

Destination**Health**

The Health & Medical Tourism Show

26 - 27 June 2010 - London Olympia

**EXHIBITOR
HEALTH & SAFETY
MANUAL**

HEALTH & SAFETY SECTION

All exhibiting companies are responsible for the safety of their staff, contractors, sub contractors, other exhibitors and visitors to their stand.

Compliance with the Health and Safety at Work act 1974 is essential. Exhibitors must ensure that all individuals, companies, exhibits and materials they bring to the event do comply. All exhibitors are required to ensure their actions or omissions do not cause an unsafe working environment or cause accidents or injury.

'On Show Ltd' has been appointed to oversee all Health & Safety elements of Destination Health 2010. If you have any questions regarding your responsibilities, or require advice on compiling your submissions please call Tom Spencer or Jill Storer on +44 (0)20 7430 2500.

The organisers take their responsibilities very seriously. It is essential that exhibitors and contractors work within The Health and Safety at Work Act 1974 and other legislation that applies.

Your attention is drawn to the following elements within this section.

Emergency Procedures; copy the sheet and distribute it to all staff that will be manning the stand during build up, open days and get out.

Risk Assessment: this section is intended as a guide. Ensure you read the section in this manual and that you complete a risk assessment of your own. On Show can will assist you with any queries. Please call On Show on +44 (0)20 7430 2500.

Method Statement: SPACE ONLY STANDS This section is intended as a guide. Ensure you obtain one from your principal contractor and that it is forwarded with space only plans (unless extensive additional work is being carried out to shell scheme stands, a method statement is not usually required. If in doubt, obtain or write one).

Health & Safety Declaration: complete this page and fax it to On Show Ltd on +44 (0)20 7430 2501.

EXHIBITORS' EMERGENCY PROCEDURES

This is intended as a quick guide to your action in the event of a fire or bomb threat. Please fully brief your staff and keep this sheet readily available but not on public display.

FIRE

If you discover a fire or a fire is reported to you:

Operate the nearest fire alarm Call Point.

Inform the Olympia control centre by telephoning 020 7598 2666 or internal 2666.

BOMB THREAT

If a bomb threat is received on your stand, please obtain as many details as possible and then inform the Olympia control centre by telephoning 020 7598 2666 or internal 2666.

If you hear the announcement:

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100,”

- You should then:
- a) immediately search your stand, discreetly and thoroughly,
 - b) DO NOT TOUCH or disturb any suspicious objects found,
 - c) if a suspicious object is discovered, inform the Olympia control centre and the show organiser's office.

Nothing should be said to visitors or other exhibitors until specific instructions are issued. When appropriate any cancellation message will be given as follows;

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 CANCELLED”

EVACUATION

If evacuation is considered necessary, further public announcements will be made at 15 second intervals until the building is clear.

N.B. Please ensure that your stand is thoroughly checked both morning and evening for suspicious objects. Also ensure that briefcases and bags belonging to your personnel are kept safely locked away at all times to prevent causing unnecessary alerts.

RISK ASSESSMENT

The Management of Health & Safety at Work Regulations 1992 requires each exhibitor to undertake a Risk Assessment. It is a legal requirement, one you must undertake to identify the hazards and risks present and ways in which they will then be minimised and controlled.

A **sample** Risk Assessment form is included for your guidance on presentation.

Stage 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 and materials will be used? How much noise and dirt will there be? Have a working rota to avoid tiredness.

Stage 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 and the visitors themselves. Safe working depends on co-operation and information exchange between companies on site, so take this into account and consider every aspect of the work being carried out.

Stage 3: Evaluate the risks:

Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (1) Can the hazard or risk be removed completely? (2) If the risk cannot be eradicated, can it be controlled? (3) Can measures be taken that will protect the entire workforce on site?

Stage 4: Record the findings:

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

Stage 5: Review your findings:

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 stand building cases, the Planning Supervisor and/or the Principal Contractor should draw up a specific Method Statement and go through it with the exhibiting company and supply copies to the Organisers in advance of the exhibition.

DUTY OF CARE ON SPACE ONLY STANDS

Exhibitor

The Exhibitor must ensure that all companies they use are competent and obtain copies of Risk Assessments and Method Statements from all parties who work on their stand, and where necessary, train all their stand staff.

Stand Designer

The Stand Designer should be competent and has a duty to ensure that erection and maintenance of the design can be carried out safely by the contractor or builder and, will be safe to use for visitors and exhibitors.

Production or Project Manager

The Production or Project Manager must undertake a full Risk Assessment and obtain suitable method statements from the principal contractor. They must also prepare a Health and Safety file and plan on all working practices. It is also the Production or Project Managers responsibility to effect a working rota to avoid tiredness that could lead to accidents.

Principal & Sub-Contractors

The Principal and Sub Contractors must provide method statements. They should prove themselves to be competent and co-operate with each other and employers, exhibitors and the Organisers or their agents. They must have trained staff. It is the principal contractor's responsibility to control all sub-contractors.

RISK ASSESSMENT FORM

SAMPLE

This form is an example. Do not return this document as your risk assessment

Location:		Assessed by:		Date:	
Hazard	Risk to who or what	Risk level		Precaution or action	Comments
Working at heights over 2m	Fall of men and equipment, causing injury.	Low		Restrict access to stand by cordoning off areas where there is overhead work. Scaffolding or towers fitted with outriggers and guard rails.	Obtain Hazard Tape and posts. Notify Organisers.
		Medium	Y		
		High			
Manual handling of heavy loads	All staff involved in the moving of equipment and exhibits.	Low	Y	Manual handling restricted where possible. Provisions of trolleys for non wheeled flightcases/equipment. Plenty of handles installed on cases to aid multiple operator lifting off truck/van, up stairs etc....	Confirm flightcases have sufficient handles.
		Medium			
		High			
		Low			
		Medium			
		High			
		Low			
		Medium			
		High			
		Low			
		Medium			
		High			
		Low			
		Medium			
		High			

METHOD STATEMENT

If your stand is a SPACE ONLY stand (NOT Shell Scheme) it is essential that a suitable method statement for your stand is provided at the time of design submission. Set out below is an EXAMPLE of the type of form and detail that is required.

Your legal obligation to produce a Risk Assessment will help in preparing the Method Statement. This sample is not complete and will vary, depending on the complexity and type of stand.

Stand No/Location	Date
Exhibitor	
Submitted by Managing Director or Senior Manager	
Signed by Managing Director or Senior Manager	

Area	Detail Required
Stand Details	Level, Stand number, Square meterage, Unusual elements
Person(s) Responsible	Name of individual(s) responsible for construction and derig of the stand
Access	Number of vehicles or deliveries and heavy or bulky items
Erection	The order in which the individual elements of the stand will be constructed, including electrical etc.
Environment	Considerations for your staff/contractors and other exhibitors with regard to the producing of dust, fumes, noise etc
Stability	The provision of bracing for structural support and structural engineer reports where applicable
Lifting	Heavy items and the need for a forklift to off load
Work at height	Details of temporary scaffolds or access towers and other working at height issues
Services	Where electrical work etc will be carried out
Exhibits	Detail of any exhibit that may present a risk to the public or exhibitors
Safety	How the details above relate to your Risk Assessment

HEALTH & SAFETY DECLARATION

Exhibiting Company

Stand No.....

I have read the Health and Safety section of this Exhibitor Manual and I am aware of my obligation to ensure the Health and Safety of my staff, other exhibitors, organisers, visitors and other persons as may be present from time to time.

I have ensured that we are adequately insured, and I have completed a Risk Assessment which I have returned to On Show Ltd along with my Company Health and Safety Policy Document.

I have also satisfied myself that any company or individual that I employ to build or assist in the building of my stand will have adequate insurance and have completed their own risk assessment and will bring it together with their Health and Safety Documents on site.

I will make these documents available to the organiser or agents upon request.

.....
Signed On behalf of the exhibiting company

Date:.....

Please return by Friday 4th June 2010 to:

On Show Ltd.
24e Little Russell Street
London
WC1A 2HS
UK

Fax: +44 (0)20 7430 2501
e-mail: info@onshowevents.com