

## *Exhibitors, Contractors & EACs – Health & Safety Responsibilities*

The aim of this guidance is to set standards which will assist protecting the health and safety of any person(s) working at or visiting an Informa event/exhibition. These guidelines should be used to guide employees, exhibitors, contractors, and Informa-approved contractors with regards to minimum safety standards in any jurisdiction whilst recognizing that many jurisdictions have higher standards that will take precedence.

Exhibitors, Contractors and EACs are to undertake their work in a safe manner which does not put themselves or others at risk

### **On-Site Safe Working Practices**

#### ➤ **Venue Emergency Procedures**

- It will be the responsibility of the Event Delivery Team (Informa) to ensure relevant emergency procedures are understood and communicated to employees, contractors and exhibitors.

#### ➤ **Smoking**

- No smoking, vaping or use of tobacco products are permitted on premise throughout the duration of the event phases (build, event, breakdown). Individuals may smoke or vape only in the venue's designated areas.

#### ➤ **Housekeeping**

- Contractors and exhibitors are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits. Combustible waste must not be permitted to build up in the venue. This waste should be removed regularly.

#### ➤ **Deliveries**

- Contractors and exhibitors must make their own arrangements for the transport, delivery and handling of event equipment and materials whilst utilizing appointed logistics contractors. Informa staff are not permitted to assist in moving goods and exhibition materials. Contractors with large delivery containers to the venue must have an agreement from the Informa Event Organizer, in the event that additional safety arrangements need to be made.

#### ➤ **Vehicle Movements**

- Contractors and exhibitors must adhere to the restrictions and directions put in place and provided by the venue to ensure that vehicles and pedestrians are segregated. Vehicle drivers must:
  - Adhere to venue and/or general contractors' guidelines
  - Not exceed venue/general contractor speed limits
  - Wear a driver restraint (seat belt) while operating vehicle
  - Announce (use horn) when moving from the loading area to event floor
  - Not carry passengers unless they are seated with driver restraint in passenger seat
  - Not load or unload in areas where it will block fire exits or routes
  - Secure vehicle at all times and remove keys when unattended
  - Not operate any vehicle whilst using a cellular device

#### ➤ **Safety Equipment & Signage**

- Fire and Safety signage are provided by the venue, for example indicating escape routes, warning of hazardous materials, prohibited areas or no smoking. These signs must be obeyed at all times, unless given permission by the Informa Event Organizer and alternative arrangements can be made.

#### ➤ **Electrical Safety and Equipment**

- The nominated contractor will liaise with the venue directly to ensure the installation is verified as safe prior to it being energized. The contractor must provide the necessary transformers for supply this equipment. Extensions leads required for the work must be used on the reduced voltage side of the supply. All electrical equipment must be suitable for use with the local venue supply. Exhibitors and contractors that provide their own extension leads and adaptors are responsible for them being properly wired and electrically tested. All electrical equipment and extension cords used must be in sound condition, with all live conductors properly protected. Extension cords must not be connected together known as daisy chaining. Electrical equipment must have been subject to

combined inspection and test by qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labeled with inspection labels.

➤ **Personal Protective Equipment (PPE)**

- PPE shall not be relied on as a primary or only means of protection. It is to be used in conjunction with engineering controls, guards and operational practices. Exhibitors and contractors have a duty to ensure the health and safety of personnel in the workplace; this may require the provision of PPE. Exhibitors and contractors are responsible for ensuring that works are issued with appropriate PPE for their work activities.
- All exhibitors and contractors shall establish their minimum PPE requirements during build and breakdown phases:
  - General Considerations
    - Closed-toed shoes
    - Safety footwear with toe protection
    - Hard hats
    - High visibility vests
    - Safety goggles
    - Ear protection
  - Specialist Considerations
    - Hand protection
    - Fall arrest equipment
    - Respiratory protection
    - Body protection
    - Eye protection

➤ **Hot Works & Naked Flame**

- Hot works such as welding, the use of grinders, soldering, etc., are prohibited unless advance notice is given to the Informa Event Organizer and the Venue. Permission must be granted, and a specific hot work permit issued prior to commencement of work. Floor management will monitor hot works to ensure that they do not pose a fire safety risk. In general, the following must be in place:
  - Immediate area must be clear of other works, public and vehicles
  - Immediate area must be clear of combustibles
  - The operative and others in the immediate area must be suitably protected from risk of burns and damage to eyes
  - A suitable fire extinguisher must be provided in close proximity to work area
  - A second operative is required to monitor the operation, to keep other people clear and watch for signs of fire and utilize the fire extinguisher, if necessary.

➤ **Children**

- No one under the age of 16 years is permitted in the exhibit halls during the build and breakdown phases of the event without permission from the Informa event Organizer.

➤ **Safety Data Sheets (SDS)**

- Safety Data Sheets (SDS) are required to be readily available for any and all chemicals.
- SDS are developed by chemical manufacturers or importers of each chemical or product supplied to record available scientific evidence in making hazard determination. They provide the following information to the consumer:
  - Chemical common name(s) of the material(s)
  - Physical and chemical characteristics of the material

- Physical and health hazards of the material
- Signs and symptoms of exposure
- Medical conditions aggravated by exposure
- Primary route(s) of entry
- Permissible exposure limits
- Precautions for safe handling and use
- Applicable control measures
- Emergency and first-aid procedures
- Name, address and telephone number of party responsible for preparing the SDS
- Other related material regarding the hazardous material

### ➤ **Work at Heights**

- All reasonable steps should be taken to eliminate or minimize working at height. Working at height should be properly planned and supervised with the correct equipment selected for the given job task. Exhibitors and contractors are to ensure that:
  - No work is done at height if it is safe and practical to avoid it
  - All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
  - Access is controlled to prevent other persons working or walking beneath or under working at height operations
  - The risk from falling objects is properly controlled. Work platforms must have a toe board to prevent items from falling
  - Plans are in place for emergencies and rescue from height
  - Those working at height must be protected by a guard rail and/or equipped with fall arrest harness (except whilst using a ladder)
  - Personnel involved in work at height are trained and competent
- Ladders can be used when it is not practicable to use a working platform, or that activity is low risk. Ladders must be in accordance with manufacturer's instructions at all times. The following guidelines must be followed:
  - Ladders must have an "industrial" rating
  - Leaning ladders must be placed at the correct angle
  - Ladders should be used on a level ground and must be secure
  - The top treads or steps must not be used as a platform for work
  - Users should face the ladder at a times whilst climbing or dismounting
  - Only one person should climb or work from a ladder
  - Users should not overreach
- All rigging operations must be properly planned in advance with regard to permitted working load limits. Rigging operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Certificates must be readily available upon request. Exhibitors and contractors are not permitted to conduct their own primary rigging. Only appointed or approved contractors are permitted to conduct rigging operations from any part of the tenanted area.
  - Rigging equipment must be free from defects, fit for purpose, marked to indicate its working load limit, adequately maintained and subject to relevant legal requirements for inspection with valid certification must be available upon request.
  - All rigging equipment must be visually inspected daily by a competent person to ensure it can function safely. The Event Delivery Team Floor Management will monitor rigging operations to ensure they are conducted in safe manner:
    - Where possible, all personnel should be excluded from the areas where overhead rigging or lifting operations are taking place

- Ensure sufficient time is available to ensure that rigging operations can take place safely
- Whilst working at heights, riggers must be clipped on to a rigging point via a safety lanyard or fall arrest equipment
- Suitable head protection must be worn to prevent injury to the head

### ➤ **Manual Handling**

- Manual Handling is the movement of loads by lifting and carrying by hand. Ideally, mechanical means should be used such a lift truck, pallet trucks and trollies to reduce the need for manual handling. There must be adequate lighting and clear aisles to allow loads to be carried without the risk of tripping and falling. Operatives moving loads should consider wearing safety boots. Those working with heavy loads may need boots with toe protection to protect the feet from dropped loads.
- Factors that should be considered when manual handling are:
  - Weight of load
  - Size and shape of load
  - Posture during manual handling
  - The distance the load has to be lifted
  - Frequency of manual handling
  - Working environment
  - Capability of person

### ➤ **Medical Concerns at Informa Events**

- Medical Coverage at Informa Events
  - A large portion of Informa events are held at convention centers and towns with urban settings which includes hospitals and clinics in close proximity. Ambulance and emergency room services are generally minutes away. During events, Informa normally contracts out with the venue for a medical station on or near the exhibit floor, staffed by EMTs and nurses with emergency medical supplies and equipment. The medical staff number varies with size of the event as does with the equipment. With some events there is an ambulance stationed at the venue.
- First Aid
  - Venues generally have first-aid kits and a Security team that is trained in first aid. The quantity of supplies varies depending on the size of the venue and business operation. General Contractors, Exhibitor-Approved Contractors, and contractors hired by Informa are required to carry a first aid kit. Rendering first aid depends on the seriousness and urgency of the situation. Difficult first-aid situations such as CPR or handling and cleaning up blood borne pathogens should be handled by a competent and trained person.
- Reducing the Spread of Infectious Diseases and Viruses
  - Infectious diseases and viruses go by many names, SARS, West Nile, Ebola, COVID-19, and the many forms of the flu, etc. Concern over the spread has the attention of the tradeshow and conference industry where business travellers gather across the world. Informa closely follows guidelines, advisories and alerts from international authorities, national authorities and local authorities are actions that Informa takes and requires in turn from contractors that work for Informa events:
    - Informa will keep all its employees, event contractors, exhibitors and attendees apprised of specific advisories and alerts regarding dangers, cautions and control measures to reduce the spread of infectious diseases and viruses that are contagious
    - Informa employees are required to report any exposures to contagious disease that might pose a direct threat to the health and safety of the event
    - Exhibitors and contractors are required to legally remove individuals who have a contagious disease from working at an Informa event. Return from sick time shall require that exhibitors and contractors inform and certify an original doctor's note stating the patient is fit for work, and the possibility of infecting others is no longer present.

- The best practices which have evolved, describing minor but effective changes in routine that will reduce the probability of disease spread:
  - Get the appropriate vaccine, if available
  - Wash your hands frequently
  - Stay home if you are sick
  - Turn away from others and cough or sneeze into your arm/elbow (not your hands)
  - Do not touch your eyes, nose or mouth (viruses can transfer from your hands into the body)
  - Additional event/venue control methods may be applied based upon international, national and/or local recommendations or requirements.

➤ **Incident Reporting**

- All incidents must be reported to the Informa Event Organizer, in order that treatment can be given and, if necessary, emergency services can be called and directed to the correct location.
- The Event Delivery Team will utilize the Informa Notification of Incident (NOI) to provide consistent means of recording, reporting and collating event safety performance.
  - This will identify trends, confirms adherence to Informa HSS guidelines and address areas for actions and improvement.
- All known incidents must be reported. The Event Delivery Team will complete a Post-Show Report to discuss issues as they relate to the event. The Event Delivery Team will jointly consider possible solutions to adapt to change(s) and prevent recurrences of any newly identified risk or issue.

## FIRE & EMERGENCY PROCEDURE

AT

### IN THE EVENT OF FIRE

The fire alarm sound for the building is

Should you hear the signal to evacuate, please leave immediately by the nearest exit.

The assembly point is located

Do not stop to collect personal belongings and do not use the lifts.  
When you reach the assembly point, remain there and await further instruction.

### IF YOU DISCOVER A FIRE

Raise the alarm by  (e.g. break glass, pull station)

Please leave by the nearest exit and go to the assembly point and await further instruction.

### IN THE EVENT OF A MEDICAL EMERGENCY

In the event of an accident or an emergency contact a member of staff or dial these numbers.

If you are using a mobile phone or dialling from an outside line, dial

If you are using an in-house phone dial these extensions.

First Aid/ Medical as appropriate:

Fire:

Security:

First aid is available from:

Where a defibrillator is available, please state its location:

In the case of any emergency situation you must follow instructions given by the venue staff.

Arrangements for disabled evacuation are as follows:

*(Where are the disabled guests / delegates evacuated to, and by whom? Is equipment needed for the evacuation i.e. special chairs, lifts etc...?)*

If you have any queries about the fire procedure or you require special assistance in any of the above circumstances then please approach a member of staff.

For both safety and security purposes ensure that gangways and fire exits are kept unobstructed at all times and that personal items are kept with you. **NB. If you see anything suspicious then report it immediately to a member of staff.**