

HEALTH & SAFETY POLICY

It is the policy of ICHF Ltd to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health and safety.

ICHF Ltd have a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons other than ICHF employees are reminded of their responsibilities whilst working at exhibitions.

As an Exhibitor, you have a duty under The Health and Safety At Work Etc., Act 1974 to ensure that all personnel employed by you including your contractors are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity. Exhibitors must hold public liability insurance of a minimum of £1million.

Under the COSHH Regulations 1994 (Control of Substances Hazardous to Health), exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all of your staff and subcontractors have received sufficient Health and Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act.

You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you which may be requested during the exhibition. This provision only applies if you employ 5 or more people.

Note: You are strongly advised to have appropriate insurance cover for any common law damages awards that may be made to any person injured as a result of your activities.

The following are some of the principal areas which need to be brought to your attention:

General

- A** Personnel to familiarise themselves with the Fire, Medical and Emergency Procedures applicable at each venue.
- B** At the entrance to the Fair/Exhibition there will be a contact point for the Organising office where emergencies should be reported so that appropriate action can be taken.
- C** The need to maintain the Emergency gangways at all times.
- D** Hard hats must be used when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
- E** Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- F** During the build-up and breakdown periods your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- G** Any violations or concerns regarding any aspects of Health & Safety should be reported to the Show Manager or to the Organisers Office.
- H** It is advisable that exhibitors enforce a non smoking policy on their stands particularly in hazardous areas.
- I** The Show Manager should be informed of any potential hazards on site.
- J** All parking restrictions and speed limits must be adhered to.
- K** Fire exits must not be obstructed.

Electrical

- A** You must ensure that portable power equipment is used for the purpose for which it was designed and that safety guards and dust collection bags are correctly fitted and used.
- B** 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 live power supply to it.

- C** Where applicable, disused fluorescent type lighting bulbs must be placed in the designated collection bins for safe and proper disposal.
- D** No electrical cables must be allowed to cross gangways, passageways and fire exits.

Lifting/Packing Cases

- A** Packing cases must not be allowed to obstruct gangways, passageways and fire exits.
- B** Nails etc. must not be left protruding from any packing case or material.
- C** All equipment must be regularly serviced and inspected - all statutory testing and examining requirements must be fulfilled.

Chemicals, Inks and Solvents

- A** Severe penalties may be levied by the Local Authority against any Exhibitor not making proper arrangements for the correct storage and of chemicals and flammable substances.

Stand Construction

- A** Staff must be trained and advised in the correct usage of ladders, scaffolds and trestles.

Spillages

- A** All spillages must be cleared up immediately.

Guidance Notes for Exhibits and Demonstrations

All demonstrations must be carried out in accordance with the Health and Safety at Work, Etc, Act 1974 and the COSHH Regulations 1994 (Control of Substances Hazardous to Health).

The Health and Safety at Work Etc Act 1974 requires that "any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator".

The following points are listed as guidelines to Exhibitors. Please ensure that they are followed so that working exhibits and demonstrations will be to the satisfaction of the Health and Safety Executive, the Local Authority, Owner of the Exhibition premises, and the Organisers.

We would advise you that officers of Environmental Health and Trading Standards Department may visit the Exhibition to ensure compliance with the relevant legislation and we would request therefore that this information is passed to the relevant people within your organisation at the earliest opportunity.

General

- A** All machines must be guarded to the UK Health and Safety standard which is normal for its operation in an industrial setting. Where guards are removed or made of special material for display purposes this must be indicated on the machine.
- B** All exhibits must, where they are not sufficiently stable as free-standing models, be properly secured to the floor or other structure.
- C** A person must be appointed who is responsible for Health and Safety matters on the stand.
- D** Exhibits must be positioned so that at no time do they protrude into the gangways (as a hazard to visitors).
- E** All stand personnel should acquaint themselves with how to use the fire extinguisher supplied at or near the stand and with the position of the nearest fire alarm point, if appropriate.

Special precautions for machines that are set in motion on the stand

- A** No machines must be used unless the required guards and/or safety appliances are in position, properly adjusted and in full working order.
- B** No person shall demonstrate or operate a machine unless he/she has received appropriate training and clear instructions; both in relation to the operation of the machine and their responsibilities to members of the public in both a normal and emergency situation.
- C** Persons demonstrating machines must wear adequate personal protective equipment where appropriate.

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