

# APPENDIX 1

## HEALTH & SAFETY DECLARATION, ROLES AND RESPONSIBILITIES

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Each exhibitor and Informa appointed contractor must complete the 'Health and Safety Declaration' form provided below to confirm they have risk assessments in place for their stand and/or activities. In addition, they should also confirm in the declaration that their contractors have completed a risk assessment, where relevant, for the stand build and subsequent dismantling operations and have a written method statement for these activities.

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The individuals with overall responsibility for the health and safety for the exhibitor stand and associated construction must be identified on the declaration. These individuals are responsible for ensuring the Health & Safety Rules and Regulations are adhered to and that their staff and contractors work safely.

Exhibitors for SPACE ONLY (FREE BUILD) stands are required to submit the risk assessment and method statement for the stand construction (and dismantling) and for their activities to the Informa Event Organiser. SHELL SCHEME exhibitors may be required to provide copies of their risk assessment on request to assist the organisers in fulfilling their own health and safety obligations. SHELL SCHEME exhibitors, who are providing demonstrations involving the public which involve significant hazards, for example with the potential for falls from height or strenuous physical exertion, are required to be notified in advance to the Informa Event Organiser.

Guidelines to assist with completing risk assessments and method statements are provided below.

## EXHIBITORS AND CONTRACTOR'S HEALTH & SAFETY DECLARATION

### Compulsory

Please fill in form, tick the boxes that apply, providing supporting information and submit by:

(date)

If you have any queries please contact the Event Organiser

### For Exhibitors:

#### Exhibiting/Contracting Company:

Name

Stand No:

Site Telephone No:

Email:

Declaration Authorised By (print & sign):

Position:

#### Individual with Overall Responsibility for Health & Safety on Site:

Name

Position:

Mobile No:

Email:

## For Exhibitors:

☐ **We have a Table Top (Pop-Up) Stand.**

We have trained and made our stand staff aware of the hazards to be expected on site. We have read and are committed to following the 'Health & Safety Rules' in the Exhibitor's Manual. We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

☐ **We have a SHELL SCHEME stand.**

We have trained and made our stand staff aware of the hazards to be expected on site. We have read and are committed to following the 'Health and Safety Rules' in the Exhibitor's Manual. We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

☐ **We have a SHELL SCHEME stand with Product Demonstration / Activities.**

We have trained and made our stand staff aware of the hazards to be expected on site. We have read and passed them the 'Health and Safety Rules' in the Exhibitor's Manual and are satisfied they are competent to undertake their tasks safely. We have ensured that a risk assessment is carried out for any proposed stand activities, product demonstrations and public demonstrations. Where the activity or product demonstration gives rise to significant risk full details have been submitted to the organiser with a copy of the risk assessments, method statement and stand plans / product specification.

☐ **We have a SPACE ONLY (Free Build) stand and have not appointed contractors.**

We have a risk assessment and method statement prepared for our exhibits, demonstrations and work practices and have brought the findings to the attention of our stand staff together with the 'Health and Safety Rules' in the Exhibitor's Manual, which we have read. Our risk assessment, method statement and stand plans have been forwarded to the Event Organiser at Informa.

☐ **We have a SPACE ONLY (Free Build) stand and have appointed contractors to design, build and/or dismantle our stands.**

We have read and passed on the 'Health and Safety Rules' contained within the Exhibitor's Manual to our contractors and staff and are satisfied that they are competent to undertake their tasks safely. We have checked that our contractors have prepared a specific risk assessment, method statement and stand plans for the event and passed the relevant safety information on to their staff and sub-contractors. In turn we have completed our own risk assessment for our exhibits and demonstrations. All risk assessments, method statement and stand plans for our event have been forwarded to the Event Organiser at Informa.

☐ **We are a Co-exhibitor and are not involved with the construction or set-up of the stand.**

We have completed a risk assessment and conclude that our exhibits and demonstrations will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

Our contractors will be using **access tower scaffolds** and I understand these will be subject to inspection by the Organiser.

PLEASE NOTE THAT EXHIBITOR/CONTRACTOR PASSES WILL NOT BE ISSUED IF  
THIS FORM IS NOT RETURNED

## EXHIBITORS AND CONTRACTOR'S HEALTH & SAFETY DECLARATION

### For Informa Contractors

- ☐ We have trained and made our staff and sub-contractors aware of the hazards to be expected on site. We have read and are committed to following the 'Health & Safety Rules' in the Exhibitor's Manual. We have completed a specific risk assessment and method statement for our work at this event, which also encompasses any work undertaken by sub-contractors, and provided these to the Event Organiser at Informa.
- ☐ Our contractors will be using **access tower scaffolds** and I understand these will be subject to inspection by the Organiser.

#### Main Contractor/Informa Contractor - Individual with Overall Responsibility for Health & Safety on Site:

Company:

Contact Name:

Position:

Mobile No:

Email:

#### Out of Hours Emergency Contact:

Name:

Position:

Mobile No:

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## APPENDIX 2

### EXHIBITOR'S AND CONTRACTOR'S GENERAL RISK ASSESSMENT

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#### Guidance & Completion of Form

##### Introduction

Informa requires exhibitors and contractors to conduct a risk assessment of their activities in order to ensure that health and safety issues are identified and addressed prior to the event. Many employers have their own system for completing risk assessments but, if you do not already have a system, you may wish to use the attached form.

Contractors are also required to complete a method statement for the build and dismantling stages of the exhibition. An example of a method statement format is also attached for your use if this will assist with the completion of this document.

The Informa Event Organiser will require copies of risk assessment and method statement from SPACE ONLY (Free Build) exhibitors to be sent to them. SHELL SCHEME exhibitors may be required to show a copy of their risk assessment upon request and in the situation where they provide exhibits involving the public that potentially involve significant risk.

// ...the use of inappropriate materials that do not meet the applicable international standards for fire resistance present a significant fire risk. //

##### Scope Of The Risk Assessment

The risk assessment should cover the activities surrounding the build stage of the stand together with the activities undertaken at the stand during the exhibition and during the dismantling stage.

Construction and dismantling of SPACE ONLY (Free Build) stands will present a potentially higher risk than SHELL SCHEME stands. This is due to the usually larger scale of the build operation and the potential for accidents arising from the equipment used and the work methods adopted (e.g. working at a height) and potential crossover with other exhibition and venue activities. The size, height and weight of the structure often associated with SPACE ONLY stands will also present a greater potential for collapse and injury unless properly designed, planned and subsequently built. Furthermore, the use of inappropriate materials that do not meet the applicable international standards for fire resistance present a significant fire risk. In these situations, action will be taken by the venue to remove electrical power to the offending stand.

##### Using The Risk Assessment And Method Statement Forms

The form is designed to enable you to complete a basic risk assessment. It should be completed in conjunction with your contractors erecting and dismantling the stand. It includes the key risk control measures, which, if adopted, will assist you in complying with the requirements of the venue and organisers. You can demonstrate that you are committed to implementing the control measures by marking against each one. Where you have additional hazards and are implementing further controls these can be entered in the table together with any further comments.

Company Name  General Risk Assessment for   
Stand Number (where applicable)  at  (EVENT)

Hazard/Issue	Persons Affected	Existing Risk Controls	Further Actions/ Comments
<ul style="list-style-type: none"> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Security</li> <li><input type="radio"/> Falls of objects and persons from height</li> <li><input type="radio"/> Slips, trips, falls</li> <li><input type="radio"/> Machinery, equipment, plant, powertools</li> <li><input type="radio"/> Electrical safety</li> <li><input type="radio"/> Manual Handling</li> <li><input type="radio"/> Hazardous substances</li> <li><input type="radio"/> Vehicle movements</li> <li><input type="radio"/> Other</li> </ul>	Our staff, other contractors, the public	<ul style="list-style-type: none"> <li><input type="checkbox"/> We plan our works for build and break-down phases and adhere to the safety rules laid down in the information provided by the Organiser and the Venue</li> <li><input type="checkbox"/> Stand and exhibit materials we install meet fire resistant standards with samples sent to Organiser</li> <li><input type="checkbox"/> We keep emergency escape routes clear</li> <li><input type="checkbox"/> We ensure that all persons will be able to leave our stand safely and can see where the exits are.</li> <li><input type="checkbox"/> We observe the no smoking rules</li> <li><input type="checkbox"/> We don't carry out hot-work unless we have written permission from the Organiser, subject to permit</li> <li><input type="checkbox"/> We maintain good housekeeping and clear away rubbish regularly</li> <li><input type="checkbox"/> We are vigilant and report any security concerns</li> <li><input type="checkbox"/> When we have to work at height we use a stable working platform with proper edge protection or steps where the work is of short duration</li> <li><input type="checkbox"/> We are careful to avoid items falling onto persons below</li> <li><input type="checkbox"/> We take care to minimise trailing leads, covering or taping these down where feasible</li> <li><input type="checkbox"/> Our staff wear safety footwear when build or dismantling stands</li> <li><input type="checkbox"/> We have our own rules to ensure our staff use equipment safely</li> </ul>	

Continued 

Hazard/Issue	Persons Affected	Existing Risk Controls	Further Actions/ Comments
<ul style="list-style-type: none"> <li>○ Fire</li> <li>○ Security</li> <li>○ Falls of objects and persons from height</li> <li>○ Slips, trips, falls</li> <li>○ Machinery, equipment, plant, powertools</li> <li>○ Electrical safety</li> <li>○ Manual Handling</li> <li>○ Hazardous substances</li> <li>○ Vehicle movements</li> <li>○ Other</li> </ul>	Our staff, other contractors, the public	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our powertools are battery powered or run on 110V extra low voltage supplies</li> <li><input type="checkbox"/> All our powertools are properly guarded and we continue to check this is the case</li> <li><input type="checkbox"/> We supply pre-prepared and pre-cut materials for our stand before we come to site, whenever we can</li> <li><input type="checkbox"/> When we do have to cut wood materials we use extraction ventilation equipment to avoid dust</li> <li><input type="checkbox"/> Our electrical equipment is inspected and tested to ensure it is safe from causing an electric shock or overheating</li> <li><input type="checkbox"/> We make sure our stand is electrically checked and certificated by the appointed electrical contractor before it is energised.</li> <li><input type="checkbox"/> We properly support and fix all our structures so they do not present a risk of falling</li> <li><input type="checkbox"/> We do not build stand structures greater than 4 metres high unless we have had written permission from the Organiser</li> <li><input type="checkbox"/> We understand that stand structures over 4m high, raised platforms, suspended heavy items, sound or lighting towers are complex structures, have to be specifically permitted by the Organiser and require a formal design check and final inspection by a structural engineer</li> <li><input type="checkbox"/> We do not spray paint any chemicals onto our stand within the venue unless permission has been given by the Organiser</li> <li><input type="checkbox"/> We do not use flammable materials on our stand</li> <li><input type="checkbox"/> We use the appointed logistics contractor to transport our stand materials onto and around the site</li> <li><input type="checkbox"/> We report all incidents to the Organiser</li> </ul>	

**Signed by Exhibitor (where relevant):**  **Date:**

**Signed by Contractor:**  **Date:**



## METHOD STATEMENT - GUIDANCE FOR COMPLETION

METHOD STATEMENT FOR FOLLOWING ACTIVITIES:	
EXHIBITORS NAME:	CONTRACTORS NAME:
EVENT NAME AND DATE:	STAND NO:
<b>Exhibitor Contact Details:</b>	<i>E.g. the employee who will be responsible for the contractor on site. Please add all contact details including name, mobile number and position within your company.</i>
<b>Responsible Person Contact Details:</b>	<i>E.g. the employee who will be responsible for the construction and breakdown of your stand or carrying out the specified activities. Please add all contact details including name, mobile number and position within your company.</i>
<b>Stand or Activity Details &amp; Location:</b>	<i>E.g. the logistics, vehicle movements, loadings, dimensions, location, or unusual stand features (as relevant).</i>
<b>Access:</b>	<i>Details of the entry point into the halls and the route to the final position.</i>
<b>Step-by-step Sequence for the structure:</b>	<b><u>Full Details</u></b> of the sequence and schedule in which all works will be undertaken or stand elements will be built, including alignment, electrical connection, lifting and so forth.
<b>Stability:</b>	<b><u>Detail</u></b> the methods of ensuring adequate structural support of any stand element or structure that requires cross bracing, with calculations and inspection certificate from an independent structural engineer – include steps of the build.
<b>Lifting:</b>	<i>Outline all of the equipment that will be used, their capacities, weight, locations and floor loadings. Check training qualifications and machinery inspection certificates.</i>
<b>Working at Height:</b>	<i>Include <b>All Details</b> of working at height. E.g. temporary and mobile scaffolds, access towers and other work at height, which you intend to carry out. Detail how you will ensure safety when working at height and confirm competency of staff involved. <b>Scaffold towers incorrectly or incompletely assembled will be removed from the Hall.</b> For double decked explain when handrails will be completed for the upper deck, is it prior to lifting and will the floor be complete? If not explain the means of edge protection that has been designed during the construction.</i>
<b>Hazardous Substances:</b>	<i>What substances will be used? Any proposed use of hazardous substances other than small quantities used for the stand build and cleaning must be advised to the organisers and venue. Any hazardous substance must have a safety data sheet available for inspection on site. <b>Any substance deemed hazardous which cannot be adequately controlled will be removed from the Hall.</b></i>
<b>Environment:</b>	<i>Consider any abnormal noise that will be present or work which may create dust or fumes. What ventilation and other control measures will be provided.</i>
<b>Services:</b>	<i>Note where electrical work will be carried out or other services such as compressed air will be brought onto site. Be aware of any restrictions laid down in the safety rules.</i>
<b>First Aid &amp; Emergency Procedures:</b>	<i>Identify the first aid and emergency procedure that you will need on site and highlight any hazardous work that may need extra first aid (e.g. burns, electrical, chemical)</i>
<b>Safety Features:</b>	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your risk assessment.</i>
<b>Exhibits (where applicable):</b>	<i>Provide the organisers with any/all details on exhibits, which may present a risk to the public and/or the operator and the controls that will be put in place.</i>
<b>Arrangements for Safe Dismantling:</b>	<i>Describe methods involved during event breakdown to plan the breakdown phase to avoid hazards arising from falling materials, moving vehicles, poor housekeeping etc.</i>



METHOD STATEMENT FOR FOLLOWING ACTIVITIES:	
EXHIBITORS NAME:	CONTRACTORS NAME:
EVENT NAME AND DATE:	STAND NO:
Exhibitor Contact Details:	
Responsible Person Contact Details:	
Stand or Activity Details & Location:	
Access:	
Step-by-step Sequence for the structure:	
Stability:	
Lifting:	
Working at Height:	
Hazardous Substances:	
Environment:	
Services:	
First Aid & Emergency Procedures:	
Safety Features:	
Exhibits (where applicable):	
Arrangements for Safe Dismantling:	

I confirm that in relation to this event, the controls laid down in the Method Statement are in place:

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

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

# EXHIBITORS BUILDING HEIGHT DECLARATION FORM

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Building Heights will be determined by the size of your stand:

## **Shell Scheme Stands:**

All shell scheme stands will have 2.5m high walls provided

## **Space Only Stands:**

The maximum building height for single storey stands is 4m. Any stands over 3m will need to provide a BDM 11, 12 & 13. Any companies over 4m will need to provide structural calculations and will be charged airspace.

**\*please note that you must gain authorisation from your sales representative to build a double decker stand and that there may be an additional cost involved & you will be required to submit a structural engineers certificate. You must have a space of 81sqm+ to build a double decker**

Please ensure the reverse side of stands are dressed, including exposed sides and back walls.

This is a strict policy and any exhibitors who fail to comply with the above will be forced to amend their stand onsite.

Please sign and date this form to confirm you have read, understood, and accept Informa's terms and conditions, including the building height restrictions above.

**Full Name:**

**Signature:**

**Date:**

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