

Health and Safety regulations

Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

Offshore Wind Energy 2017 is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all its events.

All exhibitors and contractors at events organised by Offshore Wind Energy are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event:

THINK about your safety and the safety of others when working on site.

PERSONAL PROTECTIVE EQUIPMENT (Hi- Visibility Vests) should be worn during buildup and breakdown. Please note that open toe shoes and/ or sandals will not be accepted on site during buildup and breakdown.

EMERGENCY PROCEDURES should be read and understood and are available in the General Information A-Z section under First Aid and Emergency Procedures

EMERGENCY GANGWAYS are marked on the exhibition floor and under no circumstances should any items be placed in these areas.

TRAFFIC could be moving around the halls and certainly around the loading bays. Take care when walking around the site and always ensure you are wearing high vis when working around the loading bays.

WORKING AT HEIGHT should only be undertaken following a proper assessment of the work involved as required by the Work at Height Regulations 2005.

LATE WORKING should be avoided where possible. Where it is necessary to consider late working please inform the Organiser's office immediately. Working hours should be managed to ensure that no member of your workforce is forced to work a dangerous length of time.

HOUSEKEEPING should be a priority when working on site. This will ensure that your work does not affect other stands working around you as well as keeping your general working area clean and tidy.

HEALTH AND SAFETY FLOOR MANAGERS are on site to monitor all working practices and give advice where necessary. Dangerous practices will result in an hour suspension from site. Continued bad practice will result in your removal from site.

SMOKING & E-CIGARETTES are not permitted within the halls at any point during the show and should only be used in the designated smoking areas externally from the halls.

Please note that you must complete the document by 7 April 2017 after reading and distributing the **SITE INDUCTION** to all your staff and stand contractors working at the event.

Construction Design Management (CDM)

The Construction Design & Management Regulations 2015 (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects. With effect from 6 April 2015, CDM has been applied to the exhibition industry.

All exhibitors must comply with the **CDM REGULATIONS**

CDM aims to improve health and safety in the industry by helping you to:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate your work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed

These regulations have been implemented to further regulate the industry and ensure that safety is the highest priority, encouraging better communication of information and standardising lines of responsibility.

When will CDM be in operation?

CDM will only be put into operation at times when there is construction of any kind taking place within the halls, namely during build and breakdown. It will **not** however, be in effect when only stand dressing and aesthetic works such as painting etc are taking place.

New Controls for Access into the Halls

When CDM is in operation, it is important that we control access into the halls and only allow admittance to those who have completed the **Acknowledgment of Site Induction and Health & Safety Document**. This should be completed by 7 April 2017. There will be limited opportunities for the Site Induction to be completed on site and as such it is to your advantage that this is completed and returned to the Offshore Wind Energy 2017_Operations Team.

 [SITE INDUCTION](#)


Contact

Exhibition Operations Team

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 Deadline: 7 April 2017

Do's & Don'ts

For ease of reference, please make sure that you have covered the following points, amongst other safety precautions that you have identified:

Do:

Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.

- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure a qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials. Halls Services & Management can provide advice.
- Ask for permission to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

Don't

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the hall.
- Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.

For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

Compulsory Health & Safety Documents

Full Package Exhibitors must fully complete and sign the **ACKNOWLEDGEMENT OF SITE INDUCTION AND HEALTH & SAFETY** document and undertake your own risk assessment. If you have indicated on the form that you will be participating in a high-risk activity then you must submit further information to the Organisers before coming on site. If you do not plan a high-risk activity you do not need to submit a risk assessment but please be aware that we may ask to see further documentation on site.

Basic Package Exhibitors must fully complete and sign the **ACKNOWLEDGEMENT OF SITE INDUCTION AND HEALTH & SAFETY** document, ALL Basic Package exhibitors must submit a suitable and sufficient Risk Assessment, covering the build-up, breakdown and open periods, with your stand plan submission plus a Method Statement and a Construction Phase Plan

↓ [SITE INDUCTION](#)

✉ Contact

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Guidance on Undertaking a Risk Assessment

Step 1: Look for the hazards: 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 there be vehicle movements and lifting?

Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation between firms on site so take this into account and consider necessary precautions on every aspect of the work being carried out.

Step 3: Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) can the hazard or risk be removed completely or done in a different way? (b) if the risk cannot be eliminated, can it be controlled? (c) can protective measures be taken that will protect the entire workforce on site?

Step 4: Record the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2 and record what measures you have taken to control those risks.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur on site. All venues have different rules and regulations, and certainly no two exhibitions provide the same environment. In all complex stand building cases (especially steelwork erection and lifting), you or the Principal Contractor should draw up a specific Safety Method Statement and go through it with the exhibiting company and Organisers in advance of the exhibition.

The following risk guide can be used to decide if a significant risk falls into high, medium or low category. This information can be stated next to each identified risk. The level of detail given in your risk assessment should be broadly proportionate to the level of risk involved.

Risk Guide

SEVERITY <input type="checkbox"/>	1 = Trivial injury/injuries	2 = Minor injury/injuries	3 = Major injury to one person	4 = Major injury to several persons	5 = Death to one person	6 = Multiple deaths
PROBABILITY <input type="checkbox"/>						
1 = Negligible	1	2	3	4	5	6
2 = Possible occurrence	2	4	6	8	10	12
3 = Occasional occurrence	3	6	9	12	15	18
4 = Frequent occurrence	4	8	12	16	20	24
5 = Regular occurrence	5	10	15	20	25	30
6 = Common occurrence	6	12	18	24	30	36

[↓ RISK ASSESSMENT INFORMATION](#)

[↓ RISK ASSESSMENT EXAMPLE](#)

[↓ METHOD STATEMENT EXAMPLE](#)

[↓ CONSTRUCTION PHASE PLAN TEMPLATE](#)