

- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site
- A suitable and sufficient risk assessment covering all hazards involved in the build and dismantling of the stand (not required for shell scheme stands).
- A copy of a method statement confirming the nominated health and safety representative on site plus a description of how the stand will be constructed and dismantled (not required for shell scheme stands).
- A copy of your stand plans, including height dimensions, any rigged items, construction and material details (not required for shell scheme stands).
- Notification and supporting risk assessments for any activity on your stand that represents a significant risk. This includes but is not limited to the following:
 - Flammable substances or naked flame
 - Pressurised gases such as LPG
 - Hazardous chemicals and substances
 - Ionising radiation
 - Water features
 - Demonstrations
 - Visitor treatments - e.g. massage

Please note that all H&S documentation must be specific to the show and specific to the work activities performed by the contractor and clearly state the stand number and client name it refers to.

The method statement must include a name and mobile number of the person responsible for the management of the stand during the build and dismantling periods.