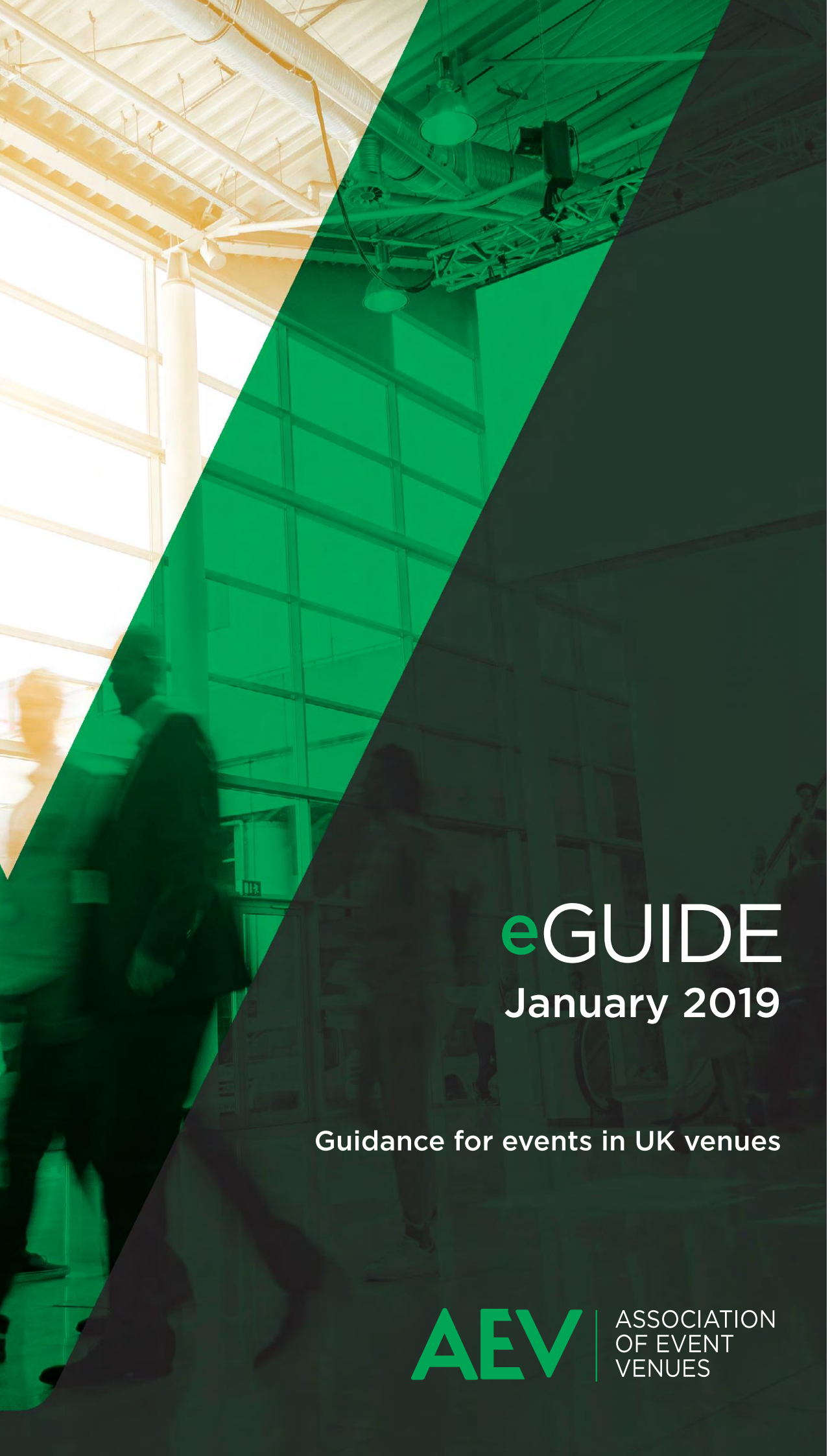

eGUIDE
January 2019

Guidance for events in UK venues

AEV | ASSOCIATION OF EVENT VENUES

The acc Liverpool Group

AECC
ABERDEEN EXHIBITION & CONFERENCE CENTRE

Alexandra Palace

BUSINESS DESIGN CENTRE

east of england arena and events centre

EventCity MANCHESTER

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SEC

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Yorkshire Event Centre

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Resource Background 1

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What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is similar to that of an Approved Code of Practice. It is an industry-specific guide developed by authorised professionals from the UK event venues. It incorporates health, safety and operational practices that represent compliance with Building Regulations and health and safety legislation.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities. Senior representatives from ACC Liverpool, AECC, Alexandra Palace, Business Design Centre, East of England Arena and Events Centre, EventCity, ExCeL London, Farnborough International Exhibition and Conference Centre, Harrogate Convention Centre, Manchester Central, NAEC Stoneleigh, NEC, Olympia London, QEII Centre, Ricoh Arena, SEC, The Crystal, The International Centre - Telford, The O2 and Yorkshire Event Centre currently sit on the **eGuide strategic committee**, meeting twice a year to steer the guidance thematically and address any complex or contentious topics. A number of additional venues also participate in this process and are gradually moving towards formal adoption of the document themselves. Additionally, **the eGuide sub-committee** works all year round to maintain the detail of the document, ensure consistency and simplify rules and regulations to the greatest possible extent.

The current eGuide sub-committee comprises:

Matt Constance - ExCeL London
Ian Tynan - ExCeL London
Michelle Baldwin - NEC
Dan Baldwin - NEC
Siân Richards - Olympia London (Chair of the eGuide strategic committee)
Paul Brough - Olympia London
Kimberley Cassidy – SEC
Tracy Mitchell-Slater - SEC

Instructions from this group are subsequently collated and actioned in the document by Alden Arnold, Association of Event Venues.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient on-site activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

Application

For the purposes of this document the word 'event' will generally apply to any event held in the participating eGuide venues. It must be noted that in multipurpose venues where exhibitions,

conferences and other like events can be run alongside sporting fixtures or musical entertainment in arenas, other guidance or legislation may be more applicable for specific activities.

How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEV venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEV member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a **guidance** document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email alden@aev.org.uk, and your point will be considered at the next committee meeting.

If you require additional health & safety support there are a number of specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership.

EIA note on legal compliance

The AEV, AEO and ESSA trade associations are managed by the EIA secretariat. EIA advocates that members of all three associations work within or beyond the requirements of UK law. Where a British standard, HSE guidance, approved code of practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or HAZOP activity that is required, advise members of their specific duties and liabilities and where requested publish their findings, typically within the eGuide. The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, BSI or other government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work related injury and ill-health.

Risk Assessment 2

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Other relevant sections:

Company Health and Safety Management Responsibilities **P11**
Health and Safety Management Responsibilities **P84**

Subsections:

- Event Risk Assessments
- 5 Steps to Risk Assessment
- Fire Risk Assessment
- Exhibitor Risk Assessment
- Contractors' Risk Assessment
- Vetting Risk Assessment
- Consultation
- Summary of Risk Assessments at Events
- Risk Assessment Templates

Event Risk Assessment

There is an absolute legal requirement under the Management of Health and Safety at Work Regulations (MHSWR) to carry out a 'suitable and sufficient' risk assessment. This means that it must identify all 'significant risk'. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration e.g. they are more than trivial. Risk assessment is a MANAGEMENT responsibility and all but the simplest risk assessments should be carried out by competent staff who are knowledgeable about the event or the activity in question.

Generally the venue will produce a generic risk assessment for the halls which indicates common hazards and control measures for all events. The organiser should then produce their own specific risk assessment detailing the hazards and controls for that particular event.

Examples of common risks associated with any event or exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Slips, trips and falls on a level surface
- Manual handling – lifting or moving of heavy/awkward loads
- Falls on stairs or escalators
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Injury form use of work equipment e.g. circular saws
- Hanging wires
- Structural collapse of seating or an exhibition stand
- Outbreak of Legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire and fire related incidents
- Major incident and civil emergency
- Excessive working hours
- Stress
- Alcohol and drug misuse related incidents

Before diving into the detail, however, it is necessary to think about the event in totality. Any event is a combination of three factors as follows:

- The type of event e.g. trade or consumer (for entertainment events the type of entertainer)

- The type of visitor expected and numbers expected
- The venue

This combination will create a risk dynamic which is unique to that event alone. The risk assessment in total should be set in that context.

5 Steps to Risk Assessment

There are two key definitions which are an important part of the risk assessment vocabulary.

A 'hazard' is something with the potential to cause harm (injury loss or damage).

A 'risk' is the potential for harm to be realised. This is usually seen as a combination of likelihood and severity and which is detailed in step two below.

The key is recognising that whereas there are a great many things which are hazardous, it is the context in which they arise which dictates whether or not they are actually a risk.

The most widely accepted approach in the events industry is the five steps approach as follows:

Step 1: Identify the hazard and who could be harmed
Step 2: Assess the risk
Step 3: Develop controls
Step 4: Implement controls
Step 5: Monitor and review

Step 1: Identify the Hazard and Who Could be Harmed

This is the hardest part as it involves predicting everything that could reasonably foreseeably go wrong. There are various approaches to this based on the type of hazard or the type of harm as follows:

Types of Harm

- Hazards that cause injury, such as a broken bone
- Hazards to health, such as noise

Type of Hazards

- Physical e.g. a vehicle
- Chemical e.g. carbon monoxide in exhaust fumes
- Biological e.g. food poisoning
- Ergonomic e.g. upper limb disorders from working at a key board
- Psychosocial e.g. violence

It is important to consider the potential consequences and who could be harmed. For example, with an electrical fault the consequences are both potential injury from the shock or a fire.

Step 2: Assess the Risk

This depends on the complexity of the operation. For simple processes it is often sufficient to award a straightforward:

- Low
- Medium
- High

Most event risk assessments require more detail. It is necessary to assess both the potential likelihood of an incident or accident and the potential severity if it does happen. A widely used format is shown below.

Likelihood	Severity
1. Very unlikely	1. Minor/first aid
2. Unlikely	2. RIDDOR 3-days recorded internally; 7-days reported to HSE
3. Possible	3. RIDDOR major injury
4. Likely	4. Death or very serious injury to one person
5. Almost inevitable	5. Death or serious injury to many persons

Risks are assessed both before and after controls are put into place. Before controls, we are assessing what would happen if there were no controls. It is important when considering severity to assess the most likely outcome. For example, consider a rigging operative falling from 3m onto concrete. The operative could be killed or they could get away with no injuries. The most likely outcome however, would be a major injury such as a broken bone.

Step 3: Develop Controls

- Having determined what the hazards are, and to what extent they pose a risk we now need to do something about it. We are required by MHSWR to take a methodical approach which attempts to reduce risk at source. This can be considered under the following headings:
- Eliminate the risk at source. There is a point at which any operation is simply too risky and you must consider this. An alternative is to find a different approach. A good example of eliminating risk at source is a mother grid. It eliminates the risk of riggers falling from height by lowering the grid to the floor and carrying out a fix and hoist.
- Substitute for a safer method or product. A good example is the use of emulsion paints as a substitute for the more hazardous solvent paints in stand build, or at seated event substituting a glass bottle with a plastic bottle for drinks.
- Reduce the risk in a quantifiable way. A good example is the prolific use of centre tapped earth transformers for temporary power (the yellow boxes). This reduces the voltage risk from 230V to a safer 100V or below on the event floor.
- Isolate from the hazard. This is a common form of control at event build ups. Workers are isolated from the risk of falling objects when raising a lighting rig by taping off the area under the rig to prevent access.
- Control the risk. All too often this is the start point in many poor risk assessments. Notice how far down the order this is. The most common form of control on the event floor is the use of security and floor management. Another example is an agreed safe system for the lowering of stand panels (e.g. not just letting them fall!).
- Personal Protective Equipment (PPE) are items such as hard hat and safety shoes. They are only effective if something goes wrong. A hard hat is only of use if something falls on your head. It also only protects you and not the person next to you unless they are wearing one too. Far better to prevent the object falling in the first place.
- Discipline is also a method on which there is far too much reliance. It is fairly self-evident that simply telling people not to do things that are unsafe and then punishing them when they do, is not an effective way of controlling risk.

The example below illustrates the general layout of a risk assessment using the example of vehicle access. P=Probability of an injury, S=Likely severity should an injury occur, R=Risk rating (e.g. PxS). With no controls the risk rating is assessed to be 8, which is HIGH and unacceptable. After controls are put into place it is assessed to be 4, which is LOW and acceptable.

Hazard	Consequence	Who is at risk	P	S	R	Controls	P	S	R
Access and egress of vehicles	Impact injuries Collision	Staff Exhibitors Contractors Members of the public	2	4	8	Isolate pedestrians with barriers Competent traffic marshals to ensure even flow of traffic and marshalling of routes and cargo doors Abide by house (venue) traffic rules	1	4	4

Key
Action Level
1-4 LOW – no further controls required
5-14 MED – justify/review for each event day
15+ HIGH – immediate action/further controls needed

The MHSWR and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. This means that the employer should do what is reasonable within the constraints of the available recourses in terms of time, money and personnel. This is not a licence to do nothing on the basis that it is too expensive, but should be the result of careful consideration. The key word here is 'reasonable'. The question to be asked is have you made reasonable provision to control the risks relative to the costs of controlling them? For example, consider the requirement for Floor Managers in a large exhibition. How many Floor Managers would provide just enough cover? Let us say you decide that two would suffice. Three would be better but how much would it achieve in risk reduction relative to the cost? This is the line of logic which you need to follow.

Step 4: Implement Controls

This is the business of implementing controls on the event floor itself. It is worthwhile considering all the practical implications of control measures before they are put into place. For example, you may decide on full bag searches as a security measure. This may be easier said than done when you are expecting thousands of visitors! If it must be done then you need to think of the practical application such as the space for bag searches and the number of security staff that you will need.

Step 5: Monitor and Review

It is important to monitor the event floor to ensure that prescribed controls are actually in place.

You also need a system of reviewing risk assessments. Event risk assessments have a natural review cycle and a new one is required for each event. For routine operations every risk assessment should have a review date. Other times when risk assessments need to be reviewed are:

- When there has been an accident or incident
- When there is a significant change in personnel or process
- When there is a change in the law
- When monitoring reveals problems

Fire Risk Assessment

The principles of risk assessment generally still apply as they have been outlined above, however a fire risk assessment is a very specific legal requirement. Every venue must do a fire risk assessment. They must make the findings available to an event organiser. For practical purposes, especially in large venues, this may be the section which applies particularly to the halls. The organiser must then do their fire risk assessment. The key question to be asked here is 'to what extent does my event alter the dynamics of the fire risk and fire loading in the hall?'

Note: Fire Legislation and guidance referred to in the eGuide applies only in England and Wales, and will be updated as and when UK venues outside England and Wales adopt this guidance. Notwithstanding, fire safety is a science and as such the key principles are generally applicable in any venue.

Typical aspects which would increase the fire risk would be:

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of motor vehicles
- Likelihood of illegal smoking in outfield areas or in built storage areas on stands
- High levels of packaging waste
- High numbers of complex structures
- Hot works during stand construction
- Dressing of stock or Octanorm panels with untreated (non-flame retardant) materials

Exhibitors will also need to complete a fire risk assessment. To keep it simple it is suggested that they fill in some form of return which either indicates that there is no risk, or acknowledges it, and includes it as part of the stand risk assessment (see below).

Any stand which is a complex structure or space only stand on which large numbers of people could gather will need a fire risk assessment simply because of the escape issue.

The Government has issued a set of guidance books for various industries. The principal guidance which applies to the events industry is Fire Safety Risk Assessment – Large Places of Assembly. It is written especially for venues for gatherings of over 300 persons. Other guidance in the series includes Small and Medium Places of Assembly for small gatherings up to 60 or medium gatherings up to 300, and Theatres Cinemas and Similar Premises.

A suggested fire risk assessment template can be found under Risk Assessment: Templates.

Exhibitor Risk Assessment

Every exhibition stand is a miniature workplace and therefore needs a risk assessment. Again the five steps approach will apply. There is a danger, however, of over complicating things. The erection of shell scheme will be covered by the shell scheme contractor's assessment. If the activity on the stand is clearly without significant risk, there is no need for a risk assessment, although there is a need for the exhibitor to confirm that this is the case. Most organisers have a simple form for shell scheme exhibitors to either confirm that they have no significant risk or indicate which they have and how they intend to control it. This should be sufficient and can include the aspect of fire risk assessment.

For space only stands it is a little more complex. They will have to produce risk assessment and method statements for the safe erection and dismantling of their stands. They will also have to produce a fire risk assessment for the stand once it is in use. If they have any other activities on the stand, such as catering, this will also have to be covered by risk assessment.

Contractors' Risk Assessment

Contractors are the subject matter experts in their own field and must produce a show specific risk assessment for their activities. Again the risk assessment should reflect the complexity of the operation. As a guide contractors generally fall into two categories. The first category is those larger contractors whose activities interact with other parties working in the hall such as the lifting contractor. Their risk assessments should be reasonably comprehensive with specific detail on how they will control the risk to others. The second category is those contractors whose activities do not interact greatly, such as floral delivery. These could be simpler risk assessments focusing on ensuring that they can operate safely in the hall.

Vetting Risk Assessment

Organisers should vet risk assessments to make sure they have been done properly. The following are common indicators of a poor risk assessment:

- Too simplistic, does not cover the range of risks
- It is simply a big book of all the risk assessments that the company has ever done without any attempt to relate it to the show
- It contains obvious and erroneous references to the last show they did
- Generated by head office so the team on the ground have no idea what is in it
- Long overdue for review
- It has clearly been done by someone who has never worked in an event venue

Consultation

One of the major failings of risk assessments generally, is that they are done by people who only have a partial grasp of what is involved. It is very important to involve people who know the subject matter. For example, at a ski show there was a demonstration of ski stunts on a specially constructed ski run. The organiser took the trouble to consult with a professional downhill skier on some of the technical aspects such as safety distances and ski bindings etc.

Summary of Risk Assessment at Events

The following is a summary of the risk assessments that would usually be created for an event.

Type	Responsible party	Copied to
Generic venue RA	Venue	Organiser
Venue fire RA	Venue	Organiser
Event RA	Organiser	Venue Key contractors Floor Managers
Event fire RA	Organiser	Venue Floor Managers
Organiser's key contractors RA's	Contractors	Organiser (Available to Floor Managers if needed)
Complex structures including a fire RA	Exhibitors	Organiser, Floor Manager and venue (via the organiser)

Shell scheme stands – where there is identified significant risk or fire risk	Exhibitors	Organiser
Venue's key contractors	Contractors	Venue

Risk Assessment Templates

Contractors and organisers may find the templates hosted here to be a useful starting point.

Company Health and Safety Management Responsibilities 3

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Other relevant sections:
Risk Assessment **p4**
Health and Safety Responsibilities **p84**

The law requires organisations to implement their health and safety arrangements using a specific management system framework, the recognised standard being the HSE's HS(G)65 model 'Successful Safety Management', an explanation of which is given below. The health and safety aspects of events should be managed as closely to the framework as possible, from the initial allocation of roles and responsibilities and risk assessment through to the on-site safety monitoring stages, auditing, review, continuous analyses and improvement of performance. This is only an outline explanation and companies need to train staff to ensure that they fully understand application of HS(G)65.

The following is needed to comply with HS(G)65:

Health and Safety Policy

A health and safety policy should set a clear direction for the organisation to follow. It should contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It should specifically set out the following:

- A policy statement
- Your health and safety organisation
- Your health and safety arrangements, particularly the planning arrangements for event management

Organisational Structure, Roles and Responsibilities

The guidance requires an effective management structure and arrangements in place for delivering your policy and creating a shared common understanding of the organisation's vision, values and beliefs. The key areas to address are:

- Communication
- Co-operation
- Control
- Competence

Specific requirements for competence are set out in the "Health and Safety Responsibilities" section.

Planning and Risk Assessment

There must be a systematic approach to the planning of health and safety at events centred on risk assessment, as detailed in the risk assessment section. In particular the requirement for risk assessment is a specific legal responsibility for any business enterprise where there is significant risk and an event risk assessment is required for any event held in an eGuide venue.

Monitoring and Measuring Performance

Performance should be monitored and measured against agreed standards to reveal when and where improvement is needed. Proactive monitoring seeks to identify weakness before accidents happen and the key methods used in events are:

- Health and safety tours
- Health and safety inspections
- Health and safety audits

If controls fail, reactive monitoring will discover why by investigating accidents, ill health or incidents which could cause harm or loss. The objectives of active and reactive monitoring are:

- To determine the immediate causes of an accident or health and safety failing
- To learn from accidents and incidents in order to prevent them from happening again

Auditing and Reviewing Performance

Responsible companies conduct health and safety audits of their event operations to ensure that event teams are complying with the law and company health and safety policy. These should provide a systematic approach to identifying both strengths and weaknesses in the company's operations. Health and safety should form part of every post-event review on an event by event basis.

Acronyms and Definitions 4

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AEL
Accessible Emission Limit

ANSI
American National Standards Institute

BSI
British Standards Institution

CDM
Construction (Design and Management) Regulations

COSHH
Control of Substances Hazardous to Health

dBA
A-weighted decibels

DEFRA
Department for Environment, Food and Rural Affairs

FLT
Fork Lift Truck

GDC
General Dental Council

GMC
General Medical Council

HACCP's
Hazard Analysis Critical Control Points

HMI
Hydrargyrum medium-arc iodide (used in lamps)

HSE
Health & Safety Executive

LOLER
Lifting Operations & Lifting Equipment Regulations 1998

LPG
Liquefied Petroleum Gas

Lux (lx)
Measure of the intensity of light

MEWPS
Mobile Elevated Work Platforms

MHSWR
Management of Health & Safety at Work Regulations

PPE
Personal Protective Equipment

PUWER
Provision & Use of Work Equipment Regulations 1998

RIDDOR
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

RNIB
Royal National Institute of Blind People

SWL
Safe Working Load

WELs
Workplace Exposure Levels

WLL
Working Load Limit

XENON
Chemical Element (used in lamps)

Bibliography 5

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- Accessible Exhibition Stand Handbook
- Animal Welfare Act 2006
- Control of Substances Hazardous to Health Regulations 2002
- Cosmetic Products (Safety) Regulations 2004
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- Environment Protection Act 1990
- Fire (Scotland) Act 2005
- Health & Safety at Work Act 1974
- HSE Controlling the Radiation Safety of Display Laser Installations HS (G) 95
- HSE Control of Legionella: Revised Approved Code of Practice
- Licensing Act 2003
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- Management of Health and Safety at Work Regulations 1999
- NAA Rigging Guidance
- Noise at Work Regulations 2005
- Provision & Use of Work Equipment Regulations 1998 (PUWER)
- Work at Height Regulations 2005

Useful Links 6

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Acupuncture Society - www.acupuncturesociety.org.uk

British Acupuncture Council - www.acupuncture.org.uk

British Standards Institute - www.bsi-global.com

CDM - www.hse.gov.uk/construction/cdm/2015

DEFRA - www.defra.gov.uk

Food Standards Agency - www.food.gov.uk

Gambling Commission - www.gamblingcommission.gov.uk

Gas Safe - www.gassaferegister.co.uk

General Dental Council - www.gdc-uk.org

Health Promotion Agency - www.healthpromotion.org.uk

HSE - www.hse.gov.uk

Lasermet - www.lasermet.com

28 Days' Notice Required by the Venue 7

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Subsections:

- General Guidance

General Guidance

1 There are many aspects of an event that will require notification or application to the venue no later than 28 days prior to the tenancy. For convenience these are listed as below and expanded on in later sections as indicated:

Item	eGuide Section
Event risk assessment & risk assessments for any features presenting special risks	Risk Assessment
Aerial equipment, including airships, balloons, blimps and drones	Aerial Equipment and Demonstrations
Serving alcohol from a temporary catering outlet run by an operator other than the venue's catering partner	Alcohol
Alcohol sampling	Alcohol
Animals	Animals
Use of compressed gas or LPG	Gas
Crèche details	Crèches
Child employment/participation	Children
Details of special features with risk assessment & method statement	Feature Areas
Visitor participation or adventurous & potentially hazardous activities	Feature Areas
Final floor plans	Floor Plans
Preparation, cooking & dispensing of food, including sampling	Catering - Food
Application for unenclosed kitchens	Catering - Food
Gambling activities	Gambling
Hazardous processes or substances	Hazardous Substances
Ventilation systems for processes requiring ventilation	Hazardous Substances
Lifting activities	Lifting
Playing or performing music and/or films	Music and Video Licences
Hazardous noise levels (exceeding 80 dBA)	Noise
Secondary fixings for items to be rigged	Rigging
Simulators and Rides	Simulators, Rides & Inflatables
Special effects, including lasers, real flame, smoke machines and strobe lighting	Special Effects
Special Treatments	Special Treatments
Complex Structures	Stand Plans
Temporary demountable structures	Temporary Demountable Structures
Vehicles	Vehicles
Weapons	Weapons
Organiser's public liability insurance	-

Adult Entertainment 8

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Subsections:

- General Guidance

General Guidance

1 Adult Entertainment, including but not limited to full or partial nudity, striptease, and lap dancing is not covered by the venue's standard licensing arrangements. You will need to liaise with the venue well in advance of the event in order to ensure the correct licensing is put in place or these activities will not be allowed.

2 A specific licence e.g. an 'Occasional Sex Establishment Licence', or equivalent may also be required. Please contact the relevant venue for details of the application process. Note that this is a long, and in some cases expensive process and organisers should notify the venue at the earliest opportunity (prior to contract being agreed). When issued, the licence contains many conditions which are vigorously enforced by the licensing officers.

3 Many lifestyle events contain a number of stands selling/demonstrating marital aids, sex toys etc. It is generally accepted by the local authorities that, where the numbers of such stands is less than 10% of the total stand space, a Sex Establishment Licence is not required, as they do not form a significant part of the event. This must be agreed by each venue.

4 Special attention should also be paid to events that include stages with elements of certain types of entertainment, e.g. male dance troops, burlesque shows etc. This is deemed to be striptease and is prohibited under the conditions of an Exhibition Licence.

5 Where other forms of adult entertainment, such as classified films and/or computer games are to be shown during an event, arrangements must be made to restrict under-age viewing of the material.

Advertising 9

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Other relevant sections:
Signage **p108**

Subsections:

- General Guidance

General Guidance

1 Only the venue's official sites allocated for the tenancy may be used for advertising purposes – please refer to the venue.

2 Leaflets may only be distributed within the hall and in other areas that may be agreed by the venue. Generally these will be within the tenanted space only and not in any public circulation areas, outside the venue, or under car windscreen wipers.

3 Exhibitors and other event participants should check with the organiser as to what is allowed within the event itself.

4 All venues reserve the right to vet and approve the content of any advertising.

Aerial Equipment and Demonstrations 10

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Other relevant sections:

Gas **p80**
Product Demonstrations/Activities on Stands **p97**

Subsections:

- General Guidance
- Balloons
- Blimps
- Drones

General Guidance

1 The use of aerial equipment, including airships, balloons, blimps and drones within the venue is strictly regulated. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.

2 The following must be considered when carrying out the risk assessment:

- The use of gas or batteries
- Equipment failure
- Obstacles within the exhibition, including drop wires, cables, truss, stands and signage
- The possibility of items falling from the equipment
- Compliance with the venue's specific regulations
- Competency of operators

3 Operators must remain in visual contact and within radio range of aerial equipment at all times.

4 Exit signs and fire detection beams must not be obscured at any time.

5 A suitable take-off and landing/demonstration area must be planned into the floor layout, as appropriate.

6 The venue may, for safety and security reasons, request that aerial equipment is monitored from the floor by a second person whilst in operation.

Balloons

7 Balloons must be secured by suitable means; a charge may be made for retrieval if any escape to the roof or for any damage to air-handling units.

Blimps

8 Blimps must be tethered, at all times, to a secure weight that is placed so as not to cause a hazard.

Drones

9 Drone operators must comply with The Air Navigation Order, including requirements for "Small Unmanned Aircraft".

10 They must not been flown above any persons inside or outside the venue, unless under control of a pilot in line with CAA guidance.

11 Their demonstration must be carried out within a specific, agreed area.

12 The venue may require additional safety measures and/or proof of qualification from CAA-approved training centre to demonstrate pilot competency.

Animals 11

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Subsections:

- General Guidance

General Guidance

1 Written consent for any animal or gathering of animals, wild or domestic to be permitted on the premises (except assistance animals) must be obtained from the venue.

2 Written application must be submitted to the venue at least 28 days prior to the event as a special licence may be required, for example, in the case of performing or wild animals. Any costs associated with obtaining the relevant licence shall be met by the organiser.

3 No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue. Pets must not be left in vehicles.

4 Events involving numbers of livestock may have to comply with specific DEFRA regulations.

5 Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection.

6 A copy of the veterinary officer's report shall be submitted to the venue for licensing authority approval. Any costs incurred are the responsibility of the person seeking guidance/consent.

7 Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to the venue's satisfaction, and in accordance with the Animal Welfare Act. These arrangements should be detailed in a risk assessment and include the following:

- Transport to and from site
- Feeding
- Housing
- Security
- Environment
- Exercise
- Cleaning and sanitary arrangements
- Sleep/rest
- Protection from pain, injury, suffering and disease
- Evacuation in an emergency

8 In order to ensure the safety of visitors, suitable guards/enclosures must be provided and warning notices prominently displayed where appropriate. Livestock must be properly contained when a stand is unattended and if exhibited outside an enclosure, must be adequately tethered or suitably controlled.

9 Where visitors are able to pet or otherwise come into contact with animals, or are able to touch parts of enclosures which animals may also touch, hand wash units with hot water must be sited adjacent to the animals and their pens for use by the public. Soap and water is considered to be the most effective way of reducing infection and therefore gels and wipes are not allowed as suitable alternatives.

10 A sign should be in place advising visitors to wash their hands after touching animals or their enclosures.

11 Signs should also be displayed at the entrance to the exhibition indicating that animals are present and that people with allergies may be affected.

Auctions 12

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Subsections:

- General Guidance

General Guidance

1 The sale of goods by competitive bidding may require an auction licence, which may involve a fee and notice period, depending on the local authority. However, auctions that are carried out in aid of charitable organisations may be exempt.

2 The definition of a 'charitable auction' is as follows:

'Any sale for the purposes of assisting in the funding of a voluntary organisation if the whole, or a substantial amount, of the proceeds of the sale is donated to the funds of the organisation.'

3 'Voluntary organisation' means a body, the activities of which are carried out on a not-for-profit basis, but does not include any public or local authority.

4 Organisers of charitable auctions will need to provide details of the charitable status of the organisation and the charity number.

5 Please contact the relevant venue for further details.

Build-Up and Breakdown 13

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Other relevant sections:

Stand Construction	**p118**
Temporary Demountable Structures	**p136**
Work Equipment/Tools/Processes	**p148**
Working at Height	**p150**

Subsections:

- General Guidance
- Construction Activity (CDM)
- Build-Up
- Breakdown
- Venue Specific Rules
  Manchester Central & Harrogate International Centre – General
  National Exhibition Centre (NEC) – General

General Guidance

1 Smoking, including that of electronic cigarettes, is only permitted in designated smoking areas, as defined by the venue.

2 Children under 16 are not allowed in the halls during build-up and breakdown.

Construction Activity (CDM)

3 All construction work must comply with the current Construction (Design and Management) Regulations.

4 The regulations cover the management of health, safety and welfare when carrying out construction works.

5 'Construction works' includes the assembly or disassembly of prefabricated elements to form a structure (this includes shell scheme).

Roles and Responsibilities

6 Organisers, as part of the organisation for whom the construction project is carried out, assume the role of 'client' under the regulations.

7 A client's duties include:

- Making suitable arrangements for managing the project
- Appointing other duty holders, such as principle designers (those who prepare or modify designs for a system relating to construction work) and principle contractors (those who do the actual construction work)
- Ensuring sufficient time and resources are allocated
- Ensuring relevant information is prepared and provided to other duty holders
- Ensuring the principle designer and principle contractor carry out their duties
- Ensuring welfare facilities are provided

8 Further Guidance

- HSE site guidance on CDM for events
- HSE website
- AEV/AEO/ESSA CDM resource pack
- Association web app

- The association app is also available on mobile devices – you will need to go to your respective mobile platform and search for 'cdm4events' to download the app

Build-Up

9 The build-up is a critical phase of an event for which organisers are ultimately responsible for all activity taking place within the halls and external loading areas.

10 Organisers are encouraged to hold specific meetings with contractors, Floor Managers, H&S Managers and all other appropriate parties, to plan and discuss management arrangements for the build-up phase of the event to ensure that responsibilities and safe working practices during the build period are clearly understood. Appointed official contractors, exhibitors and stand contractors also have a duty to ensure that they work safely. Exhibitors and contactors should have carried out a risk assessment and issued PPE, if appropriate.

11 The following points should be considered during the planning process:

- Floor Layout: Consideration should be given to complex structures and their location, particularly with regards to the width of the gangways around the stand. Consideration should also be given to any other special build requirements for any contractors/stands, such as whether a vehicle needs to be placed on the stand before other stands are built. Exhibitors and contractors should be advised of the stand number and the location of the stand on the floor, as well as the location of any service ducts or columns which may be on their stand space.
- Mark-out: It is the organiser's responsibility to check that the exhibition floor has been marked out correctly, prior to the erection of any stands.
- Build Schedule: The build should be scheduled wherever possible with consideration given to the mix of space and shell scheme stands, for example, do space only stands have enough room to build or can the shell scheme stands be built slightly later.
- Heavy Lifting: A copy of the lifting programme should be given to the Event Manager, Traffic Marshalls and the lorry park, if appropriate. Organisers should also consider whether they require a representative from the lifting contractor on the lorry park (only applicable if the venue has a lorry park). A communication plan should be agreed between the lifting contractor, organiser's H&S Manager and organiser's Floor Manager, detailing heavy lifting requirements and locations. If a stand requires special access and/or lifting requirements, check whether a clear hall is required, for example, if an extremely large load is expected or space for a crane is required. When heavy lifting involving more substantial equipment such as cranes is required a schedule detailing the method of work, times of operation and safety arrangements such as provision of a banks man should be agreed.
- Vehicle Movement: Where practical, physical separation between pedestrians and vehicles should be in place.
- Fork Lift Trucks (FLT): As FLT operations are considered hazardous, the organiser should consider appointing an official lifting contactor for work inside the hall. The lifting contractor and any other contractors using forklifts within the halls and the outside areas should follow the appropriate H&S legislation, however, the responsibility for the FLT operation ultimately sits with the organiser.
- Emergency Gangways: The emergency gangway plan should be communicated and issued to all stands/contractors so they can plan accordingly and refrain from using the gangways as storage areas. Organisers should also consider marking the emergency gangways on the hall floor using appropriate tape, if the floor surface is suitable. Please check with the venue. A copy of the plan should be on display in the organiser's office. Emergency gangways should be kept clear at all times throughout the build to ensure emergency vehicle and pedestrian access/egress, and the effective removal of waste during the build process. On occasions when this is not practicable, 50% of the width of the emergency gangways should be maintained to ensure access for medical equipment such as trolleys or wheelchairs, if required.

- Off-loading: Storage of crates on gangways can also cause congestion and hinder the build schedule for other contractors and exhibitors if their access has been blocked. The common practice of off-loading vehicles of all stand fitting and product onto the gangways should be discouraged. Exhibitors and contactors should be encouraged to load their vehicles to fit with their build programme so that the first items required are the first to be unloaded.
- Housekeeping: Workshop benches/areas on the gangways should also be discouraged. Wherever possible stands should be pre-fabricated and painted off site. If painting on-site the hall floor should be protected. Stands generating sawdust are responsible for the housekeeping of their work area and should sweep the gangways to maintain a safe environment for all other exhibitors and contractors. Where trailing cables cause hazards, battery operated equipment should be considered as an alternative.
- Rigging: If rigging is required during a tenancy, cherry picker/hoist access is to be agreed with the organiser. There should be a banksman with the machinery and the working area should be cordoned off.
- Working at Height: All contractors and exhibitors have a responsibility to work safely at height and should plan ahead and source the most appropriate equipment for the task. Working at height should also be covered by the method statement and risk assessment.
- Hot Work Permit: Organisers should be aware of the venue's process for obtaining a hot work permit and should ensure that contractors and exhibitors are aware that a permit is required before any hot works take place. Hot works include welding and angle grinding. A hot work permit is required for any hot work taking place on-site, regardless of whether the works are taking place inside or outside the halls.
- Carpet Laying: Carpet should be off-loaded, transported and laid in a safe manner so as to prevent the risk of accidents. Gangways should be clear to allow this activity to safely take place.

Breakdown

12 A decision between the organiser and the venue will be taken as to the requirement for a breakdown meeting, when this should take place and who should be invited to attend.

13 Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. The opening of vehicle/cargo doors for contractor access must be authorized by the venue.

14 The breakdown should be scheduled, managed and monitored in order to ensure that emergency gangways are maintained as evacuation routes and for emergency vehicle access.

15 As breakdown is usually very busy and can create hazards, it is extremely important activities are controlled and carried out in a safe manner in all areas. Emphasis should be given to:

- Communication: Advising exhibitors and contractors of the details of the breakdown process in advance is key to ensuring their understanding of arrangements and co-operation in maintaining a safe environment. Organisers must consider the timings published in their exhibitor manual relating to the commencement of breakdown making sure enough time is given to enable the halls to be clear of visitors.
- Trolleys: Trolley movement should not commence until the venue and organiser have agreed it is safe to go ahead. Access via the vehicle entry/cargo doors not the hall entrance is usually made available. It is best practice to nominate a suitable pedestrian door to separate vehicle activity from the pedestrian access point. Consideration should be given to exhibitors with trolleys on their stands and instruction should be given to allow visitors to clear the halls before trolley movement begins.
- Security: Full door manning is recommended during the last open hour of the exhibition and the first hour of breakdown to ensure that contractors don't gain access prior to the show closing, or immediately after the closing tannoy. Providing visitor or exhibitor badges to contractors to enable early access should not be permitted.

- Removal of Carpet: Gangway carpet removal should be planned and details of the schedule for removal agreed. Removal usually starts from the rear of the hall working towards the front. It is important that carpeting contractors are fully briefed and supervised, working in pairs, methodically with care. Carpet rolls are cleared from gangways as removal happens.
- Fork Lift Trucks (FLT): As FLT operations are hazardous, raising of vehicle entry/cargo doors should only take place once the venue and organiser are in agreement that it is safe to do so. It is recommended FLT movement does not commence until initial breakdown activity has passed (usually 1 hour from closure). When heavy lifting involving more substantial equipment such as cranes is required a schedule detailing the method of work, times of operation and safety arrangements such as provision of a banks man should be agreed.
- Waste: Leaflets and other leftover marketing collateral should be removed by exhibitors to avoid the organiser incurring extra cost. Food waste should be placed in waste sacks and placed in any appropriate and available bin or left for collection.
- Electrics: Power is normally switched off 30 minutes after the exhibition closes. Electrical contractors must wait until stands are empty before removing electrical fittings, unless permission is obtained from the exhibitor. Requirements for late power must be ordered through the electrical contractor and should be considered during the breakdown meeting.
- Shell Scheme: If the removal of specific sections of shell scheme are required to assist with the breakdown and flow of exhibitors this should be carried out in a safe manner and in a controlled area. It is important to ensure gangways are not obstructed with removed sections therefore consideration of how they will be stored is vital.
- Dismantling of Stands: It is usual for the early stages of breakdown to focus on packing and removal of stock/product. Following this contractors can begin taking stands down and it is important that this is controlled and does not expose those exhibitors still packing up to extra hazards. Organisers should consider all phases of stand removal to ensure all parties work safely.
- Gangways: It is important to ensure emergency gangways must remain at least 50% clear during breakdown (confirm with venue). Consideration should be given to how items will be removed from gangways as packing crates, stock/product and display components can cause obstructions.
- Traffic: Traffic is managed differently at each venue so it is important that organisers ensure exhibitors and contractors understand and co-operate with the breakdown instructions. Space to the rear of the halls is often very limited and organisers should consider this factor in breakdown planning. Where practical, physical separation between pedestrians and vehicles should be in place.

Venue Specific Rules

Manchester Central & Harrogate International Centre – General

16 Manchester Central and Harrogate International Centre require all contractors to wear hi-vis during the build-up and breakdown of events at their venues. Exhibitors who are allowed access during periods of stand construction will also be required to wear hi-vis.

National Exhibition Centre (NEC) – General

17 At the NEC hi-vis jackets/vests must be worn at all times by all contractors and exhibitors when off-loading and loading vehicles within the loading bays (areas immediately outside the halls).

Catering – Food & Alcohol 14

Click here to return to main navigation page

Subsections:

Food

- Food Legislation
- Food Safety Management System (HACCP)
- Food Safety
- Food Safety Compliance
- Personal Hygiene
- Training
- Washing Facilities
- Flow Chart
- Alleged Food Poisoning Procedure
- Venue Approval
- Prohibition
- Food Information Regulations (Including Food Allergies and Intolerances)
- Sampling (Drink & Food)
- Stand Catering & Hospitality
- Sale of Food and Drink from Exhibition Stands
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Alcohol

- Alcohol Legislation
- Build-Up and Breakdown
- Event Open Period
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Health & Safety

- Kitchens & Stands Processing & Serving Food
- Equipment
- Cookers and Ovens
- Deep Fat Fryers
- First Aid Equipment
- Fire Safety
- Waste & Ventilation
- Venue Specific Rules
  Scottish Exhibition and Conference Centre – Cookers and Ovens
  The O2 & ExCeL London – Deep Fat Frying
  Ricoh Arena – General

Food

Food Legislation

1 All food businesses must comply with current (UK & EU) food safety legislation, details of which can be found using the following links:

www.food.gov.uk/business-industry/caterers/food-hygiene and www.foodstandards.gov.scot

All exhibitors carrying out food operations should be registered as food businesses with their local authority (UK). This should be completed 28 days before 'food operations' can take place. Speak to the organiser or venue if in doubt.

Food operations include at least one of the following activities:

- Selling food
- Cooking food

- Storing or handling food
- Preparing food
- Distributing food
- Supplying food for sampling

Food Safety Management System (HACCP)

2 A Food Safety Management System should be in place for all food business operations and should be commensurate with the work activities taking place. Food Safety Management Systems should be built around HACCP principles. HACCP is a tool to identify and control food hazards.

3 The HACCP principles are as follows:

- Identify any hazards that must be prevented, eliminated or reduced to acceptable levels
- Identify the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels
- Establish critical limits at critical control points to prevent, eliminate or reduce identified hazards e.g. hot holding temperatures must be above 63°C
- Establish and implement effective monitoring procedures at critical control points e.g. regularly probe hot holding to confirm it is within critical limits
- Establish corrective actions when monitoring indicates that a critical control point is not under control e.g. dispose of hot holding if it is below 63°C
- Establish procedures to check regularly that the above measures are being acted upon e.g. management checks on temperature records
- Establish documents and records appropriate to the nature and size of the food business to demonstrate that the above measures are being followed
- For more information on HACCP visit www.food.gov.uk/business-industry/caterers/haccp

Food Safety

4 Stands will not be permitted to process or serve food if they are in poor hygienic condition or pose an imminent risk of contamination to food or an imminent risk to health e.g. pest infestation or cross-contamination.

5 Stands/kitchens/food preparation and dispensing areas must be in good order to ensure they can easily be cleaned and maintained in a hygienic state of repair. All surfaces likely to be used during the event should be non-porous and easily cleansable.

The list below, although not exhaustive, defines the key controls expected by venues where external contractors, event organisers or exhibitors are serving food within the confines of the venue. This is intended as a guideline and is based within the working parameters of food safety legislation as referenced earlier:

Delivery

- Records showing delivery to site, including an assessment of the vehicle suitability and state, and temperature records where appropriate (refrigerated 1-5°C, Frozen -18°C or colder (In Scotland frozen temperatures must be between -18°C and -23°C).
- Once delivered, products should be moved to a suitable storage area ensuring a suitable temperature is maintained.

Storage

- A suitable area for storage of goods with equipment to hold at the appropriate temperatures e.g. fridges/freezers/cooler boxes.
- A cleanable storage area, free from rubbish, well lit, adequately ventilated and protected against infestations.
- Raw foods should be stored in a separate area where possible, or alternatively below ready-to-eat foods to prevent risk from cross-contamination.
- Refrigeration temperatures must be measured with a suitable, calibrated probe thermometer and recorded daily.

- All foods must be stored off the ground.

Preparation and display

- An area constructed in such a manner that it is cleanable, well lit, free from rubbish, ventilated and in good repair.
- All equipment must be kept clean and in good repair.
- All preparation and work surfaces must be smooth, impervious and easily cleanable.
- Adequate bins with closely-fitting lids to ensure proper storage of rubbish.
- Suitable, clean protective clothing for all staff engaged in food handling.
- Appropriate means of food handling e.g. tongs or similar where food is not wrapped.
- Good personal hygiene practices should be observed at all times.
- Any food preparation area should have a supply of hot water, liquid soap for hand washing and disposable paper towels.
- Raw and cooked foods should be handled in separate areas or at separate times to avoid cross-contamination.
- Food should be defrosted thoroughly in a monitored environment before preparation and cooking.

Hot or cold food holding

- Prepared food served hot should have reached a core temperature of 75°C (82°C in Scotland) and hot held at 63°C or above until served.
- Food served cold should be stored at between 1-5°C.
- Temperature should be recorded to show due diligence.
- Core temperatures should be taken with a disinfected probe thermometer every 2-3 hours.
- Hot food should be discarded after 2 hours, or before if it deteriorates.
- If cold food is to be stored out of temperature control or in the event of a refrigerator breakdown, this can only be done for one period of up to 4 hours, after which time food should be discarded. This must be recorded and closely monitored.

6 All food on stands must be protected from risk of contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be eaten in that state. Any food which is unfit for human consumption must be kept apart from any other food, and labelled 'unfit food'.

Food Safety Compliance

7 Organisers are wholly responsible for compliance with food safety legislation by exhibitors and external caterers at their event.

Organisers are required to contract the services of a food safety consultant, either directly or through the venue, where there is a significant number of stands producing foods for sampling and/or where there is retailing of foods for on-site consumption. Such consultants must be approved, in advance, by the venue. Some venues may either nominate a consultant, or carry out the consulting role, at a cost to the organisers.

Environmental health officers of local authorities work with the venues and the food safety consultants in monitoring and ensuring compliance with food safety and allergen legislation: e.g. Food Information Regulations 2014 (FIR) (SI 2014/1855); regularly visiting the venues and spot checking exhibitors' and caterers' operations. Exhibitors and caterers are required to afford them access to their working areas at any reasonable time.

Personal Hygiene

8 All food handlers working with open food must:

- Keep their hands clean and cover any cuts with a blue, waterproof dressing
- Wear clean and washable over-clothing
- Keep personal clothing and bags out of areas where open food is handled, unless it is stored in appropriate accommodation, e.g. lockers/cupboards

- Change gloves (where used) regularly and wash hands in between
- Not wear jewellery (including necklaces and piercings), other than a plain wedding band
- Not handle open food when suffering and within 48 hours of suffering from gastro-enteritis, dysentery, any infection, boils or septic cuts etc. likely to cause food poisoning. They should contact their doctor immediately

Training

9 All staff engaged in food handling must be properly trained, appropriate to their duties, and supervised to ensure they work hygienically. Evidence of this training may be required for inspection, so all relevant documentation should be made available on-site.

Washing Facilities

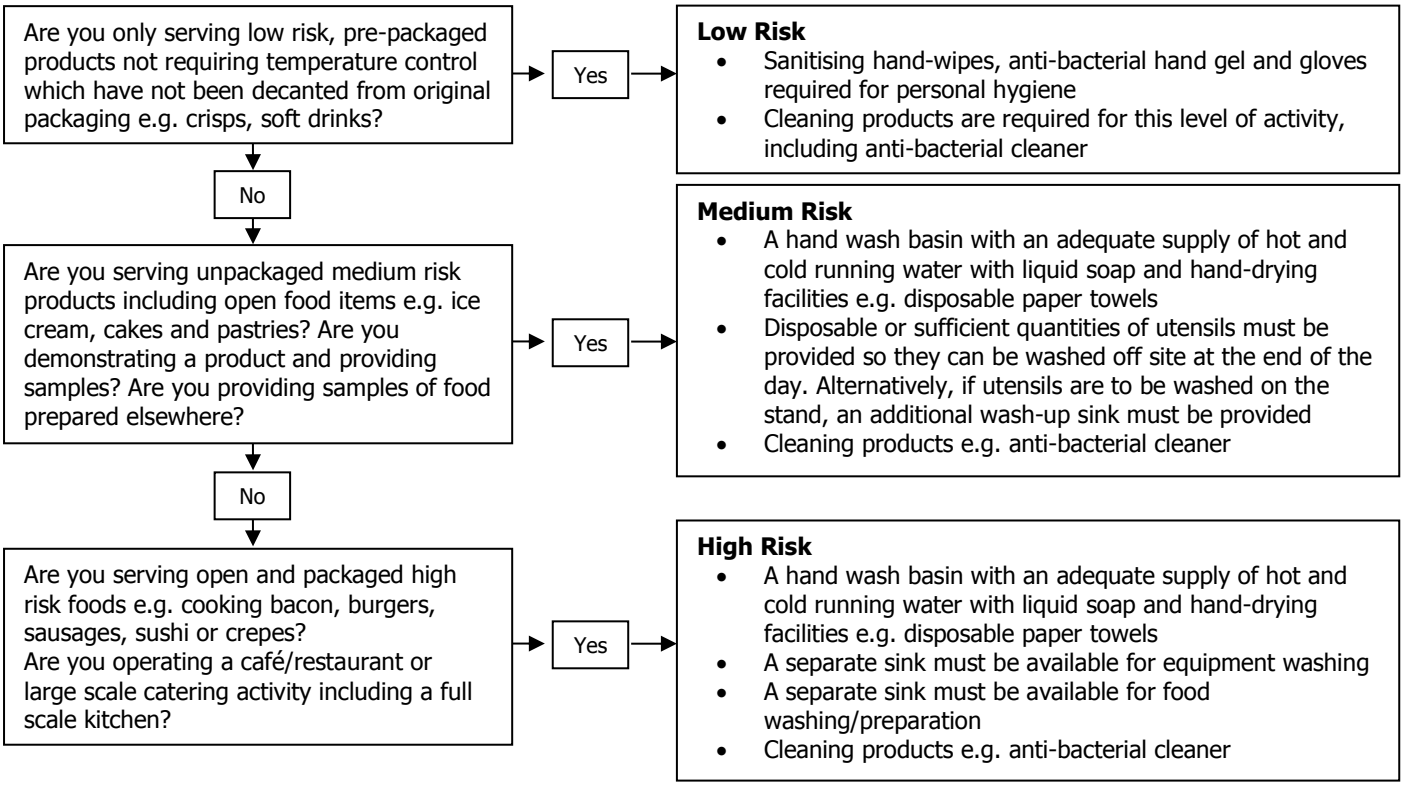
10 It is the responsibility of each exhibitor or concessionaire to assess the extent of their operation and ensure that adequate, suitable and sufficient washing facilities are provided in conjunction with their operation.

11 The washing facilities required are determined by factors such as the public health and food safety risks posed by the operation, the scale of the operation, types of food, equipment used, types of serving container (disposable/reusable) etc.

12 Where the sharing of facilities is proposed, exhibitors/concessionaires must liaise with each other and the organisers prior to the event, in order to ensure that the overall provision of facilities adequately services all exhibitors/concessionaires when operating at maximum capacity.

13 Where a hand wash sink is required, it should be dedicated solely for hand washing, easily accessible at all times and unobstructed. Hand-washing facilities should not be further than 3 metres from any preparation area (in Scotland, hand washing facilities must be within the preparation area). It is recommended that facilities for hand washing, food washing and equipment washing (where appropriate) are labelled as such with a suitable notice affixed adjacent to each facility, to ensure that each one is used exclusively for its intended purpose.

14 The following guidance indicates the washing facility standards required for each category of food operation.



Alleged Food Poisoning Procedure
15 Any alleged, suspected food poisoning resulting from consumption of any food on the premises must be reported to the venue.

Venue Approval
16 Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed and agreed with the venue during the early planning stages of the event. The venue's approval is required in writing for such activities. If approval is not obtained within a reasonable time prior to tenancy, there is a risk that contractual obligations may be contravened and visitors' health put at risk. Stands may therefore be prevented from trading.

Prohibition
17 Short-Term (e.g. temporarily prohibiting food operations until evidence of sufficient controls are in place/removing the potential for imminent risk) Circumstances where such action may be appropriate with regard to a food business/operator include but are not limited to: failure to comply with section 5 of this guidance.

18 Long-Term (e.g. prohibiting an exhibitor permanently from the venue)
Circumstances where such action may be appropriate with regard to a food business/operator include but are not limited to: 'repeat offenders' e.g. blatant disregard for health risks or putting health at risk by knowingly using/selling unsafe food.

Prohibiting the return of an exhibitor would include prohibition in the case of changes to the trading name etc.

Food Information Regulations (FIR)
19 Food information legislation now applies to all food sold or sampled at events. Please refer to www.food.gov.uk/business-industry/guidancenotes/labelregsguidance. Note: FIR came into force from December 2014 relating to allergen information on food packaged for direct sale, for unpackaged food and food sold loose. If you need clarification of your responsibilities under FIR, please contact your Local Authority Environmental Health Department, the venue or organiser.

20 All food served open, unpackaged or loose must have been checked for allergens, and written evidence of the allergens contained within the food must be available. Signage should be in place to direct customers on how to obtain this allergen information.

21 Enquiries from customers regarding the content of food may be related to allergies and intolerances. As some food allergies e.g. nuts, can be **life threatening**, it is therefore very important and a legal requirement that accurate information is given.

Sampling
22 Any proposed sampling activity must be notified in writing to the venue. All samples must be offered free of charge (FOC) to visitors. Where any samples are sold it will be deemed a retail activity and may be subject to a concession fee.

Should a sponsor or exhibitor wish to distribute/issue items as samples greater than the regulation size, they should arrange this with the venue, through their organiser. An over-sized sampling fee may be applied in such instances.

Drink Sampling
23 The acceptable sampling sizes for drinks are as follows:

- Soft and Hot Drinks - 50ml (1.75 fl oz)
- Beers/Ciders or similar - 50ml (1.75 fl oz)
- Wine/Fortified wines/Champagne/Alcopops and similar - 25ml (0.9 fl oz)
- Spirits and similar - 5ml (0.18 fl oz)

24 Any proposed drink-sampling activity must be notified to the venue for approval no later than 28 days prior to the start of the event licence period.

25 Where drinks are offered as samples within the exhibitor's stand, and this could be construed as or deemed to be hospitality, a contract buy-out fee may be applied by the venue.

26 In compliance with current legislation both the sale and supply of alcohol must be licensed under The Licensing Act (2003) (Scottish Licensing Act, 2005), therefore, sampling is also a licensable activity.

27 The measures of some alcoholic drinks are prescribed under the legislation The Weights & Measures (Specified Quantities) (Unwrapped Bread & Intoxicating Liquor) Order 2011 and compliance with these is therefore mandatory. For the purposes of clarity, Champagne/sparkling wines are considered as still wines for the purposes of interpreting this legislation, unless specified differently under Venue Specific Rules.

28 Any stands who wish to sell or supply alcohol (except that provided by the official caterers), whether for on-site or off-site consumption, must follow the above requirements and supply the name of a Personal Licence holder, together with a copy of their licence to the organiser.

29 Personal Licences (PL) are applicable in the jurisdictions they are granted in; therefore PL's granted in England & Wales are only applicable in England & Wales, PL's granted in Scotland are only applicable in Scotland, and PL's granted in Northern Ireland are only applicable in Northern Ireland. Personal Licences can only be granted to residents of the separate jurisdictions. Visiting exhibitors from outside of the UK wishing to sell or supply alcohol within the venue are required to be authorised under a UK personal licence and to adhere to UK legislation.

Food Sampling

30 The acceptable sampling sizes for food samples are as follows:

- Bite-sized portions
- Individually wrapped items (for off-site consumption only)

31 Sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimise the risk of cross-contamination. The guidance below should be followed:

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers
- Samples should be clearly segregated from other stock
- It is recommended that samples be offered to customers from plates or small bowls
- If food items are being used to take samples of food from dishes/bowls e.g. using a breadstick to sample a sauce, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve broken pieces)
- Large bowls or mounds of food for sampling should be avoided, as this increases the risk of people putting fingers into the food
- Customers should not be allowed to 'double dip' sampling sticks/spoons/food items
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned before being replenished
- Customers should be directed as to where to place any discarded items, such as stones, from food or sampling sticks/utensils
- Samples must not be offered from the blades of knives
- Where hot drinks are to be sampled, their cups must be fitted with close-fitting secure lids, otherwise the samples must be consumed within the exhibitors stand. A risk assessment should be carried out for such practice

Stand Catering & Hospitality

32 Organisers are requested to bring any such requirements to the attention of the venue during event licence negotiations. In such a situation, they will be happy to discuss these requirements and

endeavour to satisfy them either directly, or through one of their catering partners, or via an alternative, approved caterer. However, none of the venue's caterers are required to provide facilities that are considered to be commercially non-viable.

33 General catering requirements must be discussed and agreed with the venue well in advance of the event to ensure successful delivery. These discussions will result in the creation of a mutually agreed catering plan for each event.

Sale of Food and Drink from Exhibition Stands
34 Permission for the sale of food or drink from exhibition stands must be sought from the venue and this will only be granted if it is clearly for off-site consumption. Whilst rare exceptions may be made, they are only on a case by case basis and only with the venue's agreement.

Hospitality Catering
35 The venue's hospitality catering partner offers a full hospitality service in private rooms and must be used to supply any alcohol and/or hospitality that is required on exhibition stands, unless specifically agreed by the venue. Exhibitors must additionally satisfy all food safety and health & safety requirements and supply the name of a nominated, authorised person.

36 If exhibitors wish to provide visitors to their stand with hospitality catering of any kind, they are required to obtain the food and drink from the venue's hospitality catering partner. Exhibitors are not permitted to bring their own food and drink on to their stands.

37 If, in the opinion of the catering partner, an exhibitor contravenes the above and provides a significant level of hospitality catering from its stand, the catering partner reserves the right to charge a corkage or concession fee.

38 Under normal circumstances, the venue will not permit any other caterers to provide corporate hospitality. However, if a bona fide catering company is exhibiting at an event, permission may be granted for them to provide their own hospitality, subject to the payment of a concession fee and the details of the Personal Licence holder's licence. If this situation arises, it should be discussed with the venue during event licence negotiations.

Alcohol

Alcohol Legislation
39 A venue's entire exhibition floor space is covered under the venue's Premises Licence. The venue will be able to further clarify the organiser's obligations and the requirements for each event under the legislation.

The venue's Designated Premises Supervisor is the prime authority for licensable activities within the venue.

Build-Up and Breakdown
40 The consumption of alcohol within the halls during build-up and breakdown is not permitted.

41 Alcoholic drinks will not be available from the catering outlets within the halls during these times.

42 The venue may operate a drugs and alcohol monitoring service. Please discuss this with the venue.

Event Open Period
43 Where alcohol is sold or served by the venue's official caterer, this will automatically be covered by one of their Personal Licence holders. The event profile may also preclude the provision of alcohol during event open days, e.g. where large numbers of children are present, or during cultural or religious events.

44 In Scotland, the following is compulsory: Training records must be kept by the Premises Manager and a "Challenge 25" policy implemented with posters displayed. Any person involved in the dispensing of alcohol must have completed the minimum 2 hours training on the Scottish Licensing Act 2005.

45 In exceptional circumstances, and at the venue's sole discretion, where alcohol is to be served from a temporary outlet which is not managed by one of the venue's catering partners, the following applies:

- The organiser must contact the venue, supplying all of the information requested, together with a highlighted floor plan of the event no later than 28 days before the event
- The venue will confirm agreement in writing to allow the sale or supply of alcohol from the areas requested
- The catering/bar operating company must have a Personal Licence holder present on-site (in some instances, a named, authorised representative may suffice) and comply with the venue's Premises Licence conditions and also the following conditions:
- The terms of The Licensing Act (2003), Scottish Licensing Act (2005) and subsequent legislation
- The Weights and Measures (Specified Quantities) (Unwrapped Bread & Intoxicating Liquor) Order 2011
- Alcohol can only be served during the hours stipulated in the venue's Premises Licence (please contact the venue for clarification)
- Service staff must be over the age of 18
- Products for retailing/sampling must be held in a secure area
- Alcohol may not be served to anyone under the age of 18, or anyone who appears to be under 18 (unless proof of age is shown)
- Alcohol must not be served to anyone who appears to be under the influence of alcohol

Non-compliance

46 If any bar operator or exhibitor fails to comply with the conditions under which the sale or supply of alcohol is agreed, their activities will be curtailed and, depending on the severity of the breach, they may also be banned from site.

Health & Safety

Kitchens & Stands Processing & Serving Food

47 Kitchens must comply with the stand fitting regulations and be enclosed with ½ hour fire-resisting construction. Where they exceed 6m in either length or breadth they must be provided with two separate exits, sited remotely from each other. One of these may be by way of the associated restaurant or adjacent floor area. A suitable, non-slip floor covering must be provided on the service side of the counter and in the kitchen. Carpeting is not suitable.

48 The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage (refrigeration & ambient) and water and waste facilities.

Equipment

49 Any equipment, including utensils and food containers, which are likely to come into contact with food must be kept clean, in a hygienic state of repair and be constructed of materials that are not absorbent and easily cleanable.

Cookers and Ovens

50 Cookers, ranges and hobs must operate on mains gas or electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted. See Venue Specific Rules.

51 Gas-fired cooking and heating appliances must be installed by Gas Safe registered fitters, in rooms or enclosures specially approved for the purpose and ventilated directly (where possible) to

the open air. They must be situated well away from any combustible materials and mounted on suitable, non-combustible, heat-resistant bases.

Deep Fat Fryers
52 Deep fat fryers shall be located on stands so as not to endanger anyone in a gangway in case of flashover. They must be provided with thermostatic controls which will cut out at 200°C in accordance with BS EN 60335-2-37:1996, IEC 60335-2-37:1994 (Electric) and BS EN 203-1:1993 (Gas), to prevent overheating of the oil and subsequent flashover. All fat fryers, including table top fryers, shall be guarded with suitable, protective shields when positioned in close proximity to visitors and shall be installed and operated in accordance with the relevant standards. See Venue Specific Rules.

First Aid Equipment
53 Each stand or kitchen where open food is handled, prepared or dispensed, must hold a suitable and sufficient first aid kit including blue plasters (complying with the Health and Safety (First Aid) Regulations).

Fire Safety
54 Each kitchen or stand where cooking or heating of food is taking place, must be provided with fire-fighting equipment and staff trained to use it. A separate fire risk assessment which is specific to the venue and event must also be carried out.

Waste & Ventilation
55 Designated disposal facilities must be made available for food and other waste substances. Waste materials, however innocuous, must not be abandoned on-site and must be stored and disposed of in the appropriate way, in suitable, closed containers and in compliance with environmental regulations.

56 Waste water must be disposed of in a safe and hygienic manner. It must not be deposited down any hand-washing facility, or in any of the sanitary accommodation throughout the venue or down the floor ducts. Refer to the venue or organiser for venue specific controls and procedures.

57 Waste oils and fats are categorised as hazardous waste and as such have to be disposed of under strict conditions. Each exhibitor/caterer is responsible for removing its own waste oils and fats from the venue. Cleaning/disposal charges will be incurred if any such products are left on-site.

58 Where cooking is likely to create a high concentration of smoke or airborne fats e.g. barbeques, grilling or frying, such activities will be subject to prior agreement by the venue and it may be necessary to ventilate the stand to the outside air.

Venue Specific Rules

Scottish Event Campus (SEC) – Cookers and Ovens
59 SEC allows the use of LPG for cookers, ranges and hobs.

The O2 & ExCeL London – Deep Fat Frying
60 No deep fat frying is permitted in any of the special event spaces at The O2 or ExCeL London.

Ricoh Arena – General
61 External catering companies, which are not part of the on-site catering contract with the venue's catering partner, will need to go through an audit process – any costs associated to this process will need to be covered by the external catering company or client. Please speak to your Event Manager for further details.

Children 15

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Other relevant sections:
Crèches **p43**

Subsections:

- General Guidance

General Guidance

1 Children under 16 are not allowed in the halls during build-up and breakdown.

2 A clear policy, including a lost child procedure, must be in place with regard to allowing children entry to the event. This must be communicated to all relevant parties.

3 Any event which has a large number of children attending as visitors must have an enhanced security/stewarding presence, in accordance with the requirements identified in the event risk assessment.

4 If children are to perform at an event, the organiser must comply with the Children and Young Persons Act and the Children (Performances) Regulations, which set out maximum performance and rehearsal times and minimum intervals for meals and rest. The venue must be informed of the intention for children to perform at an event within the timescale required by the venue. A risk assessment must be carried out for each child.

5 Licences for children are provided by their local authority; for children not registered in the UK, the venue's local authority can provide licensing, subject to conditions.

6 Consideration should be given to those events which include children as an integral part of the activity and where they could be required to rehearse during build-up periods. Where this is the case, organisers have a duty to ensure adequate insurance provision and to specifically include this aspect of the event in their risk assessment.

7 If children are to work, including voluntary work experience, at an event, the organiser must comply with the Children and Young Persons Act, which sets out when and where children are permitted to work and the circumstances in which a child employment permit may be required. The venue must be informed of the intention for children to work at an event no later than 28 days prior to tenancy. A risk assessment must be carried out for each child.

Connectivity (Wi-Fi) 16

Click here to return to main navigation page

Subsections:

- General Guidance
- Answers to Frequently Asked Questions
- What to Discuss with the Venue
- What to Ask Exhibitors and Other Event Participants

General Guidance

1 Event organisers are strongly advised to consider the complexities of providing Wi-Fi technology for a large number of users in an event environment and to liaise with the venue well in advance of the event to avoid disappointment.

2 The demands placed on Wi-Fi technology have increased dramatically from the basic domestic or bar/cafe environment to the requirements of the professional business user. The high density and complex live event environment generally requires advanced planning with experienced partners to avoid congestion and connectivity problems – deployment of "out of the box" solutions will typically lead to disappointing results.

3 The primary Wi-Fi challenges within a live event environment are that networks not specifically designed to serve large numbers of modern laptops, smartphones and other devices will not generally be powerful enough, plus the impact of competing "rogue" Wi-Fi networks set up unofficially by exhibitors and other event participants causes interference and impedes performance further still.

4 PMSE (Programme Making and Special Events) licences must be obtained from Ofcom for any wireless equipment, such as radios, microphones and cameras. Organisers, exhibitors and suppliers bringing wireless equipment to an event are responsible for ensuring that it is compliant. Systems that operate in the following ranges are exempt from licensing:

- UHF: 863.100-864.900MHz (hand-held transmitters of 10mW and body-worn transmitters of 50mW)
- VHF: 173.700-175.10MHz
- Audio equipment below 10 mW: 2.400-2.4835GHz

Licence exemption does not provide users with any form of protection from other users and there may be heavy sharing at certain locations. The ability of equipment to withstand interference may depend on its design, quality and robustness.

Further information on wireless equipment licensing can be obtained from Ofcom at PMSE@ofcom.org.uk / 020 7981 3803 (weekday office hours) / 07866 423619 (outside office hours).

5 The following section provides some technical guidance to Wi-Fi technology, explaining the factors organisers will need to consider to ensure their expectations are realistic and achievable.

Answers to Frequently Asked Questions

What is Wi-Fi?

6 Wi-Fi technology allows an electronic device to exchange data wirelessly (using radio waves) over a computer network, including high-speed internet connections. A device that can use Wi-Fi (such as a personal computer, video game console, smartphone, tablet, or digital audio player) can connect to a network resource such as the internet via a wireless network access point. Such an access point (which may broadcast a hotspot) has a range of about 20 meters (65 feet) indoors and a greater

range outdoors depending on the model and power of antennas. Wi-Fi coverage can be restricted to an area as small as a single room, by walls that block radio waves or extend to many square miles, achieved by using multiple access points.

What are its limitations?

7 Connecting to poorly planned Wi-Fi networks in busy enclosed event environments can be problematic. This is often due to either of the factors described in para 3: either a network not designed to service the density of the devices that require connections or because other systems are causing interference.

8 Wi-Fi devices use one of two bands to connect. These are 2.4 GHz (802.11b, g or n) and 5 GHz (802.11a or n). The majority of smart phones (including the older generation Apple iPhones), and older laptops, all work on the 2.4 GHz band which due to the limited amount of separate channels to communicate on may become congested quickly. This limitation is typically due both to insufficient planning of the wireless network and to the way some devices interact with the network (regardless of how robust it is). 5 GHz Wi-Fi currently offers a much better performance in these environments due in most part to it having more channels to communicate on and fewer devices at the current time that can use it.

Are there technological solutions available to remedy this?

9 Yes, with the appropriate planning, communication and expectation setting, thousands of people can connect to 2.4 GHz and 5 GHz Wi-Fi networks. In the longer term 5 GHz networks will ease the current congestion of 2.4 GHz networks, which still work well and are widely used by businesses on a daily basis. However, Wi-Fi technology should still be considered as a "good" connectivity option by organisers as opposed to the "best" option of wired connection. Wired connections will perform better since the risk of external factors impacting the service is considerably less.

Why is the provision of Wi-Fi in event venues different from coffee shops, hotels etc.?

10 Size, scale and use. Whilst a coffee shop or hotel bar/lounge Wi-Fi infrastructure is generally adequate for a small number of users checking emails, it would not be able to cope with a much larger number of business users accessing more data-intensive functionality. The expectations of business users in an event environment are much higher too. Therefore, it may be important to convey to your event participants that a paid-for, "Business Class" Wi-Fi solution is necessary in order to give them the same experience and capabilities that they have to pay for in their office locations or, generally, in hotel rooms.

What causes interference with Wi-Fi that is different to other installations?

11 The following are some of the factors that can cause interference to Wi-Fi connectivity:

- Third-party wireless networks in close proximity
- Some lower specification microwave ovens
- Some older cordless phones
- Bluetooth devices
- Wireless video cameras
- Some audio senders
- Outdoor radio links
- Some wireless game controllers
- Zigbee devices (input devices such as mice/keyboard/wands etc. with longer range than say infrared that does not rely on 'line of sight')
- Some fluorescent lights
- Some poorly maintained electric motors
- Some industrial equipment
- Some physical barriers (including exhibition stands and other event structures)
- People – the human body is anywhere from 45 percent to 75 percent water depending on age and fitness level, and water can hamper Wi-Fi speeds as radio waves do not penetrate water as well as air

Does Wi-Fi need wires?

12 In most cases yes; because of their permanent nature access points within a venue will be wired to provide the highest quality connectivity to the core network. Additional access points can be added wirelessly (a technology called meshing) – typically this is done to add more Wi-Fi coverage in outdoor areas.

When should Wi-Fi use be planned?

13 As soon as possible. Early planning is strongly recommended and encouraged by venues, many of whom offer discounts for early orders. This allows any potential issues to be discussed and worked through rather than encountering problems during the event.

What to Discuss with the Venue

14 To ensure that you understand exactly what Wi-Fi connectivity the venue will be able to deliver during your event and can accurately set your customers' expectations, you will need to discuss the following with your Event Manager:

15 How much Wi-Fi bandwidth does the venue have to offer?

16 Does the venue have a Wi-Fi provision in the:

- Public areas
- Meeting rooms
- Halls

17 Is the Wi-Fi provision free of charge or a paid for service in the:

- Public areas
- Meeting rooms
- Halls

18 Is the Wi-Fi provision likely to cope with the way you expect it to be used at your event, for example:

- Checking emails
- Streaming video
- Research projects
- Running websites & demos

19 What is the maximum number of concurrent users your system allows for, and how much bandwidth could each user expect as a minimum during maximum utilisation?

20 Can the venue increase the amount of internet access? This may solve "slow" Wi-Fi networks since it's actually the internet connection that is the bottleneck.

21 Is this number based on an even spread throughout the venue?

22 Do you have any way of increasing capacity in high density areas, such as cafes?

23 What system does your venue use for logging users on, how easy is it and is there any opportunity for the landing page to be sponsored and provide a possible revenue stream?

24 Do you allow event participants to create their own Wi-Fi networks following the purchase of a hard wired connection? Note: most venues will not allow this as independently set-up Wi-Fi networks will cause interference with the official infrastructure, impacting on the quality of all other networks.

25 Do you actively manage and potentially shut down rogue/unauthorised Wi-Fi networks? Note: most venues will do this although in cases where they do not, or where they make concessions from

time to time then your event participants will still need to be completely familiar with the technology and follow the following guidelines:

- Hide the SSID so only specified devices can find it
- Avoid open Wi-Fi access, as allocated bandwidth will very quickly be used up by surrounding exhibitor and visitor devices. This may then result in an inferior experience
- If the wireless router has the option it should be set to the lowest power setting so it does not broadcast across the venue and cause interference with other networks
- If a wireless router is being used for hard wired distribution then the wireless element should be turned off
- Where the option is available and the client is compatible, only the 5 GHz frequency should be broadcast. 2.4 GHz is unlikely to work so it will simply add to the interference in the venue. If it can be turned off better connectivity will result
- If an access point has multiple radios from which it may broadcast and only one is required the others should be disabled
- Most venues reserve the right to terminate connections should they cause interference with the rest of the show

What to Ask Exhibitors and Other Event Participants

- What do you intend to use the Wi-Fi network for?
- Hard wired solutions offer a more robust connection, would this serve your needs better?
- How many devices are you intending to connect to the network?
- How many concurrent users do you expect?
- What levels of data transfer are you anticipating?
- Are those devices using the latest software upgrades (iPhones, iPads etc.), as this may affect their connection as opposed to the infrastructure that is put in place?
- Even on wired connections do you have the 'Administrator' right and credentials for any computers and devices you plan to use as these may be needed to configure the connection?
- Will the event be utilising a mobile app? If so what size is it (e.g. 10Mb), will users upload the app before attending the event, or on-site, and would there be updates/downloads for the duration of the event?

Crèches 17

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Other relevant sections:
Children **p38**

Subsections:

- General Guidance
- Statutory Requirements
- Venue Submission

General Guidance

1 In order to ensure that all relevant legislation and guidance is followed, organisers should appoint a professional crèche company to run any crèche at their event.

2 The design and location of the crèche must be discussed with the appointed company, before a room is designated for this purpose, as there are a number of specific conditions that must be met.

Statutory Requirements

3 The crèche company may need to register the crèche premises with Ofsted.

4 Due to its temporary nature, an event crèche is exempt from registration with Ofsted if it is caring for children under eight for four hours or less each day.

5 However, any crèche providing care for individual children for longer than four hours will need to be notified to Ofsted by means of an Exemption Notification Form, no later than 14 days in advance.

6 Further details can be found in the Early Years and Childcare Registration Handbook, published by Ofsted and the Statutory Framework for the Early Years Foundation Stage, published by the Department for Education.

Venue Submission

7 Crèche provision must be considered in the event risk assessment.

8 Details of the proposed location and layout of the crèche must be submitted to the venue no later than 28 days prior to tenancy.

Crowd Management 18

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Subsections:

- Pre-event Planning
- During the Event

Pre-event Planning

1 The organiser must inform the venue of anticipated attendance figures for the event during tenancy negotiations, in order that suitable halls and dates can be agreed, taking into account the maximum permitted safe capacities and concurrent tenancies. If the organiser subsequently foresees a change to these initial figures they must inform the venue.

2 The organiser has a legal duty to ensure that adequate safety controls are in place, taking account of the three main influences on crowd behaviours:

- Design (access to facilities and services)
- Information (signage, flyers etc.)
- Management (stewarding, information and help points)

The following should be considered during both normal and emergency circumstances:

- Ingress (access routes, visitor arrival flows, queuing space and entrances)
- Circulation (concourses, areas around facilities)
- Egress (exit routes and exit-gate widths)

Where crowd safety management is not provided by the venue, the organiser must use the services of a competent crowd safety management team.

3 The floor layout must take into account any significant features, viewing/queuing areas, goody bag distribution points etc. which may lead to crowding in any one area and sufficient space must be allowed in order to avoid 'hot-spots'. The venue may require some or all of the following measures to be considered where potential crowding issues are identified:

- Amendments to the layout plan to incorporate space for additional catering areas, wider gangways, queues and viewing areas
- Pre-sold tickets only, with a limit on ticket sales for each day
- Early opening time to avoid queuing in public circulation areas
- Separate ticketing arrangements for theatres
- Alteration of seating arrangements
- Other considerations for specific events, e.g. where large numbers of wheelchairs, prams and/or small children are anticipated

4 During the planning process, the organiser must provide the venue with the following information:

- Anticipated attendance with details of advance ticket sales or registration figures
- Daily breakdown of anticipated attendance as and when requested by the venue
- Number of complimentary tickets; details of special offers and marketing campaigns
- Mix of visitors, e.g. male/female, children, babies, senior citizens and any other groups with special requirements, e.g. people with disabilities
- Profile of ticket sales and 'turn around', e.g. how long the visitors stay and at what time the majority arrives
- Anticipated number of coaches/group bookings, if applicable
- Location of registration desks/ticket kiosks and catalogue points

- Cross-over of sessions, e.g. matinee and evening

5 Potential hot-spots and queuing areas should be identified and additional stewarding staff booked to manage these areas. Stands carrying out demonstrations should not be grouped together and must have a viewing area within the stand. It should be noted that gangways are not viewing areas. Features that attract high numbers of visitors may require specific arrangements (depending on the visitor profile), such as 'pit' areas, suitable barriers and a show-stop procedure.

6 The organiser must ensure that there are sufficient entrance widths, registration and ticketing staff in relation to anticipated visitor numbers and predicted arrival flows. Sufficient queuing space is required for normal ingress but also for contingency/delays on entry. It may be necessary to open registration/ticket desks early where it is anticipated that large queues may form. The welfare of those queuing should also be considered, e.g. holding area, toilet and catering facilities, and separation from traffic.

7 Where the anticipated number of visitors may exceed the hall capacity figure issued by the venue, the following must be implemented:

- Daily monitoring of pre-sold ticket sales
- Consideration of suspension of advance ticket sales to allow for a walk-up audience
- Additional signage
- Additional information on the event website
- Discussions with the venue regarding visitor management and delay to entry plans
- Use of media to advise that event is sold out

During the Event

- There must be a clear management structure and lines of communication
- Visitor numbers within the hall must be monitored
- Effective stewarding and sufficient staffing levels must be in place
- Queuing areas should be identified for different groups, e.g. ticket holders, ticket purchasers
- Additional kiosks/desks, where available, should be used as necessary
- Signage should be used effectively to facilitate the queuing process and keep visitors informed of arrangements

8 If visitor numbers are close to reaching the hall capacity, the following arrangements should be followed:

- Ticket sales should be suspended to avoid closure
- Entry of visitors into the hall should be suspended if necessary and the venue will advise the organiser when re-entry can commence
- All stewarding and security staff should be put on standby to ensure they are in the correct positions
- Queues must be safely managed
- Specifically if a hall is closed, security and stewarding staff must hold visitors away from turnstiles and ticket points and the organiser must effectively communicate that entry has been suspended
- The organiser should also make a separate room available for handling complaints and ticket refunds
- Any incidents in connection with overcrowding should be notified to the venue

Customs and Excise 19

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Subsections:

- General Guidance

General Guidance

1 Exhibitors importing goods must contact Customs and Excise. Customs clearance of goods takes place at the port of entry.

2 The organiser is advised to appoint a freight forwarding contractor who can arrange clearance on behalf of exhibitors, as well as transport to and from the venue and on-site lifting.

Dilapidations / Damage to Venue 20

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Subsections:

- General Guidance

General Guidance

1 All necessary precautions should be taken to protect the fabric of the building from damage during the construction and dismantling of stands and features.

2 Any damage to the venue, over and above normal wear and tear to the building will be charged accordingly.

3 This includes the removal of carpet tape, fixings and nails not removed by the contractors after the event, and any damage to the floor caused by the use of unapproved tapes and fixings.

Electrical Installation & Testing 21

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Subsections:

- General Guidance
- Competence Requirements and Definitions
- Note on UK Electrical Supplies
- Stand Installations
- Testing
- Re-Testing
- Modification or Addition to Stand Installations
- Appliances
- Responsibility
- Floor Ducts & Service Tunnels/Overhead Walkway
- Main Switchgear & Distribution
- Earthing
- Electrical Wiring
- Lighting Circuits
- Special Lighting Systems
- Separated Extra Low Voltage Lighting Systems
- Protection of Wiring
- Local Switches & Socket Outlets
- Electric Motors
- Guarding Equipment
- Transformers & Frequency Converters
- Space for Working
- Chokes & Capacitors
- Lighting of Cages
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- Electrical Discharge Lamp Installation
- Electrical Cookers, Kettles, Irons, Radiators etc.
- Batteries
- Harmonic Distortion
- Electromagnetic Compatibility
- Mains Supply
- Mains Supply Cables
- Appendix 1: Forms
- Appendix 2: Inspection & Testing regimes
- Venue Specific Rules
  The O2 – General

General Guidance

1 The Electricity at Work Regulations, notably regulations 4 and 16, describe the requirement that "All (electrical) systems shall **at all times** be of such construction as to prevent, so far as is reasonably practicable, **danger**" and that "No person shall be engaged in any (electrical) work activity where technical knowledge or experience is necessary to prevent **danger** or **injury**, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work". The official HSE guidance to the Electricity at Work Regulations suggests that "BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the Regulations". Absolute compliance with the BS 7671 standard is therefore generally considered to be the strongest legal defence for any given party in the event of legal action following an electricity related accident, and some AEV venues may subsequently make this approach to electrical work a

condition of tenancy.

2 However, unless stated otherwise as a "Venue Specific Rule" official eGuide adopting venues have agreed to accept the following, modified guidance as an acceptable minimum standard for electrical installation within their halls (effective from July 1st 2012). This is an independently created methodology, developed from 2008 by a specialist ESSA/AEV facilitated task force consisting of senior members of the event venue, electric and safety communities, and where adopted is believed, by them, to deliver a strong legal defence given the unique operational challenges in the event production environment. Under the auspices of the general eGuide committee, the task force is road-mapped to review and develop this guidance on an ongoing basis against future legislation and emerging technological and methodological advancements and remains proactive in seeking comment and insight from both inside and outside of the event industry.

3 It is stressed, however, that venues, organisers and electrical contractors must all make their own decision as to what constitutes compliance with the law by means of a suitable and sufficient risk assessment (taking into consideration the unique profile of each project and, where appropriate, advice from their health and safety adviser, legal representative and insurer).

Competence Requirements and Definitions

Electrician (testing, labour control, fault finding)
4 Qualified to the standard of City and Guilds 2360 part 1 and part 2 or City and Guilds 2330 part 1 and part 2 – or equivalent – plus in either case an appropriate 17th edition qualification.

Competent Person (installation)
5 Qualified by training and experience having worked in the exhibition electrical industry for at least 5 years, and be able to prove this via provision of a reference from a ESSA/AEV Technical Committee member or AEV/ESSA Board Member, or possession of a professional card such as a JIB card, or others as stipulated by ESSA/AEV Technical Committee.

Mates Wirer, helper
6 Always under supervision, working with a competent person or electrician.

Apprentice
7 Undergoing educational training. Never works unsupervised.

Labourer
8 Can mechanically fix no part of the wiring process. Never works unsupervised.

Note on UK Electrical Supplies

9 For non-standard voltage and frequencies, the client may be allowed to bring suitable voltage transformers and frequency converters if written permission is given by the venues approved person. The venue will not supply electricity to any installation, which does not comply with these regulations or requirements.

Stand Installations

10 It is the responsibility of the persons undertaking the electrical installation to ensure that the specifications for installation laid out in this document have been complied with and that they have either (if suitably qualified) **undertaken appropriate inspection and testing themselves** to verify compliance **or have arranged for the event's official electrical contractor to do so**.

11 Orders for all temporary supplies for use during build-up or breakdown shall be placed with the official event electrical contractor, together with full details of the specific intended use of the supply; this must be approved in writing by the official contractor as appropriate.

Testing

12 The person undertaking the testing and inspection must be an Electrician as defined by this document.

13 Once the installation is complete the Electrician must carry out a visual inspection. Upon satisfactory completion of the inspection, a series of tests must be carried out. The first tests need to be carried out with the supply turned off, and the results recorded on a test form as shown in appendix 1 of this document.

14 Once these "dead tests" have been successfully completed the electricity supply can be connected, energised and live testing undertaken. If the supply requires energising by the venue, the Electrician must sign and submit the test form to the venue. On receipt of a correctly completed and signed form the venue will, energise the system. If a test form or an installation is found by the venue to be unsatisfactory, the Electrician responsible for the installation shall be advised and the supply will not be connected or may be disconnected by the venue. The Electrician, must rectify all faults and advise the venue when the installation is ready for re-inspection by resubmission of a test form. Test forms must be equivalent to the sample in appendix 1.

Re-Testing

15 Where stands are being tested by the event's official electrical contractor and fail the test as a result of the installation not being finished, a charge will be made for re-testing. Also, where stands fail the official contractor's test, for whatever reason more than twice, a charge will be made for re-testing.

Modification or Addition to Stand Installations

16 If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be recorded, tested and inspected by the Electrician undertaking the inspection and notified to the venue.

Appliances

17 It is the owner or user's responsibility to ensure that portable appliances are safe to be plugged into the electrical system. The event organising company must ensure that the product owner is aware that it is their responsibility to make certain their appliance is safe.

Responsibility

18 The venue will not accept responsibility for:

Delays

19 Delay in energising installations found unsatisfactory or where insufficient time has been allowed for testing.

Faults

20 Any faults discovered in installations after testing and energising by the venue.

Floor Ducts and Service Tunnels/Overhead Walkways

Exclusion

21 Ducts set into the floors of the hall and the service tunnels under the floors of the halls, where applicable, do not form part of the hired floor space. Access to and use of the floor ducts is limited to employees of the venue, or contractors employed by the venue, for the purpose of installing main supply cables and piped services.

Limited Use

22 The venue will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of the venue mains installer and that such use has been agreed in writing, prior to the commencement of the licence period.

Access

23 No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the venue mains installer or his nominees.

Main Switchgear and Distribution

Block Mains

24 A single mains cable may be installed to supply a block of up to six adjoining stands. Approval will only be given for this where the electrical installation is on continuous walling, on all stands within the block *and* is the responsibility of a single contractor. The crossing of gangways via fascia or floors with sub-mains shall be prohibited, unless where authorised by the venue.

25 24 hour VENUE mains supplies shall **NOT** be used as block mains, unless authorised by the venue.

26 Specialist exhibitions that necessitate 24 hour block mains will be considered for exemption from this ruling provided that suitable and sufficient risk assessments accompany the request which must be presented to the venue no later than 28 days prior to the exhibition build up.

Minimum Cable Size (Sub-Mains)

27 The minimum acceptable cable size (subject to 20A loading) for the wiring of block sub-main supplies shall be 2.5mm².

Isolation

28 Each mains supply shall have its own means of isolation. Each of the stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the stand.

Location of Boards

29 Distribution boards and similar equipment shall be installed adjacent to the fused isolators provided by the venue. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator provided by the venue to be fixed thereon. The distribution board shall be provided with suitable cable entry protection and tested prior to arrival on-site.

30 Switch and fuse gear, motor controls, starters etc. shall be readily accessible, suitably connected and out of reach of the public. The electrical contractor responsible for the stand installation shall supply suitable cabling to connect his installation to the fused isolators on the main supply cables supplied by the venue.

External Supplies

31 Supplies external to halls shall generally be limited to a maximum rating of 100 amps 3 phase Neutral and Earth or 100 amps single phase Neutral and Earth.

32 Where circumstances dictate supplies exceeding 100 amps as absolutely essential, these will only be provided following full consultation with the venue.

33 Earth leakage (RCD) protection of not more than 30 mA rating shall be provided (by the official electrical contractors) for all wiring beyond the termination point of the venue's supply.

Earthing

Regulations and Codes of Practice

34 Metal conduit, metal casing of apparatus, frames of motors etc. shall be efficiently bonded to earth using the earthing system provided within the venue's permanent electrical distribution system. This regulation shall apply to all matters covered by the British Standard 7671 (IEC 364) referred to in clause 1. Where separate special regulations and codes of practice have been prepared and approved by the Authorities (e.g. electrical installations in caravans, electromedical equipment, "all insulated apparatus", and appliances which conform to the standards of double insulation) the current edition of these special regulations shall take precedence.

Lighting Fittings

35 At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

Metal Framework

36 Where the electrical bonding to earth of metal framed stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor which terminates at the venue's electrical supply. The bonding conductor shall have a minimum cross section area of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation.

37 Where block mains are employed on metal framed stands, the stand framework shall be bonded at the incoming main position and also at the termination point of **every** sub-main. The bonding conductor shall have a minimum cross section area of 6mm².

Insulation Sleeving

38 Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

Use of Residual Current Devices (RCD's)

39 Final circuits rated up to 32A shall be provided with additional protection to reduce/control the risk of electric shock from direct contact by the fitting of an RCD with an operating current not exceeding 30mA and a tripping time not exceeding 40mS at 5IAN. RCD's are considered as supplementary protective devices and should be installed in addition to an approved rated fuse or other excess current devices. RCD's shall be performance tested immediately before or at each show and at least annually.

Electrical Wiring

Material Specification

40 Stand wiring may be thermoplastic, elastomeric or other plastic sheathed cable, not less than 1.5mm² cross sectional area and 300/500 volt grade, complying with the relevant and current British Standard and with a current density not exceeding that recommended in the relevant and current British Standard.

41 Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in the relevant and current British Standard.

Identification

42 Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS 7671 (IEC364).

Joints

43 Joints shall not be made in cables except where necessary as a connection to equipment/accessories. In such cases insulated screwed connection shall be used, and shall be in totally insulated enclosures.

Metal Sheathed Cable

44 Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.

Current Capacity

45 Current capacities must be in accordance with the "exposed to touch" conditions of BS 7671 (IEC364). All joints, connections, terminations and fixings etc. must be made using accessories, which are specifically designed for use with the type of cable installed.

Excess Current Protection

46 All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

Lighting Circuits

Maximum Capacity

47 Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected the appropriate reduction shall be made (normally to 800VA). All apparatus over 1000 VA shall be individually fused.

Mains Load

48 Where the lighting load to any stand or feature is in excess of 14000 VA, the circuit shall be arranged to be suitable for connection to a 3 phase supply with neutral and phase conductors being of equal size.

Flexible Cords

49 Flexible cords or cables used in approved manufactured systems for circuit wiring shall have a cross sectional area of not less than 1.5mm^2 and comply with the relevant and current British Standard.

50 Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

51 For static appliances, flexible cords shall not exceed 2 metres in length and for mobile appliances (e.g. vacuum cleaners) the length shall be kept to a minimum.

Lamp Holders

52 Lamp holders of lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lamp holders. Lamp holders using spikes for connections shall not be used.

Suspended Lighting Fittings

53 Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

Special Lighting Systems

Track Lighting Systems

54 These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of "Earthing" and "Protection of Wiring" sections.

Other Lighting Systems

55 Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with **all** other aspects of these regulations. Where a system is wired in flexible cords and cables wholly or in part, an RCD of maximum rating of 30mA tripping current shall be installed at the source of the installation and fitted in an accessible position for switching, testing and resetting purposes. Suitable overcurrent protection must be provided.

Client's Own Equipment

56 Where "client's own" equipment is used this must comply with all regulations and is subject to testing and spot checks.

Separated Extra Low Voltage Lighting Systems Previously Known as Safety Extra Low Voltage Lighting System

Transformers

57 Multiple connection Separated Extra Low Voltage (SELV) Transformers shall be of Class II safety isolating type conforming to the relevant and current British Standard, or providing an equivalent degree of safety, having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the venue.

58 Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manually set and shall include the rated transformer power output in VA.

Positioning

59 Particular care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

Cable Sizing

60 Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts. Cabling from SELV transformers supplying Extra Low Voltage track shall be of sufficient size for the full current rating of the transformer.

SELV Fitting

61 Shall comply fully with IEC598 and the relevant British Standard.

Catenary/Uninsulated Pole Low Voltage Systems

62 The use of uninsulated catenary or uninsulated pole separated extra low voltage systems is prohibited.

Earthing of SELV Equipment

63 Secondary windings of SELV transformers, fittings and lighting track connected to same **shall not** be earthed.

Power Circuits

64 Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, the maximum rating of the over-current protective device shall be 16A amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit. A 30mA RCD protective device shall be fitted.

Coils/Reels of Flexible Cord/Cable

65 Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

Protection of Wiring

Final Stand Wiring

66 All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials including flooring used to provide mechanical protection shall be efficiently continuously bonded to earth. Where tough overall sheathed cables are used without further protection, e.g. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. A 30mA RCD must be fitted to final stand wiring circuits up to 32A.

Temporary Supplies

67 The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if 30 mA RCD protection is installed.

Local Switches and Socket Outlets

Local Switches

68 Local switches shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards.

Socket Outlets

69 Socket outlets shall be of the switched type to BS 1363 (198A) of metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable cable entry protection.

70 Socket outlet enclosures shall be securely fixed to walls, partitioning or floors in such way that they shall not be subject to mechanical damage and shall be located not less than 2 metres (measured horizontally) from any sink unit. Suitable consideration must be given to the ingress of moisture. Wall sockets shall be a minimum of 300mm above floor or work surface level.

Water Heaters

71 Water heaters shall be connected via fused spur outlets **– NOT SOCKET OUTLETS.**

Floor Sockets

72 Where a floor mounted socket outlet is essential, it shall be adequately protected from the accidental ingress of water, and shall be of surface mounted pattern.

Plugs

73 Not more than one flexible cord shall be connected to one plug.

74 The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non flexible cords shall not be connected into plugs.

Adaptors

75 Multi-way plug-in type and bayonet adaptors shall not be used.

76 The use of trailing/block type 4 way fused sockets shall be restricted to the following: One 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.

77 A maximum flexible cord length of 2 metres from plug to trailing block unit.

Electric Motors

Isolators

78 Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

Starting

79 Motors in excess of 7.5 kW (10 hp) shall be fitted with current limiting devices for starting, e.g. shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to the venue for dispensation.

Overload and No Volt Release

80 Every motor in excess of 0.375 kW (½ hp) shall be fitted with a starter having an overload release in each phase line.

81 Every motor shall be provided with a suitable means to prevent automatic restarting after a stoppage, due to a drop in voltage or a failure of the supply, where unexpected re-starting of the motor might cause danger.

Guarding Equipment

Electrical Equipment and Exhibits

82 Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals etc. and accidental short circuiting.

Conditions of Operation

83 Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

Lighting Fittings

84 Lighting fittings mounted below 2 metres from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or damage to materials.

Heat Generation

85 Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings, which shall be made of non-combustible materials.

Transformers and Frequency Converters

Step-up Transformers

86 Step-up transformers shall not be installed without the written permission of the venue. Where such permission is requested, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms to the customary practice within a particular industry, no such permission will be required.

Step-Down Transformers

87 Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

Auto-Transformers
88 Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of the venue has been obtained.

Location
89 Transformers shall be placed in positions out of reach of the public and must be adequately ventilated.

Oil-Filled Transformers
90 Oil-filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.

Frequency Converters
91 The venue shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

Space for Working

92 Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.

Chokes and Capacitors

Location
93 Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and well-ventilated positions away from combustible material and shall be spaced at least 10mm therefrom by an air gap or by non-combustible material.

Connecting Wiring
94 Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1.0 metre in length shall be of PVC sheathed, PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by stand construction.

Lighting of Cages

95 Any artificial lighting of cages or enclosures for livestock shall be arranged outside the cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

Lighting of Signs

Fixing
96 Electrically operated or illuminated signs shall not be fixed on wood or cloth unless effectively protected by non-combustible material.

Construction and Wiring
97 Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords), which are related to the expected internal ambient temperature and adequately ventilated.

Location
98 Illuminated signs which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the public.

Lighting of Showcases

Externally

99 Unless the exhibits are of a non-combustible nature, showcases shall be illuminated from the outside only. A valid PAT test is required and the label clearly visible.

Internally

100 Internally illuminated showcases shall be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated. The minimum c.s.a of the cable shall be 1.5mm². The units shall be fused at the correct current rating to protect cable and equipment.

Battery Powered Lamps and Lighting

101 Individual lamps, powered by a dc battery supply are acceptable where the battery forms part of a self-contained lamp unit. At no time must dc supplies be connected by means of an external cable. Remote and lead-acid batteries must not be used to power lighting at any time. Wireless controlled lamps (usually LED colour changing) are acceptable where the antenna is a composite part of the lamp unit.

Electrical Discharge Lamp Installations

102 Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these regulations, and conform to the following conditions:

Location

103 The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the public.

Installation

104 The fascia or stand fitting material behind luminous signs of this nature shall be of non-combustible material and protected as required by BS 7671 (IEC364).

High Voltage Gear

105 High voltage gear shall be mounted on non-combustible material and protected as required by BS 7671 (IEC364).

Fireman's Switch

106 A separate electric circuit must be used to supply such signs or lamp exhibits, and shall be controlled by an approved pattern "Fireman's emergency switch" located in an accessible and visible position and labelled "Fireman's Switch" in a visible position in accordance with the Authority's requirements.

Approval

107 The venue shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on-site. No installation of this type will be permitted unless approved by the venue in writing.

Electrical Cookers, Kettles, Irons, Radiators etc.

General

108 The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons etc. shall be guarded where necessary and stood or mounted on non-combustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be

separately connected to the electrical supply. Electric cookers shall be wired on an independently fused final sub-circuit complete with 30mA RCD protection. All equipment shall be PAT tested and labelled.

Electric Kettles
109 Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

Adjacent Construction
110 Walls adjacent to all electrical cookers, irons, kettles, hotplates etc. shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation shall be provided.

Batteries

111 Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided that they are connected to a 24 hour supply (see also "Battery Powered Lamps and Lighting").

Terminals
112 All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non-conducting non-combustible material.

Switches and Fuses
113 A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

Charging
114 The battery charging unit shall be fitted with an approved type of automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged.

Times for Charging
115 The battery shall not be charged on the stand except at times when the public is not in the hall.

Charger Isolation
116 The circuit to the charger unit shall be directly connected to the venue's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

Enclosure
117 The vehicles or equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

No Smoking Signs
118 "No Smoking" signs shall be displayed in the vicinity of the charging operation.

Batteries Not in Use
119 Charged batteries not in use on exhibited vehicles or other exhibits shall be disconnected at both terminals.

Harmonic Distortion

120 The venue's mains normally provide an acceptably "clean" supply. However no protection is automatically incorporated to counteract interference produced by other exhibitors' equipment

connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc.

Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the venue, and other clients in the hall. This equipment may only be used if adequate precautions and harmonic filters are used.

121 The customer's equipment shall not under any circumstances emit into the supply any currents in excess of the following:

122 Third harmonics in excess of 48A RMS and /or in excess of 15% of load current; Fifth harmonics in excess of 28A RMS and no harmonic current emissions in excess of the recommendations given in the Electricity Association's Engineering Recommendations G5/4.

123 The VENUE reserves the right to:
Refuse to connect any suspect equipment and disconnect any known problem equipment.

124 Connect only via a physically separate supply (e.g. a generator).

125 Impose additional charges to cover the costs of remedial works, depending on the exact nature of the harmonics being produced by the load.

126 Recover any costs to repair damage to the venue's supply equipment or to others' equipment.

Electro Magnetic Compatibility

127 Any electrical equipment radiating a magnetic field could cause problems for the venue and other clients in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

128 Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer.

129 Liability for any costs/damage to venue's supply equipment or others equipment lies with the installer.

130 The venue reserves the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

Mains Supply

Right of Supply

131 All current for consumption on the premises, howsoever generated, shall be supplied by the venue.

Standard Supplies

132 These comply with the EU Harmonized Voltage Band of + 10% and – 6%
Single phase 230v 50Hz (216v to 253v)
Three phase 415v 50Hz (376v to 440v)

133 All electrical appliances used by exhibitors must be compatible with standard UK voltage provided by the venue, so as to ensure safety in use.

"Clean" Supplies

134 The venue's mains normally provide an acceptably "clean" supply. However no protection is automatically incorporated to counteract interference produced by other exhibitors' equipment

connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc.

Separate Lighting and Machinery Mains
135 Where requested separate mains can be supplied by the venue for machinery and for lighting and small power.

24 Hour Supplies
136 24 hour supplies are available for any standard supplies during the open period and by arrangement for breakdown of an exhibition. 24 hour supplies cannot be guaranteed during build-up.

Non-Standard Supplies
137 Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the venue.

Load Limitation
138 The venue, at its own discretion, will limit the power rating of a supply or supplies where, in the venue's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the organiser to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (e.g. in excess of 100 watts per square metre) in a particular section of the exhibition, the organiser should discuss this arrangement with the venue prior to the final allocation of stand space to exhibitors and should conform to any rearrangement required by the venue.

Power Factor
139 The venue aims to achieve a minimum .9pf on-site but is required by the Electricity Supply Authority to maintain a power factor of not less than 0.92 lagging. Where electrical machines or equipment at an exhibition are such that in the opinion of the venue the power factor is likely to fall below 0.92, power factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.

Correction Apparatus
140 Correction apparatus shall be connected on the "load" side of the main switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that agreed by the venue.

Notification
141 The venue will notify organisers, within a reasonable time after it becomes apparent, of the likelihood of correction apparatus being required at the exhibition.

Main Supply Cables

Supply and Installation
142 All main supply cables from the venue's electrical distribution system to the point of supply, which may be an exhibit, stand or group of stands, shall be supplied and installed by the venue.

Termination
143 Each cable will be terminated with a fused isolator or circuit breaker supplied by the venue.

Separate Lighting and Machinery Mains
144 Separate mains will be supplied for machinery from those used for the provision of lighting and small power. A machine is defined as a single item of plant or equipment, which could not be connected using a 13-amp socket or spur unit.

Connection of Machinery to Lighting Mains
145 Connection of machinery to lighting mains will be permitted.

Connection of Lighting or Small Power to Machinery Mains

146 Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that stand will be required to order and have installed an appropriate lighting main. Where this is not practical the stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.

Proliferation of Mains Cables

147 Where installation of a number of small supplies would, in the opinion of the venue, lead to an unacceptable proliferation of mains cables, the venue may, at its discretion, either itself install a large main cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of stands.

Access for Installation

148 The main supply cables to stands or exhibits will be installed before or immediately after the starting date of the licence period, provided that the supply has been ordered from the venue by the agreed date. Before occupying the stand site, exhibitors and their contractors must check with the venue that the supply cables have been installed and, if not, shall only occupy areas of the stand site permitted by the venue until such time as the supply cables are installed.

Appendix I: Forms

Although test forms will vary, the following represents the minimum information required:

AEV eGUIDE

Exhibition Stand Electrical Installation Inspection & Testing Form Template

Exhibition Name.....

Hall Ref.	Main Located on Stand No.	Main Supply/Main No.	Main Size Amps	Mains Cable Visual Check	Mains Voltage	Mains Polarity Correct	PSCC	Ze (Venue Supply)
			A	Yes / NO	230v / 400v	Yes / NO	kA	Ω

		Stand No:			Stand No:			Stand No:			Stand No:			Stand No:			Stand No:		
Circuit Details	Circuit Description/Designation																		
	Points Served																		
	Conductor Size																		
	C.P.C. Size																		
	Cable Type *																		
	Protective Device *																		
	Rating and Type																		
Dead Test	Visual Inspection																		
	Earth Bond Connected																		
	Continuity (R1 + R2)																		
	Insulation Resistance Line / Neutral to C.P.C. - MΩ																		
	Polarity (Yes/No)																		
Live Test	Earth Loop Impedance (Zs) Test																		
	RCD Test – X1																		
	RCD Test – X5																		
	RCD Function Button Test (Yes/No)																		

Comments or Observations

Installer Name (Print)..... Signed.....

For and on behalf of COMPANY NAME (Block Capitals)..... Date.....

I request that the electrical supply ordered be finally connected and energised and I certify that the installation has been inspected and tested and is complete, ready for energisation

Tester Name (Print)..... Signed.....

For and on behalf of COMPANY NAME (Block Capitals)..... Date.....

Test Instrument..... Test Serial.....

Illegible test forms will be not be accepted

Codes for Cable Type	Codes for Protective Device
A: PVC/PVC	M: MCB BS(EN)60898
B: PVC cable in metal conduit	H: HRC BS88 fuse
C: PVC cable in non-metallic conduit	R: RCBO BS(EN)61009
D: PVC cable in metallic trunking	
E: PVC cable in non-metallic trunking	
F: SWA cable	
G: H07 cable	
Any other please state	

Energised By.....

Energised Date.....

Date / Time Stamp

*Insert codes where appropriate

The tester must ensure that test readings are inserted where appropriate and use Yes or No to confirm actions.

Appendix II: Inspection and Testing Regimes for Electrical Installations at UK Events and Exhibitions

149 The following copy relates directly to the electrical installation test form featured in 'Appendix I' and to BS 7671 2008 (seventeenth edition). This appendix seeks to provide additional information on the testing regime points.

Overview: Why is Inspection and Testing Required?

150 Inspection and testing of electrical installations is required to confirm that the installation is safe, that it is fit for the assigned purpose and, if a fault later occurs, that it 'fails safely' to protect those within its proximity. Due to the nature and type of installation to which these regulations apply, the venue's requirement to inspect and test differs from that defined within other existing standards and regulations. The system or regime of inspection and testing described below has been deemed appropriate, by the ESSA/AEV Technical Committee, to the nature/type of installation commonly found at UK events and exhibitions, reflecting the 'non-complex' nature of these installations and focussing on safety.

a) Live/Dead Test: Visual Inspection

151 The HSE has recognised that 95% of all faults are identified during a visual inspection and this is the first essential part of the testing process. The visual inspection should be undertaken by the installation team, their supervisor and/or manager. This initial verification confirms that the equipment and materials are of the correct type and comply with the relevant standard, that all parts of the installation have been fixed adequately and that no part of the installation is visibly damaged or otherwise defective.

152 The visual inspection may ultimately constitute a single tick in the appropriate box, but all of the following elements should be considered and checked:

- *Connection of conductors*
- Are terminations electrically and mechanically sound? Is insulation and sheathing removed only to a minimum, to allow satisfactory termination?
- *Identification of conductors*
- Are conductors correctly identified in accordance with these regulations?
- *Routing of cables*
- Are cables installed with appropriate consideration of external influences, such as mechanical damage, corrosion, heat etc.?
- *Conductor selection*
- Have conductors for current carrying capacity and voltage drop been selected with appropriate consideration for the design?
- *Connection of single pole devices*
- Are single pole protective and switching devices connected in the phase conductor only?
- *Accessories and equipment*
- Are all accessories and items of equipment correctly connected?
- *Thermal effects*
- Where required, are fire barriers present and is there provision for protection against thermal effects?
- *Protection against shock*
- What methods have been used to provide protection against basic protection and fault protection?
- *Mutual detrimental influence*
- Are wiring systems installed such that they can have no harmful effect on nonelectrical systems? Are systems of different currents or voltages segregated where necessary?
- *Isolation and switching*
- Are the appropriate devices for isolation and switching present, correctly located and installed?

- *Undervoltage*
- Where undervoltage may give rise for concern, are there protective devices present?
- *Protective devices*
- Are protective and monitoring devices correctly chosen and present, to ensure protection against indirect contact and/or overcurrent?
- *Labelling*
- Are all protective devices, switches (where necessary) and terminals correctly labelled?
- *External influences*
- Have all items of equipment and all protective measures been selected in accordance with the appropriate external influences?
- *Access*
- Are all means of access to switchgear and equipment adequate?
- *Erection methods*
- Have all wiring systems, accessories and equipment been selected and installed in accordance with the requirements of these regulations, and are fixings for equipment adequate for the specific environment?
- Following the visual inspection across all the aforementioned areas, and the subsequent determination that there are no defects that may lead to a dangerous situation when testing, it is time to proceed with actual testing.

b) Dead Test: Polarity

153 This test ensures that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

c) Dead Test: Insulation Resistance ('line to CPC' and 'neutral to CPC')

154 These tests are undertaken in order to ensure that the insulation of conductors, accessories and equipment is in a healthy condition, and will prevent dangerous leakage currents between conductors, and between conductors and earth. It will also detect the existence of any short circuit(s).

d) Live Test: Earth Loop Impedance

155 This test confirms the capability of the earth, to ensure that it is able to take the fault current, rather than discharge it to surrounding materials (and possibly a person).

e) Live Test: RCD 5X Test (Functional Testing)

156 This verifies the ability of the RCD to 'break' under load. Furthermore, the test ensures that any 'break' will occur in sufficient time, and at the required amperage to ensure safety.

f) Live Test: Continuity

157 This test ensures that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

Venue Specific Rules

The O2 – General

158 All work including mains supply, distribution, testing and installation of electrical fittings, must be undertaken exclusively by venue's approved contractor.

Emergencies 22

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Other relevant sections:
Security **p104**

Subsections:

- General Guidance
- Dealing with an Emergency
- Responsibilities
- Emergency Announcements
- Evacuation Procedures
- Telephoned Bomb/Device Threat
- Medical Emergencies
- Fire Procedures
- Traffic Notice

General Guidance

1 Organisers must ensure that their staff, exhibitors and contractors are fully conversant with the venue's emergency procedures, including action to be taken on discovery of a fire or unattended package and on hearing evacuation broadcasts and the locations of assembly points. These procedures will be issued to you by the venue (translation into various languages is available on request at some venues).

2 Dealing with emergencies is very important to the safety of an event and all the information provided to you should be read carefully.

Dealing with an Emergency

3 In any emergency situation, it is important that you contact the venue emergency number and not the emergency services directly. That way the services can be correctly directed to the incident to ensure it is dealt with promptly and safely.

Responsibilities

4 It is important that you and your team are aware of the venue security, emergency and fire procedures that they are designed to protect you and the safety of others.

Emergency Announcements

5 Your team must be properly aware of specific venue protocols and codes used in emergency announcements. The meaning of these should not be relayed to the public as this might cause unnecessary panic.

6 In the event of a reported emergency, a coded message will be broadcast. Don't leave the building; this announcement is a warning that it may be necessary to clear the building.

7 In the case of a suspect package warning:

- Your team should immediately inspect the area for suspicious items or anything out of place
- If anything is discovered don't touch or move the article but inform the venue security and clear people from the area
- If there is no danger a cancellation message will be broadcast

Evacuation Procedures

8 If circumstances make it necessary to leave the building an evacuation message will be broadcast.

9 For their own safety everyone must leave the building by the nearest exit and gather at one of the assembly areas.

10 Information will also be given regarding arrangements for returning into the building.

Telephoned Bomb/Device Threat

11 In the unlikely event that you should receive a telephoned bomb/device threat, remain calm and listen carefully. Write down everything that's said.

Try to discover:

- Where the device is located
- When it is going to explode
- What it looks like
- What type of device it is
- What will cause it to explode
- Whether the caller planted the device
- Why they planted the device
- Any other useful information

12 Write down the exact time of the call. Contact the venue emergency number immediately.

Medical Emergencies

13 In cases of medical emergency call the venue emergency number giving the following details:

- Location of the casualty (it is very important to be precise as many venues will have multiple events on at the same time)
- Brief but as accurate as possible description of the casualty and symptoms
- What the medical problem is, if known
- Is the person conscious?
- Are they breathing?
- Approximate age
- Is there a chest pain?
- Is there severe bleeding?

14 Most venues have a 24 hour control room and all calls for assistance should be passed through control. Where this is not the case the venue will provide an emergency contact number to summon on-site first aid assistance directly. The organiser must ensure that they aware of the emergency contact details and pass these on to the floor managers, security contractor, contractors and exhibitors.

Accidents

15 If the injury is a result of an accident, further information will be required:

- What type of accident was it – e.g. trip, fall, collision?
- How did the accident happen?
- What injury has occurred?
- Are there any witnesses?

16 The venue emergency number will arrange for all necessary assistance.

Fire Procedures

17 Most venues' public areas are protected by sprinkler systems but it is important to check fire protection for each event.

18 Portable fire extinguishers are also provided in designated areas to meet legislative requirements.

19 Exhibitors should ensure that they are conversant with their use as well as acquainting themselves with the location of their nearest fire exit and alarm point in the building.

20 Exhibitors who, because of the nature of their exhibits, require special extinguishers, should make their own arrangements. Other types of extinguishers may be available to hire and further details can be obtained from the venue.

21 In the event of a fire emergency:

- Break the glass on the nearest manual fire alarm call point (coloured red). These are located at strategic points around the venue
- Telephone the venue emergency number giving the location and nature of the incident
- Notify persons in the vicinity of the situation and, if safe to do so, tackle the fire with an extinguisher
- Keep calm, follow these procedures and assistance will arrive as soon as possible
- NEVER put yourself in danger

Traffic Notice

22 Accessibility and traffic flow must be maintained at all times. It is important to follow the instructions of staff at each venue and comply with any specific traffic related rules that have been put into operation there. Illegally parked vehicles will be removed.

23 Always report traffic accidents or incidents so they can be properly investigated and reported.

Equality/Disability 23

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Other relevant sections:

Signage	**p108**
Stand Construction	**p118**
Temporary Demountable Structures	**p136**
Work Equipment/Tools/Processes	**p148**
Working at Height	**p150**

Subsections:

- The Law
- Organising Accessible Events
- Further Information

The Law

1 Event organisers must meet their obligations under the Equality Act: they must ensure that disabled people are not treated less favourably than non-disabled people and that access and the same standard of service is available to all.

2 Health and safety legislation has primacy over the Equality Act.

Organising Accessible Events

Publicity and Access Information

3 Websites should meet required standards of accessible design.

4 Information should be available in different formats, such as large print, audio and braille, if requested within reasonable timeframes.

5 Promotional information should include details of adjustments that have already been made, including facilities provided by the venue, to help disabled people plan their visit.

6 Videos or films should be audio described, subtitled and BSL interpreted.

7 Information about how to reach the venue should include arrangements for disabled people.

Booking Tickets

8 A policy on how disabled people book tickets should be clearly communicated on publicity material and to ticket agencies, if appointed. A variety of booking options should be available, such as a staffed phone line, fax, SMS, email and in person.

9 Consider allowing disabled people to apply for an extra ticket, free of charge, if they need a Support Worker/Personal Assistant.

Event Layout & Stand and Feature Design

10 The layout and design of an event should be planned to ensure all visitors can safely and easily travel around it.

11 Features should be designed with access for disabled visitors in mind. Level access to features is important for wheelchair users, people with other mobility impairments and people with visual impairments. Measures such as ramps can be used where access is required above ground level.

12 Consideration should be given to providing a quiet room for rest.

13 Exhibitors should be encouraged to design their stands without platforms, where practicable, and they must incorporate a ramp into any platform so that customers can be served on the stand and not from the gangway. Where multi-levels are used without ramped access, customers must be offered the same service at ground level. Further details can be found in the Stand Construction section.

Event Access

14 Arrangements for cars, taxis and coaches to set down passengers as close as possible to the entrance of the event should be considered.

Disability Equality Training

15 Disability equality training is essential for front-line staff who interface with members of the public.

Auxiliary Aides and Support

16 Hearing induction loops should be provided at information points and their availability clearly signed.

17 If reasonable notice is received, the organiser is responsible for providing additional assistance for disabled visitors, such as communication/language service professionals.

Further Information

18 An overview of service providers' (including event organisers') responsibilities under the Equality Act can be found here.

Feature Areas 24

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Subsections:

- General Guidance
- Materials
- Lighting Levels
- Visitor Participation and Adventurous Activities

General Guidance

1 Full details of special features must be submitted with the final floor plans, no later than 28 days prior to tenancy, together with a method statement and risk assessment detailing how these areas will be operated and managed. These should include details of queuing areas and any necessity to control noise levels, fumes or other effects that could present a hazard, either within the area or to surrounding areas.

2 The layout must be designed to avoid obstruction of gangways caused by equipment, cables, or spectators viewing the activity or display. Viewing areas should be included within the feature area and surrounding gangways should be wider.

3 Where appropriate persons within the area must wear suitable personal protective equipment, they must be fully briefed on how to manage any equipment they are operating, taking into account any visitor participation and be fully conversant with the risk assessments for any activities.

4 All the necessary licences must be obtained for these areas, including for child performance, adult entertainment, PPL, PRS, music, video, special treatments etc.

Materials

5 Any materials brought on to site, such as soil, building materials, sawdust, hay etc. must be clean and free from contamination from previous usage (e.g. chemicals) and appropriately treated and all the necessary documentation must be provided.

6 It is the responsibility of the organiser to ensure that all such materials, including materials to be scrapped, are removed from the venue at the end of the show.

7 The venue floors and service ducts must be protected from damage that may result from the use of such materials.

Lighting levels

8 The illumination provided by emergency lighting should be sufficient to enable anyone to see their way at all times. The minimum levels must be no less than 1.0 lux. Emergency lighting must be provided in enclosed area and escape routes or where hall lighting has been reduced or modified for the show.

Visitor Participation and Adventurous Activities

9 Permission must be sought in writing from the venue no later than 28 days before tenancy for any activities of an adventurous or potentially hazardous nature and for activities involving public participation.

10 In case of doubt as to whether activities are considered to be adventurous, please contact the venue for advice.

11 Public participation in any adventurous activity must be covered by a minimum of £5 million public liability insurance and comply with any relevant operating code (e.g. ADIPS for fairground rides).

12 A competent person must confirm that the following principal control measures are in place:

- Duplication of safety critical equipment
- Checking of safety critical actions – e.g. the fastening of a bungee jumper's harness
- Close control of operations by those running the site
- Competence of all operators
- Suitability of equipment used

Filming, Television and Recording 25

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Subsections:

- General Guidance
- Cameras
- Staff and Crowd Extras

General Guidance

1 Full details of any filming, televising or recording for television, radio or any other purpose during the event open period must be submitted to the venue for approval no less than 7 days prior to event.

2 Apparatus or equipment for the purpose of taking photographs, films or the making of broadcasts or sound recordings must be handheld only.

3 Locations designated for cameras and equipment and their operation must not include any part of the gangways.

4 All cabling must be on the stand/feature/filming area and flown over gangways or adequately ramped if required to reach such areas.

5 Companies may use any filmed material of the interior, exterior and contents of the venue and may edit, record, televise, repeat filmed/recorded material, provided that the filmed/recorded material is not used in any way that might be to the detriment of the venue, its owner or the event, or that might bring them into disrepute.

6 In the first instance please liaise with the event organiser or venue if parking is required.

Cameras

7 Cameras or equipment on booms whether in static positions or on dollies, must have the space required around them for their operation and be surrounded by pedestrian control barriers which must not obstruct the gangways. No part of the camera, equipment or the boom shall be less than 4 metres above the floor when suspended above spectators or gangways.

8 When suspended from winch-operated cables so as to be mobile above the audience, (e.g. 'Skycap') the controls must be set so as to prevent the lowest point on the camera or the supporting cradle of the equipment being less than 4 metres above the floor, except when landing in an agreed area. The approach to and departure from the agreed landing area must be directly vertical between floor level and 4 metres above.

9 All such equipment must be sufficiently supervised at all times to ensure there is no risk the public at any time.

Staff and Crowd Extras

10 All staff and participating extras must have valid passes or tickets to the event in order gain entry and must be briefed not to obstruct gangways or exits at any time and must be included in attendance numbers.

Floor Plans 26

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Subsections:

- General Guidance
- Gangways
- Final Floor Plans
- Entrances and Registration Areas
- Accommodation Figures
- Exits, Doorways and Gateways
- Venue Specific Rules
  ExCeL London – Gangways
  HCC, Olympia London, Ricoh Arena & YEC – Gangways
  National Exhibition Centre (NEC) – Gangways
  Scottish Event Campus (SEC) – Gangways
  Scottish Event Campus (SEC) – Entrances & Registration Areas
  Ricoh Arena – Entrances & Registration Areas

General Guidance

1 Event floor plans must be drawn by a competent designer, who should obtain up-to-date CAD plans from the venue. Details of plan designers can be obtained from ESSA: www.essa.uk.com/memberlist

2 It is essential to ensure that all event plans comply with this guidance and that the initial 'to scale' plan is issued to the venue immediately after the contract is signed and before the event sales process begins. The following must be adhered to/clearly defined:

- The full hall layout, including any void areas
- The location of all fire points – alarms, extinguishers, hydrants, sprinklers, house telephones and sliding smoke doors & shutters between the halls, together with their control switches, which shall be kept clear and accessible at all times
- The location of floor boxes, service ducts, hall columns, vehicle entry doors, as access is required to essential services provided from these locations. Where services are provided from under-floor service ducts, each stand or block of stands should be located directly over a duct, in order to ensure that services can be provided safely and easily. Ramping services across gangways is not normally permitted and it is essential to check this with the venue
- All venue facilities, including catering, toilets, first aid centres, cloakrooms, organiser's offices etc.
- Scale (minimum 1:200). Full technical plans must be submitted. 'Sales' plans, plans reduced in size and plans which are not to scale are not permissible
- The size and position of each exit from the event, the width and position of each gangway and position of each stand, stage and feature
- The event name, organiser, open dates, floor level and hall
- Gangway dimensions
- Clear access routes to all emergency exits. All fire exits must be kept unobstructed at all times. However, in exceptional circumstances, the construction of stands across certain exits may be approved. Such proposals must be submitted with the initial floor plan and the organisers must provide additional signs in agreed locations which comply with the necessary regulations – see Stand Construction: Escape Routes
- Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways

3 The following should also be considered:

- Crèche facilities – located next to exits and toilets and, where possible, on the ground floor – see Crèches
- Void areas
- Locations of high risk exhibits/displays
- Height restrictions around the venue
- Loading to roof and floor
- Positioning of temporary lifts, mechanical and electrical apparatus and equipment that may require ventilation

4 If stands, decorations or exhibits obstruct venue signage or notices, the venue shall provide additional notices, as required by the Authorities. The venue will carry out the provision and fixing of these additional notices at the expense of the event organiser.

5 The venue will accept no responsibility for any floor plans that fail to comply with these regulations or that vary from the layout plan that has been approved.

Gangways

6 Gangways must conform to the following:

- Gangways must be of sufficient width to serve the exits they lead to, e.g. the aggregate width of the gangways must be equal to the width of the exit e.g.: 3m + 3m = 6m exit width
- Gangways must be a minimum of 2m. Depending on the event profile, wider gangways may be required, especially around feature & busy areas – please also refer to venue specific rules on gangway widths
- Perimeter gangways must normally be a minimum of 3m
- Gangways must not exceed 45m in length without an intersecting gangway
- The arrangement of each gangway must be such that alternative routes of escape are provided
- No gangway leading from the centre of the hall towards the perimeter is to decrease in size, in order to prevent possible crushing in an emergency
- If a pillar is in a gangway, two metres must be kept clear on one side of the pillar
- Gangways running from side to side and which lead directly to vehicle doors or hall entrances shall normally be a minimum of 3m wide
- 'Doglegs' should be avoided, particularly on gangways leading to exits. As a guide, 50% of all gangways should be straight, from side to side or top to bottom
- Structures over gangways are only allowed by agreement with the venue; in venues where fork lifts are permitted to operate, these structures must have a minimum clear height of 3m
- Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways
- Where an area is not enclosed e.g.: seating area or feature, has no raised platform and contains an unobstructed area that is of the required height and width in line with a gangway, clear 2m gangways will be required through the area. Gangways must be defined either with alternative floor covering or suitable edging.

Final Floor Plans

7 The final floor plan shall be submitted no later than 28 days prior to the licence period and, in addition to the above, must define the following:

- The final block layout of stands. All gangway and stand dimensions including stand numbers must be indicated

- All feature areas, including platforms and stages, temporary structures, service areas, displays and foyer layouts
- Identification of space only stands, complex structures, multi-storey stands and shell scheme stands
- Seating areas, e.g. seminar rooms, theatres, hospitality and catering areas, temporary kitchens etc. Exits from these must not encroach into dedicated gangways or exit routes
- Hospitality areas, including dressing rooms, temporary covered ways, sleeping and stable accommodation. Exits, gangways and any seating layouts must be defined
- Any high risk areas, stands or exhibits, including naked flame, special effects and apparatus that requires guarding
- Any curtains or baffles to exits, temporary barriers and turnstiles
- Final gross and net square meterage
- Positions of free-standing signs, including information desks and 'You Are Here' boards
- Locations of temporary illuminated exit signs. These must comply with the regulations for exit signs

8 Storage areas must be agreed by the venue. They must be walled off to a maximum height of 2.5m and fully observe gangway and fire exit rules and regulations. Void areas in the hall or behind stands must not be used for storage of anything unless they are specifically designated and identified storage areas.

Entrances & Registration Areas

9 Where hall entrances are utilised for registration or ticket checking purposes, normally a minimum of approx 50% of the overall width must be available for emergency access.

10 Plans of these areas including areas for queuing must be submitted to the venue for approval no later than 28 days before licence period.

11 The entrances, foyers, vestibules and other circulation spaces shall not be used for the accommodation of stands or other material or structure likely to impede the circulation of visitors.

12 If walls or ceilings are being clad, sprinkler heads must be accounted for and ceilings must be water permeable, e.g. muslin of sharks-tooth gauze.

Accommodation Figures

13 The number of people that may be accommodated within the event at any one time will be specified in writing by the venue and will depend on the floor layout and number of exits available. This number includes exhibitors and staff and must not be exceeded. Organisers must have a system in place which enables them to monitor and verify the number of people in the event at any time.

14 Maximum permissible capacities for each hall may be obtained from the venue.

Exits, Doorways and Gateways

15 All exits shall be maintained completely unobstructed on both sides and available at all times and shall comply with the following requirements:

- Every entrance and exit door shall be available for use while an exhibition is open to visitors and shall not be secured closed by means of any fastening other than panic bolts
- Any removable fastenings shall be removed before visitors are admitted
- Any collapsible gates or rolling shutters and any inward opening doors or gates shall be opened to the full width and necessary height before visitors are admitted and shall be kept locked in that position until the exhibition is closed to visitors
- No temporary barriers other than tensors or rope/chain type barriers shall be provided. They shall be fitted with automatic catches or slip connections and shall be so arranged

as not to trail on the floor when parted and the fittings shall not project into any gangway

- No vehicle, trolley, refuse container, hand cart or material shall be placed outside the exit doors of the hall in such a manner as to impede the means of escape
- No event shall be opened to visitors until all vehicle doors/hatch markings, gangways and exits are clear of obstructions. It will not be opened before the scheduled opening time and a representative of the venue has authorised its opening. The opening time may be deferred until any obstructions have been removed. This request may be in writing and shall be served on the responsible person who shall take steps to either clear such obstruction to the satisfaction of the venue or prevent entry to the exhibition until the obstruction has been cleared
- The event organiser is to check the marking out prior to the erection of stands and feature areas and the venue will accept no responsibility for incorrect mark-out

Venue Specific Rules

ExCeL London – Gangways
16 A minimum width of 12m across the Boulevard must be kept clear at all times. This can be split into 2m x 6m widths or 3m x 4m widths etc.

Harrogate Convention Centre, Olympia London, Ricoh Arena & Yorkshire Event Centre – Gangways
17 Perimeter gangways may be under 3m but not less than 2m. However, if due to the profile of the event, the venue deems it necessary to have wider gangways, these must be provided.

National Exhibition Centre (NEC) – Gangways
18 For public exhibitions all gangways are to be a minimum width of 3m. Additionally, 5m clearance is required across the full width of the vehicle doors.

19 The Event Manager will arrange for the marking out of the perimeter of all stands and feature areas onto the floor of the halls. For this purpose, the organiser must issue to the Event Manager a final mark-out drawing, showing dimensions of all stands and feature areas, the widths of gangways between the stands and feature areas, the dimensions between the frontages of the stands and the hall columns and walls and stand identification numbers. These plans are in addition to the copies mentioned above and shall be issued not later than one month prior to the first day of tenancy, unless otherwise agreed by the Event Manager.

20 The show organiser is to check the marking out prior to the erection of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to the Event Manager immediately.

21 The NEC will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to the Event Manager vary from layout plans issued by the organiser to others.

Scottish Event Campus (SEC) – Gangways
22 Gangways must be:
Public events – 3m mandatory
Trade shows – 2.5m mandatory
Larger event spaces, where 3m & 2.5m aisles apply, non-mandatory gangways are recommended to be no less than 2.5m
Small event spaces – 2m mandatory
Exit signage in mandatory gangways must not be obscured
Mandatory gangways must not be bridged (e.g. with fascia's, temporary structures etc.)

Scottish Event Campus (SEC) – Entrances & Registration Areas
23 Additional requirements at SECC:

Maintained exit doors must have sterile areas, on both elevations – the sterile distance from the door being equal to its width
Agreed entrance features must maintain a minimum of 3m of exit width
Within the hall space, pre or post event registration areas must be separated by a solid wall, with controls as necessary to prevent delegate migration into the event construction space

Ricoh Arena – Entrances & Registration Areas

24 Any exhibits, stands or registration areas that are proposed to be located in the Atrium area of Ricoh Arena, must have approval from the Event Manager 28 days before tenancy. Carpet should be cut back from doorways if it affects the opening and closing.

Gambling 27

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Subsections:

- General Guidance

General Guidance

1 Most exhibition & event venues are not licensed for gambling activities.

2 Gambling activities include raffles, lotteries, prize draws and some charity collections, where profit-making occurs.

3 Guidance regarding the regulations and the issuing of licences can be obtained directly from the Gambling Commission.

4 The venue must be notified, via the organisers in writing of any proposal to undertake these activities no later than 28 days prior to the licence period. Copies of correspondence from the Gambling Commission must also be provided.

5 Where necessary, the relevant licences must be obtained and provided to the venue before any activity will be allowed to take place.

6 The Gambling Commission website is: www.gamblingcommission.gov.uk.

Gas 28

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Other relevant sections:
Aerial Equipment and Demonstrations **p20**

Subsections:

- Mains Gas
- Compressed Gas
- Liquefied Petroleum Gas (LPG)
- Venue Specific Rules
  The O2 – LPG

Mains Gas

1 All equipment requiring connection to the venue's mains gas supply (e.g. cookers and hot cabinets) must be installed by a Gas Safe Register engineer.

2 The installation must be accompanied by a Gas Safety Certificate, issued by the installer, to confirm that the appliance is safe and working correctly. Visit www.gassaferegister.co.uk for further information.

Compressed Gas

3 Details of any proposed use of compressed gas must be submitted to the venue no later than 28 days prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.

4 No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.

5 Flammable gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations and the Petroleum Regulations.

6 Suitable warning notices must be provided where appropriate, drawing attention to the flammable nature of the materials.

7 Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand.

8 All such materials in excess of the requirements for one day's demonstration or exhibition shall be stored away from the stand in a properly constructed flammable materials store.

9 Cylinders and other vessels shall not be connected or disconnected during the time that the event is open to visitors.

10 Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349; 1973, 'Identification of Contents of Industrial Gas Cylinders'.

11 Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.

12 Where such vessels are used, a certificate in respect of a recent pressure test of each vessel shall be available for inspection.

Liquefied Petroleum Gas (LPG)

13 The venue must be notified in writing at least 28 days in advance of tenancy of any proposed use of Liquefied Petroleum Gas (LPG).

14 LPG may only be used with the written consent of the venue.

15 The use of LPG in the exhibition halls is normally prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.

16 Only one bottle of LPG, sufficient for one day's use, can be on a stand at any one time; all other bottles are required to be kept in a secure environment outside the building.

17 All LPG connections must be made by a Gas Safe Register installer with ACS certification.

18 Connections to or disconnection of LPG is not permitted whilst the exhibition is open to visitors.

19 All empty cylinders must be removed from the venue.

Venue Specific Rules

The O2 – LPG

20 No LPG is permitted in any of the special events spaces at The O2.

Hazardous Substances 29

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Subsections:

- General Guidance
- Venue Specific Rules
  The O2 – Acetylene

General Guidance

1 Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the venue must not be used without written approval from the venue, and must not present any hazard to health. The HSE COSHH Essentials website provides useful guidance at www.coshh-essentials.org.uk.

Documentation

2 Where approved, an assessment for the use of any hazardous process or substance must be submitted to the venue no later than 28 days before the event, together with a plan showing the proposed location. Where appropriate, the organiser must provide the venue with written information regarding the monitoring procedures they plan to implement to prevent unnecessary exposure to the identified hazards.

3 The assessment must include spillages and the removal of waste and residual material, including identification of an approved waste carrier. The venue will require copies of hazardous waste transfer notices.

4 Organisers should collate the appropriate safety data sheets with the COSHH assessment for each substance or process. All control measures, precautions and emergency procedures detailed in the assessment must be maintained by a responsible person.

Emergency Precautions

5 Any person suffering injury or ill health as a result of exposure to hazardous material must attend the medical centre or hospital with the assessment and related data sheet, as this identifies specific medical responses.

Ventilation

6 A stand containing an exhibit, process or feature giving rise to any of the above hazards may require effective local exhaust ventilation to the outside atmosphere. This shall be sited as agreed with the venue. Full details of the exhibit or process and proposed local exhaust ventilation system must be submitted to the venue for approval no later than 28 days before the event.

7 Any attachments to the building structure or openings through the fabric of the building for an exhaust flue must be made by the venue at the organiser's expense.

8 Where appropriate, the organiser must provide the venue with written information regarding monitoring procedures to be implemented (e.g. for fumes).

Storage

9 The storage of permitted quantities of hazardous materials must be agreed with the venue. No more than one day's supply may be stored on the stand.

Flammable Substances

10 The use, storage and transfer of flammable substances will require a separate assessment to identify appropriate control measures. This should be accompanied by a related fire risk assessment.

11 The Dangerous Substances and Explosive Atmospheres Regulations require that control measures are applied consistent with the risk assessment and appropriate to the nature of the activity or operation.

Conditions of Use

12 Where flammable substances are used to fuel a product being demonstrated:

- Not more than one of each model or type may be exhibited in a working demonstration
- Each working exhibit shall, where practical, only have sufficient fuel for one day's use
- No spare fuel may be stored on the stand
- The fuel shall only be replenished at times when the event is closed to visitors
- Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned
- Where working exhibits are within reach of visitors, warning notices shall be displayed stating that the appliance is working and should not be touched

Venue Specific Rules

The O2 – Acetylene

13 Acetylene is not permitted at The O2.

Health and Safety Responsibilities 30

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Other relevant sections:

Risk Assessment **p4**
Company Health and Safety Management Responsibilities **p11**

Subsections:

- Competence
- Planning
- On-Site
- Venue Specific Rules
  Manchester Central – On-Site

Competence

1 Staff and contractors must be competent and this is a key requirement of HSG 65. In safety, the definition of competence is: the correct level and balance of experience and formal training in relation to an individual's scope and level of responsibility.

2 The level of competence required for any event must be determined by a risk assessment. The venue reserves the right to impose certain competency criteria where it feels the organiser's assessment is insufficient.

3 The factors used to determine the level of health and safety competence include, but are not limited to, the size and complexity of the event, the number of complex structures, particularly double deck structures and the presence of significant risks, such as the number of persons working at height, the volume of heavy lifting and visitor participation in activities.

4 The organiser is reminded that they have overall responsibility for the entire health and safety management of their event throughout both planning and on-site phases, including but not limited to the appointment of competent personnel.

Planning

5 During the planning phase of the event, the organiser is responsible for:

- Ensuring that the company health and safety policy and the law is adhered to
- Carrying out an event risk assessment, ensuring that risks are identified and sufficient resources are allocated to control them throughout the tenancy period
- Producing an event safety plan where appropriate
- Collecting all the required safety and structural data from their exhibitors and contractors and for ensuring that the information is acceptable
- Ensuring that competent staff are appointed with regard to health and safety during build-up, breakdown and, where required, the open period
- Communicating their policy, procedures and the control measures identified in the event risk assessment to their contractors and exhibitors

On-Site

Floor Manager

6 The Floor Manager acts as the 'eyes and ears' of the organiser's operations team. The recommended minimum level of training for a Floor Manager is the IOSH Managing Safely certificate. There is a limit to the control that can be exercised over an event by a single manager and for larger events it may be necessary to appoint more than one Floor Manager.

7 The duties of the Floor Manager include:

- Checking the mark-out to ensure that correct gangway widths are maintained and that stands are correctly located
- Communicating the emergency gangway plan to contractors and exhibitors
- Implementing the organiser's event risk assessment requirements
- Ensuring that the emergency gangways are monitored and maintained to at least 50% clear as evacuation routes and to allow access for emergency vehicles, plant and equipment
- Checking that stand construction and dressing materials comply with safety requirements

Safety Manager

8 The Safety Manager is the designated competent person appointed to co-ordinate safety on the floor. This role can be fulfilled by the Operations Manager or Event Director, if suitably qualified, or be sub-contracted to a safety professional. The individual must understand the business of managing safety at events. The recommended minimum level of training for a Safety Manager is the NEBOSH general certificate, or its equivalent.

9 The on-site duties of the Safety Manager include:

- Coordinating the safety effort between the organiser, venue, contractors and exhibitors on the event floor
- Monitoring health and safety on the floor
- Compiling and maintaining an up-to-date event safety file
- Ensuring that arrangements are in place to deal with emergencies, such as a fire or security threat
- Investigating and, where appropriate, reporting accidents and incidents
- Giving health and safety advice to the operations team
- Dealing with safety incidents or stopping work and reporting to the organiser if they cannot be solved on the exhibition floor

Combining Roles

10 It may be appropriate to combine the roles of Floor Manager and Safety Manager, depending on the scale and complexity of the event. In this instance, the recommended level of training required is the NEBOSH general certificate, or its equivalent.

Level of Cover

11 The venue reserves the right to impose a higher level of cover if it is felt that the organiser has underestimated the requirement, e.g. roles fulfilled by separate individuals or increased number of individuals fulfilling the roles.

Venue Specific Rules

Manchester Central – On-Site

12 A NEBOSH certified Safety Manager must be on-site throughout all build-ups and breakdowns.

Heat Generating Displays 31

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Subsections:

- General Guidance
- Venue Specific Rules
  The O2 – Heat Generating Displays

General Guidance

1 Full details of the proposed equipment are to be submitted to the venue for approval prior to any demonstration.

2 Where a boiler, stove, furnace or similar heat generating equipment is being displayed, in operating conditions, precautions are required to be taken to prevent the transmission of heat to any combustible part of the stand, and the downward transmission of heat to the floor of the hall.

3 Suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures.

4 The stand shall be well ventilated and a flue may be required, please consult the venue.

5 Hot areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure constant safety and stability.

6 A warning notice must be prominently displayed to prevent persons accidentally burning themselves.

7 Where a naked flame is present arrangements must be made to adequately monitor the burning period to ensure constant stability and safety.

8 All burning materials must be properly extinguished when the stand is unattended.

9 A suitable fire extinguisher must be readily available on the stand and suitably trained staff must be present.

10 Lighting fitments installed at low level or within reach of visitors must be sufficiently protected to prevent burn injuries.

Venue Specific Rules

The O2 – Heat Generating Displays

11 No heat generating displays, naked candles or gel burners are permitted in any of the special events spaces at The O2.

Hot Works 32

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Other relevant sections:
Product Demonstrations/Activities on Stands p97

Subsections:

- General Guidance

General Guidance

1 All hot works are subject to the issue of a hot work permit by the venue. The issue of the permit is subject to the advance submission of an acceptable method statement and risk assessment for the activity.

2 Where Oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, adequate precautions must be taken to prevent damage to property or injury to persons by sparks, fire or heat.

3 The venue may require the issue of a permit for product demonstrations which involve hot work.

Lifting 33

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Subsections:

- General Guidance
- Fork Lifts

General Guidance

1 Organisers will ensure lifting operations are undertaken by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience.

2 Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolt etc.

3 LOLER refers specifically to the Management of Health and Safety at Work Regulations 1999 regarding the requirement to carry out a "suitable and sufficient" risk assessment of lifting operations.

4 Organisers will ensure all lifting activities are sufficiently planned and documented. As a minimum, the hazards, risks and range of control measures to reduce associated risks, so far as is reasonably practicable, must be identified and adequately communicated to those affected. A copy of the relevant risk assessment will be made available to the venue 28 days in advance of the event.

5 Organisers will ensure any lifting equipment used in their event is free from defects, fit for purpose (sufficiently strong, stable and marked to indicate its safe working load), adequately maintained and has been subject to relevant statutory inspection with valid certification. This will include equipment that is used only occasionally, such as attachments to fork lift trucks.

6 Information, such as statutory inspection certificates of thorough examinations or documented pre-shift visual inspection checklists, will be made available for inspection upon request.

7 Lifting equipment must be positioned to minimise the risk of injury, e.g. from the equipment or the load falling or striking people; every part of a load (including, for example, pallets and stillages) and anything attached to the load and used in lifting (including, for example the lifting points on skips) is of adequate strength.

8 Organisers will ensure forklift trucks are labelled and numbered so the equipment and its operating company can be easily identified by the venue in the event of safety violation, near misses and accidents.

9 Organisers will ensure they appoint competent lifting contractors and ensure lifting equipment is subject to pre-shift inspections by the operator, such documentation will be made available for inspection upon request.

10 Organisers will ensure all lifting equipment operators are sufficiently licensed. Licences must be valid and not more than 3yrs old. Licences must be made available for inspection upon request.

11 The venue reserves the right to inspect all lifting operations, working methods and equipment to ensure compliance with legislation and codes of practice, and prohibit the use of non-compliant equipment and working methods.

Fork Lifts

12 A number of common types of fork lift truck are used at venues, including counter-balance, reach, telescopic and pedestrian operated. Operators must be trained and qualified for the type used and certificates must be available for inspection when requested.

13 Vehicles must be inspected at the start of each shift and any defects recorded. An annual certificate of thorough examination must be available for inspection when requested.

14 Except where indicated otherwise, operators must give way to pedestrians. Operators should wear safety footwear, seatbelts (where fitted), even for short distances and they may also be required to wear hi-vis jackets or waistcoats (please check with the venue).

15 Loads must be carried at low level wherever possible. Where a fork lift is operating in a narrow gangway with a load at high level, it must be accompanied by a suitably experienced banks-man.

16 Where multiple trucks are used in a co-ordinated operation to raise a load, e.g. double-deck platform, a suitable and sufficient risk assessment must be agreed between the floor manager/organiser and lifting company prior to the commencement of the lift.

17 Trucks must be operated with audible and visible warnings, e.g. flashing beacon, reversing sounder. In low light conditions, headlights and reversing lights must also be used.

18 Where a working platform or personnel basket is used, it shall be fitted in accordance with the manufacturer's instructions and be subject to thorough examination every six months. When in use, the rider's instructions supersede the operator's and a suitable means of communication/signalling must be agreed prior to work commencing.

19 The operator is responsible for ensuring that the safe working load of the vehicle is not exceeded, that the vehicle is suitable for the load and that the combined load does not exceed the maximum floor loading of the venue.

20 Operators must ensure that any LPG powered vehicles have sufficient fuel for the duration of the work undertaken. If a change of cylinder is required, then this must be carried out in an area designated by the venue. It is the operator's responsibility to remove old cylinders from site.

21 Additional information is available from the HSE's HSG6 guidance document.

Medical Cover 34

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Subsections:

- General Guidance

General Guidance

1 The principle responsibility for assessing the risk and identifying the appropriate level of medical cover for each event lies with the organiser. A basic level of medical cover/first aid may be provided at the venue and it is important that all staff, stewards, security, exhibitors and contractors are made aware of the location of the medical centre and how to contact it if required.

2 The organiser should assess whether the standard cover (if provided) is sufficient and if not, then decide on both the level of additional cover required and the specific type of cover. Additional cover above any standard provision will normally be charged for, so organisers must make an early assessment and discuss their requirements with the venue.

3 At venues where the organiser is permitted to provide medical cover, the following applies:

- It is considered good practice to consult with the local NHS health authority and ambulance service for the area, if the event is likely to impact on pre-hospital and emergency services
- It is advised to use a medical provider that has experience of similar events
- It is the organiser's responsibility to show due diligence when choosing a medical provider
- Organisations providing an ambulance to transport casualties must be registered with the Care Quality Commission (CQC)
- Paramedics must be registered with the Health Professions Council (HPC)
- Nurses must be registered with the Nursing and Midwifery Council (NMC)
- Doctors must be registered with the General Medical Council (GMC)
- Insurances must be checked, medical malpractice insurance is essential
- It is recommended that doctors and nurses have at least two years A&E experience or equivalent experience

4 Accident statistics must be shared with the venue in a timely fashion.

Medical Demonstrations and Treatments 35

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Other relevant sections:
Special Treatments p115

Subsections:

- General Guidance
- Requirements For All Treatments

General Guidance

1 This section covers medical treatments, demonstrations and procedures that may be carried out at events, including (but not limited to) blood tests, laser treatments, Botox, tooth whitening and any live tissue demonstration.

Requirements for All Treatments

2 The organiser must notify the venue of the intention to carry out medical demonstrations or treatments at the earliest opportunity in the planning stages of the event.

3 Medical demonstrations/treatments must only be carried out by suitably qualified professional practitioners who are registered members of the relevant medical association, e.g. a GMC/GDC registered doctor/dentist (or a nurse/dental therapist, hygienist or clinical technician under the supervision of a registered doctor/dentist), as appropriate.

4 Treatments may only be carried out using approved, maintained equipment and methods, in accordance with the relevant regulations, industry practices and manufacturer's guidelines.

5 The organiser must provide the following to the venue no later than 28 days prior to tenancy:

- Proof of qualifications of person(s) carrying out the treatment
- Proof of individuals' membership of an appropriate professional body
- Proof of individuals' insurance cover
- A risk assessment for the treatment

6 The venue reserves the right not to allow any treatment that it considers inappropriate.

7 Medical professionals should specify required equipment and safety and hygiene measures to be implemented in the proposed demonstration/treatment area. Considerations may include:

- Lighting levels
- Wipe-clean flooring
- Refrigeration
- 24-hour power
- Air conditioning
- Screening
- Protective clothing
- Warning signage
- Clinical waste disposal
- Sterilisation

8 Guidance relating to hygiene practices and clinical waste disposal can be found in the Special Treatments section.

Music and Video Licences (Broadcasting of Music) 36

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Subsections:

- General Guidance

General Guidance

1 Any person wishing to have any music publicly performed or played at events must obtain the necessary licence for doing so. The venue must be informed in writing at least 28 days prior to tenancy and copies of licences must be submitted where the venue does not hold a licence.

2 Organisers, exhibitors or other persons requiring music to be publicly performed live on stands or other areas, will require a licence for the performance of music from The Performing Rights Society Ltd (PRS).

3 Any person wishing to publicly play pre-recorded music from radio, digital media players, CD's, tapes etc. on stands or other areas, or through the public address system must obtain the necessary licence directly from the Phonographic Performance Ltd, in addition to a licence from the Performing Rights Society Ltd mentioned above.

4 Any person wishing to publicly show video or DVD recordings must apply for a licence directly to Video Performance Ltd. This licence is required in addition to the licences mentioned above for music videos/DVDs.

5 Organisers or exhibitors intending to show films, including feature films, adverts and trailers, must also advise the venue no later than 28 days prior to tenancy, along with the British Board of Film Classification (BBFC) rating. Where the film is not classified by the BBFC a synopsis of the film must be sent to the venue to enable recommendation on the restriction of access of children by the Licensing Authority. In either instance arrangements must be implemented restricting the admission of children to the showing of any film in accordance with either the BBFC classification or recommendation made by the Licensing Authority.

Night Working 37

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Subsections:

- General Guidance

General Guidance

1 On those occasions when contractors request permission via the organiser to work later than the venue's operating times, the following issues must be considered: access to suitable welfare facilities, licensing, security, lighting, power, first aid cover, health and safety cover, vehicle movement curfews and emergency situations.

2 Night working will only be permitted on condition that there is sufficient venue management cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions, particularly vehicle movement curfews.

3 Organisers must cover any associated costs and also provide their own venue cover. A suitable risk assessment must be carried out. Please contact your Event Manager for further details.

Noise 38

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Subsections:

- General Guidance
- Peak Sound Pressure Levels

General Guidance

1 Organisers will inform the venue at least 28 days in advance of an event that will give rise to expected hazardous noise levels associated within the event and/or its exhibitors or feature areas.

2 Hazardous noise levels can be described as those that exceed 80dBA. Common noise hazards arise from music whether un-amplified or amplified, motor sport or vehicle demonstrations, machinery and equipment exhibits and pyrotechnic effects.

3 Organisers, exhibitors and employers related to the event, must ensure they fully meet their duties under the Noise at Work Regulations 2005, to reduce the risk of hearing damage to employees to the lowest level reasonably practicable, as well as all other duties and those particularly relating to action levels. Where noise hazards are identified, the organiser will specify to the venue, the planned event noise management arrangements this will include:

- The nominated responsible person for noise management at the event
- The nature of noise sources
- The expected noise levels
- Noise engineering controls
- Monitoring the arrangements for the provision and types of hearing protection equipment required
- Monitoring the arrangements for those not in employment (e.g. earplugs at the feature area)

4 N.B. The noise management plan must also include the planned noise reduction measures to be implemented.

Peak Sound Pressure Levels

5 Arrangements must be in place to ensure that all persons working within an area where noise levels exceed 80dBA are wearing appropriate hearing protection equipment.

6 Linear noise levels must comply with current legislation and remain at peak levels below 137dB(C).

7 Noise levels of concussion pyrotechnics must be monitored pre-show and results effectively communicated to the venue. Such effects will be subject to approval at this time.

8 Music sound levels may be monitored by the venue. Where these exceed acceptable levels the nominated responsible person must comply by lowering the levels. Refer to HSE Sound Advice website www.soundadvice.info.

Platforms and Stages 39

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Other relevant sections:

Stand Construction **p118**
Stand Plans **p130**

Subsections:

- General Guidance
- Venue Specific Rules
  Ricoh Arena – Stages

General Guidance

1 In this section, 'stage' means a raised performance area used for seminars, demonstrations, entertainment etc. Exhibition stand platforms are covered in the Stand Construction section.

2 Manufactured or system stages shall be constructed in accordance with the manufacturer's instructions; these must be available on request to confirm construction methods and permissible weight loadings.

3 Stages over 600mm in height and all stages for public use are deemed to be complex; the procedures for complex structures detailed under 'Stand Plans' must be followed.

4 The following, in particular, must be taken into consideration:

- Ability of the stage surface to support the design loads and other given criteria, including dynamic loadings, e.g. dancing, acrobatics
- Ability of the structure to support the weight of any equipment attached to it
- Rigging and support methods proposed to suspend equipment
- Ability of the whole structure to resist all imposed forces on it, including those created by weather conditions (if applicable)
- Interaction between elements of the structure e.g. junctions between staging and ground supports

Access and Egress

5 Stages should be provided with adequate access by means of ramps and/or stairways. It is good practice to have at least two means of access/egress. Stairs and ramps used for access/egress must comply with the guidance detailed in the Stand Construction section.

6 Ramps should have suitable rails and kickboards to restrain equipment on wheels.

Protection against Falling

7 A barrier should be provided on all except the performance edge(s) of all stages, and all handrails must be a minimum of 1100mm high.

8 Measures must be put in place to prevent falls by technicians installing equipment (typically sound, lighting and video) on the unfinished stage. Temporary barriers may be required at the front edge of the stage during non-show times.

All contractors are to take suitable measures to prevent the risk of falling during the assembly and removal process. These measures should be documented in the method statement and risk assessment.

9 Narrow gaps between staging and adjacent walls must be protected by handrails and toe boards.

10 The front edge of stages, physical obstructions and stair edges should be marked with contrasting tape (generally white).

Venue Specific Rules

Ricoh Arena – Stages

11 Any platform or stage that holds more than 20 people at any one time must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Ricoh Arena if they have any platforms or stages that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

Product Demonstrations/Activities on Stands 40

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Other relevant sections:

Aerial Equipment and Demonstrations	**p20**
Feature Areas	**p71**
Hot Works	**p97**
Work Equipment/Tools/Processes	**p148**
Working Machinery	**p152**

Subsections:

- General Guidance
- Electronic Cigarettes

General Guidance

1 The organiser must ensure that a risk assessment is carried out for any proposed stand activities including demonstrations, autograph signings, celebrity appearances and so on. Where an activity gives rise to significant risk to health and safety, full details, including the risk assessment must be submitted to the venue.

2 Controls must be put in place to ensure that:

- Demonstrations do not present a fire or safety hazard
- They are arranged so as not to cause a nuisance
- They do not obstruct or encroach into gangways
- Space for an audience is allowed within the stand area – viewing from gangways is not permitted and they must be kept clear at all times

3 Use of tensabarriers or other approved barriers may be required by the venue to create a suitable queuing area.

4 The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the hall, except with the express permission of the venue and subject to stringent safeguards. All such vehicles must comply with the guidance contained in 'Vehicles' and be supplied with a suitable fire extinguisher.

5 The venue reserves the right to curtail any activity considered to be detrimental to public safety.

6 Any products being demonstrated must conform to the appropriate British Standards and have 'CE' Marking.

Electronic Cigarettes

7 Where electronic cigarettes are permitted to be demonstrated, arrangements must be made to advise the public that smoking, including that of electronic cigarettes, is only permitted in the designated smoking areas, as defined by the venue.

Public Address Systems 41

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Subsections:

- General Guidance

General Guidance

1 The venue may provide a public address system for the organiser to use within their tenanted area. Organisers must ensure that the system is operational and under the control of a competent member of staff at all times. In emergency situations, the venue's public address system will override those of the organisers.

Rigging 42

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Other relevant sections:

Stand Construction	**p118**
Stand Plans	**p130**
Work equipment/tools/processes	**p148**
Working at height	**p150**

Subsections:

- General Guidance
- Planning & Provision of Information
- Fixing to the venue's structure
- Safety Precautions
- Installation
- Suspended Structures
- Third Party Rigging (Client's Own Hoist & Fix)
- Venue Specific Rules
  National Exhibition Centre (NEC) – Weights for Banners
  The O2 – Third Party Rigging

General Guidance

1 Rigging operations shall be undertaken and supervised by competent persons. The National Rigging Certificate (NRC by PLASA) is the UK industry's recognised minimum level of competency.

2 All rigging work must be carried out in accordance with the National Arenas Association's Guidance for Rigging in UK venues. It is essential that any contractor involved in rigging operations or in attaching items to be flown (e.g. lighting, audio-visual equipment, products, banners) to rigging points ordered from the venue, familiarises themselves with this document.

3 Consultation with the venue and/or organiser, as appropriate, is essential, in order to comply with regulations that are specific to that event and venue.

4 The venue reserves the right to:

- restrict or refuse proposals that exceed the loading limitations of the roof structure of the hall
- inspect all rigging, working methods and equipment to ensure compliance
- prohibit the use of non-compliant equipment and working methods
- prohibit items to be flown
- reposition or remove any items that may cause a hazard, or obscure venue signage. The organiser will be responsible for the cost of repositioning items, or providing supplementary signage

Planning & Provision of Information

5 Effective forward planning and exchange of information are essential to safe and successful rigging operations.

6 Accurate information regarding the loads to be rigged must be provided to the venue no later than 28 days prior to tenancy by all relevant parties.

7 All orders must be accompanied by:

- a fully completed 'Hoist & Fix/Third Party Rigging order form', available from the venue
- fully dimensioned plans
- the total weight to be suspended
- precise weight loadings for each individual suspension point
- specification of the materials used
- details of connection points
- orientation of the suspended item within the stand

8 Information should also be provided on any moving loads, flying performers or anything else out of the ordinary.

9 Amendments will only be permitted if they are approved by the venue, following submission of full details.

Fixing to the venue's structure

10 All fixings or attachments to the permanent fabric or structure of the building will be carried out by the venue's rigging service provider at the expense of the organiser, exhibitor or contractor requiring the service. This shall include the provision of attachments to the structure/steel work and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the halls.

11 Under no circumstances may any unauthorised person enter the venue's roof to attach any wires or tackle to it or attach to any other part of the premises.

Safety Precautions

12 Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained.

13 Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place.

14 Appropriate PPE must be worn at all times where required.

Installation

15 All rigging equipment used shall have either its safe working load (SWL) or working load limit (WLL) clearly marked and shall be suitable for the load to be applied. Applied loads should take account of the full weight of the rigging, cabling and hoisting equipment.

16 In situations where bridling is unsuitable, the use of spreader beams should be considered. Where specifically designed or manufactured beams are employed, certificates of conformity and examination must be available for inspection.

17 The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with LOLER and PUWER.

18 Secondary or 'safety' suspensions may be required in certain locations. When required, they shall be installed to bypass the mechanical lifting unit/hoist, as a minimum, in case of mechanical failure.

Suspended Structures

19 Suspended structures should not normally be directly attached to stand construction below. Where this is unavoidable, the structure will be treated as 'complex'; it will only be permitted if

agreed by the venue and detailed structural calculations are submitted to demonstrate that lateral loading can adequately be resisted without excessive movement of the structure.

Standard banners

20 A standard banner is a straight, flexible banner, normally made from PVC/vinyl.

21 Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.

22 Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets, or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

Modular structures & banners

23 Modular structures include standard truss systems and modular banners.

24 Modular structures must be assembled and used according to the manufacturer's specifications, with braces correctly aligned and connectors correctly fitted.

25 Lighting, sound and audio-visual equipment must be attached to truss by standard industry hook clamps and secondary safety fixings.

26 Textile fabric infills must comply with BS 476-Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any fire protection system within the hall. Fabric must not inhibit the effectiveness of the venue's permanent emergency lighting or heating/ventilating plant.

Custom-built/bespoke structures

27 Custom-built/bespoke structures include items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.

28 Such items are classed as 'complex' and the complex structure procedure set out in the Stand Plans section must be followed, in order for them to be rigged.

29 Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.

30 Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.

31 Lifting points should be clearly identified and be suitable for the lifting operation.

32 Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction section.

Third party rigging (client's own hoist and fix)

33 Contractors are permitted to make secondary fixings to rigging points supplied by the venue providing that:

- The arrangement is agreed in writing by the event organiser
- Application is made to the venue at least 28 days prior to the first day of tenancy by means of the 'Hoist & fix/third party rigging form'
- The name of the person who will be on site and who is competent to carry out the fixings is provided on the form
- Installation and dismantling, including the fixing and removal of suspension wires, takes place within the official tenancy period

- Unobstructed access is available at floor level for hoist vehicles etc.
- Suitable safety arrangements are made for overhead working which do not conflict or present a hazard to ground level work
- Suspended systems are installed prior to the commencement of stand construction wherever possible
- A report from a structural engineer is supplied for structures which are to be rigged (if appropriate), in accordance with the complex structure procedure detailed in the Stand Plans section
- A completed 'On Site Third Party Rigging/Hoist & Fix Sign-Off' form, available from the venue, is submitted by a competent person on site, prior to the items being flown, as certification of integrity for the attachment of items which are to be rigged.

Venue Specific Rules

National Exhibition Centre (NEC) – Weights for Banners
34 The NEC will not permit the use of metal weights for banners.

The O2 – Third Party Rigging
35 All rigging activities within The O2 must be undertaken by the venue's approved contractors.

Seating 43

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Other relevant sections:
Temporary Demountable Structures **p136**

Subsections:

- Tiered Seating
- Flat Floor Seating

Tiered Seating

1 Tiered seating structures are treated as complex structures. Please contact the relevant venue for details of the regulations to be followed and also refer to the section on Temporary Demountable Structures.

Flat Floor Seating

2 The width of gangway required between blocks of seats depends on the total number of seats and their layout. The minimum gangway required is 1.1 metres. A minimum gap (seat way) of 300mm must be provided between the back of one seat and the front of the seat immediately behind.

3 The maximum number of seats allowed in a row is:

- **7 seats** where there is a gangway at one end only. Up to 12 seats are allowed if the seat way is increased as per the below table.
- **14 seats** where there is a gangway at each end. Up to 28 seats are allowed with a gangway at each end if the seat way is increased as per the below table.

	Maximum seats in a row	Maximum seats in a row
Seat way width in mm	Gangway on one side	Gangway on two sides
300 to 324	7	14
325 to 349	8	16
350 to 374	9	18
375 to 399	10	20
400 to 424	11	22
425 to 449	12	24
450 to 474	12	26
475 to 499	12	28
500 or more	12	Determined by travel distance to exit, to be agreed with the venue

4 If there are four or more seats in a row the seats must be secured together using an approved method, so that it is not possible to separate them nor for a row to 'snake' by pushing one or more seats in a row.

5 If floor bars are used to secure seats at the end of rows and on corners, they must be cambered.

6 Where the number of seats in each block does not exceed 250, the requirement for floor barring is dependent on the profile and size of the audience.

Security 44

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Other relevant sections:
Emergencies p66

Subsections:

- General Guidance
- Bag Searches/Profiling
- Official Passes
- Advice for Exhibitors and other Event Participants
- Emergency Procedures

General Guidance

1 Event organisers are reminded that it is ultimately their responsibility to ensure that sufficient security and stewarding staff are appointed to their event and to liaise closely with the venue at all times, from the earliest opportunity. Some venues insist on the use of their in-house teams; others have approved lists of suppliers. The venue will work with the organiser and their supplier to develop a staffing schedule for security, stewarding, front-of-house and visitor management staff. This may need to meet minimum requirements.

2 Manning levels should be determined by suitable and sufficient risk assessments to cover all eventualities and event requirements such as evacuation, access control, perimeter control, incident management, security of products and health and safety.

3 Organisers should also consider:

- Overnight cover
- Which/how many doors will need to be open during build-up and breakdown
- Exhibitor access during the show including re-stocking
- How valuables will be secured
- Informing/educating exhibitors and other event participants about security risks

4 It is important that the organiser is aware of the different roles and functions of security and stewarding personnel. The venue's Security Manager can advise on these. Compliance with SIA (Security Industry Authority, the regulatory body of the security industry) guidelines is a legal requirement for venues and organisers.

5 During an event, Event Security Officers will be in contact with the venue's Control Room at all times and should be the first point of contact for all security issues. If a major security concern should arise, then the venue's Event or Duty Manager should also be notified. Security Officers will all be fully briefed on the venue's emergency procedures and will assist in these circumstances.

6 It may be possible for the organiser to use their own security staff at some venues. This should be discussed with the venue security team.

7 Organisers are reminded not to leave their event offices unstaffed and unlocked at any point during the event.

Bag Searches/Profiling

8 Bag search requirements should be discussed with the venue; they may be compulsory, depending on the prevailing security alert status. Organisers are advised to discuss 'profiling' with the event security team in order to reduce the number of bag searches required.

Official Passes

9 Organisers should always use a pass system for contractors, exhibitors and their own personnel from the start of tenancy. Pass holders should be issued, so that passes can be worn. During build-up, open period and breakdown of an event, admittance may be refused to anyone who cannot produce an official identification pass. All doors in use must be staffed and access should be restricted to staffed doors only. This is both for security and health and safety reasons.

Advice for Exhibitors and other Event Participants

10 Organisers should implement an effective method of communicating the following information to their exhibitors and other relevant parties:

11 There are many different contractors and exhibitors working within an event; products are on open display and can therefore be vulnerable. Exhibitors are responsible for the security of their goods and for taking out insurance. Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you:

- Ensure you have adequate insurance to cover all items taken to the event
- Make contact with the event security company or venue security team for advice on how to secure the items. There may be an overnight secure store for valuable items
- Consider a lockable area or cabinet on your stand; ensure you have unique locks and keys (Request non-generic locks from the stand builder or furniture hire company)
- Lock away your personal possessions during the event
- Do not leave your items unattended at any time during build-up, the open period or the breakdown of the event
- Do not leave the venue until all visitors have gone each evening
- Think about how you design the stand and position desirable items, especially where you may not be able to keep an eye on them. Seek advice, particularly if you intend to display jewellery
- Always secure desirable and vulnerable items. Typically these are: plasma screens, laptop computers, mobile phones and handbags
- Ensure you have enough staff, so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it
- Remove all portable or valuable items each evening, especially on the evening the show closes. Do not leave them until the following day for collection
- Arrive in time for the event. Ensure your area is staffed at least 15 minutes before show open time each day, but remember that the hall is normally open from 0800 hours
- Ensure cash boxes are secured; use a money belt or 'bum bag'
- Use a night sheet, if available
- Hire an alarm for your area if you have valuable or portable items
- Consider a dedicated static guard
- Speak to the venue or stand builder about dedicated CCTV. Some venues offer stand CCTV for hire
- If you are a victim of theft please report it immediately
- Make frequent checks around your area to ensure that no unidentifiable packages, cases or bags have been left on or near your stand
- Remain vigilant at all times; be aware of suspicious people, incidents and packages
- Don't look after items belonging to other people; never touch or move unattended items
- Consider 'intellectual property theft' – can photographs be taken of sensitive information, machinery parts etc.?

- When leaving your area each night you must ensure that:
  - Machinery and appliances are switched off
  - Doors and windows are secured
  - Areas are clear of staff and visitors
- In the case of a security emergency or if you see anything suspicious, call the venue emergency number. Co-operate fully with any instructions you may be given

Emergency Procedures

12 Organisers must ensure that they, their team members, contractors and exhibitors are made aware of the venue's emergency procedures. These will differ by venue so it is important that the procedures are communicated effectively.

Seminar Theatres 45

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Other relevant sections:

Stand Construction – Construction Materials **p118**
Stand Plans **p130**

Subsections:

- Submission of Plans
- Exits
- Equipment

Submission of Plans

1 The organiser must supply detailed plans of any proposed seminar theatres to be built on the exhibition floor, including the location of any AV equipment including sound desks, no later than 28 days prior to tenancy. In addition to the requirements set out under 'Stand plan approval and certification', the following must be included:

- Means of access and egress
- Gangways and gangway widths
- Layout and dimensions of seating
- Method of securing seating

Exits

2 Seminar theatres can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. The total number of exits required will depend on the seating capacity of the theatre and must be agreed with the venue. The organiser must anticipate the requirements of disabled and other vulnerable delegates when determining the number of exits.

3 If a seminar theatre has a ceiling or high level drapes that block the hall exit signs, illuminated exit signs must be installed.

4 Exit doors must have vision panels and open outwards, in the direction of escape and into a recess, so that gangways remain unobstructed.

5 Exit doors must be free from fastenings, except for panic bars or emergency release mechanisms.

6 Doors must have a minimum clear width of 800mm; however, it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchair. The size of the theatre and number of people to be accommodated will determine whether double or single doors are otherwise required. Please discuss this with the venue.

Equipment

7 Audio-visual and presentation equipment, cabling etc. must be securely sited so as not to cause any obstruction or trip hazard. AV equipment is not permitted in the gangways, which must be maintained as emergency escape routes, and the feet of speaker stands may need to be indicated with hazard tape.

Signage 46

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Other relevant sections:
Advertising p19

Subsections:

- General Guidance
- Equality and Accessibility

General Guidance

1 All external signage on the venue's premises is subject to venue approval and a plan detailing proposed locations may be required.

2 The venue may choose to restrict the use of external sign sites to that of general promotion for the event and not individual exhibitors or sponsors. Please check this with the venue concerned.

3 Fly posting is strictly prohibited.

4 All signage must be suitably fixed in position whereby it can be removed after the event without causing damage, but is equally secure enough not to fall and cause damage/injury during the event.

5 Freestanding signs, including A-frames, must be of suitable design to withstand the environment and weather conditions in which they are to be used on the day.

6 Any temporary event signage should be removed at the end of tenancy.

Equality and Accessibility

7 The way information is presented can impact significantly on the ease with which people can access it.

Viewing Distance	Type of Sign	'x' Height mm
Long distance	Fascia signs	200
	Location signs	90-120
	Direction sign	90
	Stand numbers	90
Medium range	Location and direction	60
	Identification signs	40
Close range	Room identification signs	35
	Wall mounted information	15

8 Signs must not create an obstruction. Overhanging and projecting signs should be positioned high enough to avoid causing an obstruction – not less than 2300mm to the underside.

9 Information is easier to understand if grouped together logically. Several small groups of messages are easier to read than one large list. Too many messages on a sign and random groupings of information should be avoided.

10 Glare from lighting can cause major discomfort. The most common causes are indirect glare from signage with a high gloss finish or direct glare from an internally illuminated sign.

11 To minimise glare, use materials with a matt or satin finish. Avoid placing suspended signs against a light source such as overhead light fittings and avoid positioning signs directly onto glazing panels.

12 Localised lighting of signs may be necessary; internally illuminated signs are not recommended. If possible, all light sources should be concealed or shaded.

13 Clear colour contrast between the text and signage background must be used, avoiding similar shades of brown on red or blue on mauve. Colours can appear different under various light sources.

14 The combination of upper and lower case text is much easier to read than large blocks of upper case text. Avoid using complex calligraphy and gothic style fonts; also avoid underlining large blocks of text.

15 If in doubt, a full list of guidelines regarding font sizes and style for easy accessibility is available from the RNIB.

Simulators, Rides & Inflatables 47

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Subsections:

- General Guidance

General Guidance

1 Simulators and rides must comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). They will only be permitted if a valid Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to the venue no later than 28 days prior to the start of the licence period.

2 All rides with mechanically moving parts that are 'passenger carrying' must comply with HSE's "HSG175 Fairgrounds and Amusement Parks: Guidance on Safe Practice".

3 Simulators and rides shall be under the control of a competent person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger. During build-up the organiser will submit documents to the venue that confirm to the venue that they correspond to the actual rides to be used. The organiser must also confirm that each ride has been tested daily by a competent person and is safe for public use, prior to the event opening.

4 Inflatables must comply with PIPA Standards

Special Effects 48

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Subsections:

- Approval Procedure for all Special Effects
- Firearms (as an effect)
- High Power Scenic Projectors
- Laser Displays
- Pyrotechnics
- Real Flame
- Smoke Machines
- Strobe Lighting
- Ultraviolet Lights
- Venue Specific Rules
  The O2 – Pyrotechnics

Approval Procedure for all Special Effects

1 The following must be submitted to the venue no later than 28 days prior to the first day of the licence period for any proposed use of special effects:

- A schedule of when equipment is to be used
- The length of time the effects are likely to remain at the event
- A risk assessment and method statement
- Certificates of competency of operators
- Certificates of serviceability of equipment
- A COSHH assessment and safety data sheets for any chemicals used to produce effects

2 Details of special effects must be included in the event fire risk assessment.

3 A demonstration of the effects must be arranged as required by the venue or the licensing authority.

4 Warning signs must be provided according to the type of effects to be used and must be placed in a position visible to visitors.

Firearms (as an effect)

5 All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust, locked container in a room which shall be kept locked when not in use.

6 Deactivation certificates must be provided if requested.

7 Approval of storage arrangements for firearms and ammunition will be required by the Police.

High Power Scenic Projectors

8 XENON and HMI lamps emit extremely bright lights, so luminaires shall be sited out of the gaze of the public.

Laser Displays

9 The use of lasers must comply with the PLASA 'Guidance for the Safety of Display Lasers'

10 The risk assessment must take account of the main hazards associated with lasers, which are eye and skin burns, electricity and fire. The vast majority of accidents with lasers affect the eyes.

11 The following must also be identified within the risk assessment:

- Laser output energy or power
- Radiation wavelengths
- Exposure duration
- Cross-sectional area of the laser beam at the point of interest
- Accessible emission limit

12 Laser hazard classifications are used to signify the level of hazard inherent in a laser system and the extent of safety controls required. All lasers should carry information stating their class and any precautions required during use. Lasers rated class 3 and above present a significant hazard and must be managed by a competent person (laser safety officer) to ensure safety during both installation and use.

13 Laser beams shall be at least 3 metres above the highest affected floor level at all times and arranged so that they cannot scan onto any person. Supporting structures shall be rigid to avoid any accidental misalignment of the laser(s).

14 Where scanning is requested, a specific risk assessment must be provided before permission will be considered and this must be obtained in writing from the venue.

15 Laser equipment, including mirrors, shall be placed out of the reach of the public. All fixed mirrors, if approved for use in the display area and having been correctly set, must be locked or otherwise secured in position so as to prevent subsequent or unauthorised readjustment.

16 The alignment of the laser installation including any mirrors must be checked on a daily basis.

17 The means of electrical isolation of the mains supply must be provided adjacent to the laser machine.

18 Adequate mains water supply must be provided adjacent to the laser where the laser is water-cooled.

19 An independent certificate of inspection of all installations may be required and this must be submitted to the venue before the event opens. The organiser will be responsible for any costs incurred.

20 The use of lasers for cosmetic and medical treatments is covered in Special Treatments.

Pyrotechnics

21 Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on-site is not permitted.

22 The following details must be supplied to the venue:

- The organisation providing the effects
- The nature of the effects and their positions, including distances from the public
- Manufacturer's data sheets
- The amount of pyrotechnics

23 All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue, and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

24 Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the particular performance.

25 Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

26 Maroons and concussions shall only be used in a suitable bomb tank in approved locations.

27 The pyrotechnics effects and safety control measures must be arranged and demonstrated to the satisfaction of the venue and, if requested, the Local Enforcement Authority.

Real Flame

28 Real flame will only be permitted where it is essential for an effective demonstration of a product. It must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this at all times.

29 Real flame shall be kept clear of costumes, curtains and drapes and shall not be taken into any area occupied by the public.

30 Any candleholders and candelabra shall be robustly constructed, not easily overturned and, where practicable, fixed in position.

31 Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each use.

32 Only solid fuel or paraffin shall be used unless otherwise agreed with the venue. The amount of fuel in the torches shall be limited to the minimum necessary for the effect.

Smoke Machines

33 A list of recognised smoke machines may be provided by the venue and in these cases, only those listed may be used, unless details of the proposed machine are submitted to the venue for authorisation. Any costs involved in testing the machine are to be borne by the organiser.

34 Only approved chemicals are to be used in smoke machines. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. The time factor will be determined by the venue. Account will be taken of the visibility and CO_2 levels, which must not adversely affect public safety.

35 Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venue's smoke detection systems.

Strobe Lighting

36 Stroboscopic lighting units shall be mounted at high level and wherever possible the beams deflected off a matt surface to reduce the glare. Strobes shall not be sited on escape routes or corridors or stairs or other changes of level.

37 Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FOUR flashes per second and the control equipment must be in a secure position.

Ultraviolet Lights

38 Ultraviolet lights should not be used for the purposes of special effects.

39 Black light blues may be used without restriction.

Venue Specific Rules

The O2 – Pyrotechnics

40 No flame or pyrotechnics are allowed in the special events spaces at The O2.

Special Treatments 49

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Other relevant sections:
Medical Demonstrations and Treatments p91

Subsections:

- General Guidance
- Requirements for All Treatments
- Additional Requirements for Invasive Treatments

General Guidance

1 This section covers the following categories of treatments:

- Hands-off treatments, such as Reiki
- Non-invasive, hands-on treatments, such as massage and reflexology
- Invasive treatments, such as skin piercing, tattooing, electrolysis, micro pigmentation, and dermal fillers

2 Local authorities interpret special treatments regulations in different ways and impose varying licensing and registration requirements.

3 Organisers must contact the venue at the earliest opportunity for details of conditions specific to that venue's local authority.

4 In all cases, the following must be provided to the venue no later than 28 days prior to tenancy:

- Proof of therapists' insurance cover
- Copies of therapists' qualification certificates
- Proof of membership of an appropriate professional body (where applicable)
- A risk assessment for the treatment

5 The venue reserves the right not to accept any special treatment that it considers inappropriate or harmful.

Requirements for All Treatments

6 Treatments may be performed only by qualified therapists.

7 Treatments may only be carried out using approved, maintained equipment and methods, in accordance with the relevant industry standards, practices and manufacturer's guidelines.

8 Adequate space must be made available on the stand surrounding the treatment area for the safety of visitors and those administering and receiving treatments.

9 Where a licence has been granted for the treatment to be carried out, the conditions must be complied with and the licence must be prominently displayed on the stand.

Client Safety and Treatment Records
10 Stipulated age restrictions for treatments must be adhered to.

11 Clients' medical history must be ascertained prior to treatment.

12 Patch tests may need to be carried out to check for possible contraindications.

13 Clients shall be given written and verbal advice regarding after-care, where appropriate.

14 Clients shall sign a record card to confirm that they have been made aware of the above.

15 The exhibitor shall ensure that adequate records are also kept of:

- The person giving treatment
- The treatment given
- The person receiving treatment
- The client's relevant medical history, any allergies or other contra-indications

16 These records must be made available to a licensing officer/event organiser for inspection, if requested.

Waste

17 All waste material shall be placed in a suitable, covered, leak-proof receptacle which shall be emptied at least once a day (or more frequently as necessary). The receptacle must be cleaned following emptying. Waste shall be removed from the premises in sealed plastic bags at the end of the event and disposed of in an approved manner.

18 Clinical waste, i.e. anything contaminated with human tissue, must be placed in yellow refuse bags, which should be sealed when no more than one third full; it must not be disposed of in general rubbish containers. It should only be removed from site by a waste carrier who is registered for carrying and disposing of clinical waste.

19 Needles are treated as clinical waste and must be disposed of in a puncture and leak-proof, yellow box which is clearly marked 'sharps'.

20 Exhibitors demonstrating treatments that produce vapours or dust, e.g. acrylic nail treatments, must provide a suitable means of minimising exposure.

Equipment

21 Adequate storage shall be provided for all equipment and items involved with the treatment.

22 Any needle or instrument which penetrates the skin or any instrument or item of equipment used to handle such a needle or instrument, shall be in a sterile condition and be kept sterile until it is used.

23 Needles must be pre-packed, pre-sterilised and only used once.

Hygiene

24 The exhibitor shall ensure that adequate facilities and equipment for sterilising/disinfecting equipment and surfaces are provided.

25 All surfaces on to which treatment instruments and equipment are placed prior to treatment must be smooth and impervious. These surfaces must be wiped down with a suitable disinfectant at least once a day, as well as after any spillage.

26 Any tables or couches used by clients shall be covered with a disposable paper sheet.

27 Therapists must wear suitable protective clothing/equipment where appropriate.

28 Disposable protective clothing or covering used in the treatment shall be clean, in good repair and for single use only.

29 Sterile, single-use instruments should be used wherever possible. Any other instrument used in connection with the treatment shall be disinfected or sterilised immediately after the treatment has been completed.

30 Any equipment store must be suitably clean and in such a place so as to avoid any risk of contamination.

Personal Hygiene

31 Any person carrying out treatments must ensure that:

32 Any open boil, sore, cut or open wound is kept effectively covered by an impermeable dressing.

33 Hands are kept clean and are washed immediately prior to carrying out any treatment. For non-invasive treatments only, if running water is not available, it may be acceptable to use anti-bacterial gel and disinfectant wipes.

Additional Requirements for Invasive Treatments

Hygiene

34 A dedicated wash hand basin, with a constant and adequate supply of hot and cold running water, effective drainage and sufficient electrical sockets (if required) must be provided. Anti-bacterial hand wipes are not regarded as an acceptable alternative to the provision of hand washing facilities.

35 Disposable, single-use gloves must be worn by therapists.

Anaesthetics

36 A suitable surface local anaesthetic may be applied to the area using a clean, disposable applicator (e.g. sterile gauze) for each application. If ethyl chloride is used then its hazards and limitations must be understood and extreme care must be exercised.

37 Any exhibitor using injected anaesthetics must provide evidence of their registration as a medical practitioner to the organiser and/or supervising medical practitioners prior to the commencement of the event.

Tooth Procedures

38 Any cosmetic procedures affecting the surface of the tooth, such as filing or drilling and clinical advice about such procedures may only be provided by a GDC registered dentist. Stick-on jewellery is exempt. Information on tooth whitening can be found on the General Dental Council's website: https://www.gdc-uk.org/patients/illegal-practice/tooth-whitening.

Body Piercing

39 Piercing of navel, lip, nose or eyebrow only shall be permitted, unless specifically agreed by the venue.

Laser, IPL and LED

40 The MHRA 'Lasers, intense light source systems and LEDs – guidance for safe use in medical, surgical, dental and aesthetic practices' must be adhered to: https://www.gov.uk/government/publications/guidance-on-the-safe-use-of-lasers-intense-light-source-systems-and-leds

Stand Construction 50

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Other relevant sections:

Build-Up and Breakdown	**p25**
Equality/Disability	**p69**
Platforms and Stages	**p95**
Stand Plans	**p130**
Temporary Demountable Structures	**p136**
Work Equipment/Tools/Processes	**p148**
Working at Height	**p150**

Subsections:

- General Guidance
- Lighting
- Escape Routes
- Double Decker Stands – Planning and Construction
- Floor Loading
- Inner Rooms
- Doors/Vision Panels
- Bridging over gangways
- Stand Platforms
- Ramped & Stepped Access
- Construction Materials
- On-Site Management
- Venue Specific Rules
  National Exhibition Centre (NEC) – Fixings to the Hall Floors
  Scottish Exhibition and Conference Centre – Travel Distance
  Ricoh Arena – Double Decker Stands

General Guidance

1 Adequate precautions must be taken by contractors to protect the fabric of the building during construction and dismantling. The cost of repairing any damage will be charged to the organiser of the event.

2 Exhibitors and stand designers are reminded of their obligations under the Equality Act and must design their stands with accessibility in mind.

Lighting

3 Adequately maintained general and emergency lighting, as well as maintained illuminated exit notices shall be provided to any enclosed area.

Stand Lighting

4 Consideration should be given to the lighting design and layout of a stand, so as to minimise discomfort caused by glare and dazzle to those viewing products.

Emergency Lighting

5 The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Exit Signs

6 Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm (compliant with BS 5499)
- On a 24-hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

Escape Routes

7 Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

8 The minimum permitted gangway width is 2 metres, except within stands of less than 100m^2, where gangways must be no less than 1m wide.

9 There should be no obstruction that could impede the free flow of people using the escape route.

10 All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

11 The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only one means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

Double Decker Stands – Planning and Construction

Introduction

12 This guidance identifies the main elements of safe construction of a double-deck stand. It supports the requirements for complex structures set out in the Stand Plans section.

Design

13 The following basic considerations must be addressed by the designer of a double decker stand:

14 Stability:

- Stability at all stages of construction and dismantling
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- The sequence of construction and the sequence for the removal of any temporary parts
- Calculations indicating the relevant forces and load capability of the structure
- The floor loading capacity of the venue

15 Construction and Dismantling:

- Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing
- A clear plan for dismantling the stand must be identified
- The time available for construction and dismantling of the stand must be taken into consideration
- A safe system of work must be identified within the methods for construction and dismantling, e.g. work equipment; temporary handrails; fall-arrest system

16 Assessment of Loads:

- A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence

17 Connections:

- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work
- Connections shall be simple and effective to reduce the time spent working at height

18 Materials Handling:

- The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight

Method Statement

19 The preparation of a method statement is an important step in the planning of a safe system of work.

20 The method statement for a double decker stand should include:

- Construction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely

Construction and Dismantling

21 Method statements and risk assessments must be provided and shall be followed. All persons involved with the work shall be competent to undertake the work and have read and understand the method statement and risk assessments and erection sequence(s).

22 Competent supervision is required and supervisors must be trained and understand the work they are to supervise. They shall be able to read and understand the drawings and method statements and ensure that they are appropriate for the structure and its location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the organiser for approval and to the venue.

23 Weights of components should be clearly marked and where necessary, lifting points indicated. Components should be stacked and delivered so that they can be removed in the desired order.

24 Deliveries must consider the floor loading in the area of erection or unloading.

25 Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

26 As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

27 Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works.

28 Sanding, the use of solvents and any other activities that create airborne hazards, such as dust, fumes and vapours must be controlled at all times. Non-hazardous alternatives should be used wherever practicable.

29 Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.
30 Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been accepted by the organiser.

Method Statement Template for Double Decker Stands

31 The completed document must be submitted to the organiser along with the other required documentation detailed under 'Stand Plans'. Work on-site will be checked against this information and will be stopped where it does not comply; dangerous work practices will not be tolerated and persons may be removed from the venue if necessary. Please note that 'live' or 'open-edge' working is prohibited.

This form should be completed by the person supervising the work on site

Event	
Date of event	
Stand no.	
Exhibitor	
Contractor	
Contact name	
Mobile contact number (on site)	
Date information completed	
Step-by-step build sequence for the structure (can it be built at ground level?)	
Weight to be lifted; height it will be lifted to; equipment to be used (crane, fork lift, Hiab etc.)	
How the structure will be lifted safely	
Who will undertake the tasks (own work force; sub-contractors)?	
When will handrail be completed (prior to lifting)? Will floor be complete; if not, what means of edge protection has been designed?	
Equipment to be provided for working at height	
Hazards created by the task (work at height, dust, scaffolds etc.)	
Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment etc.)	
Control measures to be used (codes of practice, safe systems of work etc.)	

Predicted noise levels	
Specialist work required (scaffold erection, woodworking machines, hot work etc.) and proof of competence of those undertaking this work	
Plant and tools to be used (power drills, saws, compressors etc.)	
Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers etc.)	
PPE to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs etc.)	
Details of the working platform (mobile tower, trestles, ladders, steps)	
Access required by other contractors to locate services or undertake an installation; who; when	
When structure will be signed off by an independent structural engineer (normally arranged by the organiser)	
Arrangements for safe dismantling	
Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed below.	
Organiser's comments: **Name:** **Date:** **Organiser's signature:**	

Double Deck Stands - Exits

32 In ideal circumstances there will be a minimum of two separate staircases leading from any floor above ground level.

33 However, in the following situation, a single staircase is acceptable:

- No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
- No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck

The occupancy of the upper deck is calculated according to the use of the area. For example, if the upper deck has tables and chairs (e.g. conference, sales area, bar or restaurant), the occupancy can be no more than 1 person per square metre.

Ceilings on Multi-Storey Stands

34 Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

Floor Loading

35 The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300mm x 300mm and 12mm thick to support a point load of up to 50kn. Point loads in excess of this and in certain areas of the venue will require larger base plates. Please refer to the relevant venue for details.

Upper Level Floor Loading

36 The floor of the upper level of a double-deck stand must be capable of withstanding a weight loading of 5kn/sqm. A lower weight loading, e.g. 3kn/sqm may be permitted, where appropriate measures are documented and implemented by the stand holder to restrict the occupancy and proposed activity within the area.

Inner Rooms

37 Occupied inner rooms on stands can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. If the travel distance from the room to a gangway exceeds 20 metres then there must be two exits in any case (reduced to 15 metres where alcohol is being served in the room). The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.

Doors/Vision Panels

38 The required minimum effective clear width of a door is 800mm.

39 Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

40 Emergency exit doors must open outwards in the direction of escape.

41 Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.

42 Sliding doors are not acceptable as emergency exit doors.

Bridging over gangways

43 Bridging over gangways should be avoided. If essential, this must be agreed by the venue.

Where agreed, bridging over gangways between stands in areas where fork lift trucks can operate must be constructed at a height of no lower than 3 metres. In areas where fork lift trucks cannot operate, the height can be reduced to a minimum of 2.4 metres.

If electrical supplies are flown across gangways, cabling must be fully supported and not 'free-flown'.

Stand Platforms

44 The use of platforms should be avoided wherever possible, in order to provide level access to exhibits and services.

45 Where the use of platforms is unavoidable, they should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities.

46 The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre.

47 Platform corners must be splayed, rounded or angled to prevent sharp corners and tripping hazards.

48 Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.

Ramped & Stepped Access

Ramped Access

49 If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.

50 A ramp must be either readily apparent or the approach to it clearly sign-posted.

51 The gradient of a ramp flight and its going between landings should be in accordance with the following table:

Going of a ramp*	Maximum Gradient	Maximum Rise
10m	1:20	500mm
5m	1:15	333mm
2m	1:12	166mm

*For goings between the above lengths, the gradient will be adjusted accordingly

52 Ramps must not be greater than 10m, or have a rise of more than 500mm.

53 Ramps shall have a minimum, unobstructed width of 1.5m.

54 The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings.

55 A landing at least 1.2m long and clear of any door swings or other obstructions must be provided at the foot and head of the ramp.

56 Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions.

57 Intermediate landings at least 1800mm wide and 1800mm long must be provided as passing places when it is not possible for a wheelchair user to see from one end of the ramp to the other, or if the ramp has three flights or more.

58 Handrails must be provided on both sides of a ramp which has a gradient steeper than 1:20. Where it is impractical to comply with this legal obligation, a risk assessment must be provided to and approved by the organiser.

59 Where the change in level is no greater than 300mm, a ramp should be provided instead of a single step.

60 Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

61 All landings should be level, subject to a maximum gradient of 1:60 along their length.

62 A kerb at least 100mm high, which contrasts visually with the ramp or landing, must be provided on the open side of any ramp or landing, in addition to any guarding required.

Stepped Access

63 A level landing must be provided at the top and bottom of each flight.

64 Landings shall have a minimum, unobstructed length of 1.2m.

65 Flights shall have a minimum, unobstructed width of 1.1m.

66 Doors shall not swing across landings.

67 Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.

68 The tread and riser of each step must be consistent throughout a flight.

69 The rise of each step must be between 150mm and 170mm.

70 The tread of each step must be between 280mm and 425mm.

71 Risers must not be open.

72 All nosings must be made apparent by means of a permanently contracting material 55mm wide on both the tread and the riser.

73 The projection of a step nosing over a tread below should be avoided, but if necessary it must not exceed 25mm.

74 A continuous handrail must be provided on each side of flights and landings.

75 A single staircase shall not exceed 1.8 metres in width.

76 Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.

77 Spiral staircases are only permitted for exhibiting staff use and not for members of the public.

78 Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.

79 Cupboards formed beneath the staircase shall be lined throughout with non-combustible material.

80 Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In

such a case an appropriate risk assessment is required. As a minimum, it must comply with the following:

- The headroom must be a minimum of 2m
- The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
- The risers must not exceed 170mm in height
- Each tread must be a minimum of 280mm in depth
- The width of landings at top and bottom must be equal to the width of the steps
- Handrails must be provided

81 The venue will additionally accept stepped access complying with the specifications of BS 5395. However the use of stepped access that is not compliant either with this standard or with the specifications given above (e.g. pre-existing modular and system staircases) will be subject to venue approval on a case by case basis.

Handrails

82 The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landing must be between 900mm and 1000mm.

83 Handrails shall be continuous across flights and landings of ramped and stepped access.

84 Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.

85 Handrails shall contrast visually with the background against which they are seen, without being highly reflective.

86 The surface of handrails shall be slip resistant.

87 Handrails shall be terminated in a way that reduces the risk of clothing being caught.

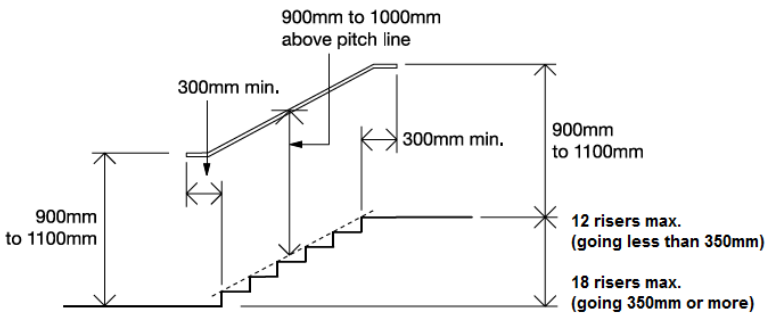
88 The profile of handrails shall be either circular, with a diameter of between 40mm and 45mm, or oval, preferably with a width of 50mm.

89 The clearance between the handrail and any wall shall be between 60 and 75mm.

90 Double-width staircases shall have a central handrail.

91 The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

92 Handrails shall be non-climbable, e.g. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.



Barriers (Balustrades)

93 Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m
- Be capable of resisting the forces set out in BS 6399-Part 1
- Be non-climbable, e.g. with solid infills or vertical guard rails a maximum of 100mm apart

Construction Materials

94 All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order adequately to perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g. adhesives, paint and fillers

95 British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Decorative Materials

96 Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

97 Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

98 Artificial plants and flowers are combustible and give off toxic fumes. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, Drapes, Curtains and Hangings

99 Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

100 Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

101 Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Floor Covering

102 All floor coverings must be secured and maintained so that they do not cause a hazard.

103 Where the hall floor is uncarpeted, fixing of floor coverings may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are generally prohibited, but may be allowed at certain venues. Please contact the relevant venue for information.

104 In carpeted halls, floor flats or a platform must first be laid on top, before alternative floor covering is laid.

Glazing

105 All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m2, where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	No limits

106 Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Night Sheets

107 Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Paint

108 Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Plastic

109 All plastic, including plastic plants and materials used for vision panels etc. must conform to BS 476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

110 Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

111 Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard may not be machined on site, as the dust produced is hazardous to health.

Upholstery

112 Upholstered seating must be non-combustible and marked with the appropriate standard.

Column Cladding

113 Where columns fall wholly or partially within the area of allocated space, exhibitors may encase them, providing access is allowed to any services which may be provided from the columns. Nothing may be fixed directly to the columns and any casing must be self-supporting.

Fixing to the Building

114 Please also refer to Stand Construction: Construction Materials: Floor Covering. Stands must be self-supporting and fixing to the building fabric of the venue is not normally permitted. Where this is permitted, it may only be carried out by the venue and will be at the organiser's expense.

On-Site Management

115 All stand construction must be monitored during build-up by the organiser's appointed structural engineer and floor management team. Stands which appear to be complex, which have not been

submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.
116 The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

Venue Specific Rules

National Exhibition Centre (NEC) – Fixings to the Hall Floors
117 Nail fixings to the Latexfalt surface of the hall floors, excluding floor duct covers, to secure margin boards, cable clips (white only) and similar items of stand fittings will be permitted.

Scottish Event Campus (SEC) – Travel Distance
118 SEC operate building travel distances within compliance of the Scottish Executive Technical Standards Handbook – 'Building Standards (Scotland) Regulations'.

Ricoh Arena – Double Decker Stands
119 Any double decker stand where the top deck is to hold more than 20 people at any one time, must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Ricoh Arena if they have any double decker stands that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

Stand Plans 51

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Other relevant sections:

Platforms and Stages **p95**
Rigging **p99**
Stand Construction **p118**

Subsections:

- General Guidance
- Space Only Stands
- Complex Structures
- Certification of Stands & Structures On Site
- Venue Specific Rules
  ACC Liverpool, Manchester Central & The O2 – Space Only, Non-Complex
  The O2 – Non-Complex Structures

General Guidance

1 All stand plans must be checked by a competent person to ensure:

- Compliance with all relevant standards
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use by all

Space Only Stands

2 Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with the venue's regulations.

3 Details of the materials used to construct the stand, a plan showing its location within the exhibition, a risk assessment, (to include fire hazards) and method statement must also be submitted.

4 It is the organiser's responsibility to ensure that space only stand and rigged structure plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan approval contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

5 The following is a guide to the elements of a space only stand plan which should be checked in addition to ensuring that they comply with the organiser's own regulations:

- Documentation – is it complex or not and are all the required plans and documents included?
- Dimensions – does it fit the space and is the orientation correct?
- Height – does it conform to the venue's maximum construction height?
- Stability – is the stand self-supporting?
- Dividing walls (if applicable) – are they shown? Are they self-supporting?
- Construction materials – have they been identified and do they comply?
- Floor covering – is it indicated?
- Ceiling – what material?
- Columns (where applicable) – if there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – is the stand adjacent to a fire point? Will the fire point be kept completely clear?

- Services – is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?
- Platform – if there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – are there any store rooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area compliant with guidance in the Stand Construction section of this document?
- Doors – have vision panels been incorporated? Do they provide a zone of visibility spanning from 500mm to 1500mm above the floor? If the door is a concertina has a vision panel been incorporated adjacent to the door; do they open outwards without encroaching into gangways?
- Rigging – is anything to be rigged, e.g. banners, lighting?
- Turntables/rotating signs – are there any?
- Steps – are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails & balustrades – are they at the correct height? Do they have anti-climb rails?
- Lighting – is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – are they within maximum permitted?
- Special risks – are they any items or proposed activities of special risk?
- Demonstrations – check positioning on stand. Is there space for an audience?
- Seating – if seating is provided, does it comply?
- Kitchens & bars – have all relevant details been supplied?
- Water features – are there any?

6 Double-deck stands:

- Construction – are measures in place to prevent live-edge working?
- Method statement – does this fully detail how the upper deck will be built?
- Staircases – is the correct number provided in relation to the upper deck maximum travel distance?
- Toe-boards – are they fitted to the upper deck?
- Equality Act – are services provided on upper deck available to those with disabilities?

7 Rigged Structures:

- Are items to be rigged modular or custom-built/bespoke, e.g. complex?
- Do structures to be rigged comply with the Rigging section?
- Is the complex structure procedure being carried out where applicable?

Complex Structures

Definition

8 A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk.

9 It is the responsibility of the stand designer to determine whether a structure is complex or not. Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Custom-built/bespoke suspended structures
- Sound/lighting towers
- Temporary tiered seating (refer to Temporary Demountable Structures section)
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

Submission Procedures

10 Organisers are responsible for submitting full details of all complex structures no later than 28 days prior to tenancy. Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

- Detailed, scaled structural drawings showing:
  - Plan views of each storey of the stand/structure
  - Sections through each storey of the stand/structure
  - Elevations including full steelwork and staircase details
  - Width and position of gangways within the stand
  - Floor and/or roof loading
  - Specifications of materials used
  - Structural calculations
  - Risk assessment (to include fire hazards) and method statement
  - Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose

11 Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition.

12 If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

On-Site Certification of Stands & Structures

13 The organiser must submit certification to the venue for all structures before visitors can be admitted to the event:

Shell Scheme

14 Certificate of completion and safe construction provided by a competent person, e.g. official stand contractor, confirming that all stands have been built in a satisfactory manner and are fit for their intended purpose.

Space Only, Non-Complex

15 Certification by a structural engineer, with appropriate professional indemnity cover (a copy of which shall be supplied to the venue if requested), certifying them to be sound and safe for their intended purpose.

Space Only, Complex

16 Certification by a structural engineer, certifying them as safe, fit for use and constructed in accordance with the designer's specification. The event will not be deemed safe for visitors until all certificates have been received by the venue.

Rigged Structures

17 Where personnel other than the venue's riggers have carried out a hoist and fix operation, confirmation by a competent person, that connections have been terminated correctly.

Venue Specific Rules

ACC Liverpool, Manchester Central & The O2 – Space Only, Non-Complex

18 These venues do not require certification by a structural engineer for a space only, non-complex structure.

The O2 – Non-Complex Structures

19 The O2 does not deem proprietary stages under 1.2m high to be complex structures.

Sustainability 52

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Other relevant sections:

Equality/Disability **p69**
Waste **p140**

Subsections:

- General Guidance
- Purchasing
- Transport
- Energy
- Waste
- Community
- Information

General Guidance

1 Sustainable practice can have significant benefits for an event and is arguably essential for competitive advantage and long-term success.

2 The impact of an event can be significant, especially in aspects such as purchasing, transport, energy use and waste. This guidance aims to assist organisers in their responsibility to minimise the negative impact and improve the positive impact of their event.

3 Organisers are encouraged to ask the venue and their contractors about their policies, certification to relevant standards, what measures they already have in place to improve sustainability and how they can help event organisers improve their event sustainability.

4 The event industry's Sustainability Working Group champions best practice in venues and events and makes the following recommendations. These are by no means exhaustive and are intended to act as a starting point for organisers who wish to make their events more sustainable.

Purchasing

5 Responsible purchasing involves considering the impact of everything you procure for your event, including lanyards, bags and brochures, as well as the appointment of contractors.

6 Source items that are made from recycled materials and materials from sustainable sources.

7 Minimise waste by ordering only the quantities you actually need.

8 Ask your contractors about their sustainability policies and discuss how they can help make your event more sustainable; find out about their staff and sub-contractors' employment conditions.

Transport

Visitor Travel

9 Encourage the use of public transport to get to your event.

10 Ask the venue to provide clear instructions about getting to the venue for you to publish on your website, including detailed instructions for people with disabilities.

11 Work with transport organisations to offer discounted travel.

12 Consider carbon off-setting.

Build-up and breakdown traffic

13 Appoint a freight contractor to plan the most efficient way of getting freight to and from your event and encourage exhibitors to use them; they will be able to consolidate loads, thereby reducing traffic to the venue and could help make exhibiting more cost-effective.

14 Work with the venue to schedule build-up and breakdown to minimise queuing and the effect this can have on the local area.

15 Encourage transport sharing.

16 Brief marshals to encourage drivers to switch off engines when waiting to load or unload.

Energy

17 Work with the venue to ensure the efficient use of lighting, e.g. reduce or switch off lighting in void areas or where there is sufficient natural light.

18 Agree a comfortable temperature with the venue to be maintained during open days. Adjusting the temperature by just one or two degrees can have a significant, positive effect on the impact of your event.

19 Encourage your contractors to use energy-efficient equipment, e.g. LED lights use approx. 80% less energy and can last up to 50 times longer than standard lighting.

Waste

20 Work with your contractors to design features that are waste-free:

- Use re-usable systems
- Make graphics re-usable by not including specific dates on them

21 Consider each of the materials to be used in your features, how they have been produced and what will happen to them after the event.

22 Use recycled materials, e.g. carpet and ensure it can be recycled after the event.

23 Encourage exhibitors to use re-usable systems to build space-only stands.

24 Talk to the venue and your contractors to find out about the waste-management systems already in place, so that you can make best use of them and ensure that the maximum amount of waste possible is recycled.

25 Where possible, separate waste for collection and recycling; promote recycling bins, where appropriate (waste separation is a legal requirement at Scottish venues).

26 If you are organising a food event, consider contacting a food bank local to the venue; they will be pleased to accept extra, in-date food at the end of each day.

27 Encourage exhibitors to use electronic promotion and recording of visitors to their stands, rather than 'give-aways' and business cards.

28 Where it is necessary to use paper, ensure it is recycled or from sustainable sources (FSC). By using recycled paper, you reduce the carbon impact of your paper use by 28%.

29 Ask your floor managers to liaise closely with contractors during build-up to identify and deal with waste materials appropriately.

30 Consider introducing incentives for reducing waste.

Community

31 Your event will have a positive economic effect on the venue's local community. You may wish to increase the positive impact by considering:

- Donating unwanted materials to local schools
- Offering free entry for students
- Supporting a charity that is relevant to the event industry and/or the local area

Information

32 Advertise your efforts to make your event more sustainable, to increase awareness amongst your contractors and customers and to gain PR for the event.

33 Provide your exhibitors with information on best practice and the effect that a sustainable event can have, to help to engage and encourage them to contribute.

34 Ask the venue for waste and energy consumption statistics for your event, so you can measure event-by-event improvement.

35 If you would like to exchange ideas on making the event industry more sustainable, you can engage with the Sustainability Working Group, via the AEO.

Temporary Demountable Structures 53

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Other relevant sections:

Build-Up and Breakdown	**p25**
Equality/Disability	**p69**
Stand Construction	**p118**
Work Equipment/Tools/Processes	**p148**
Working at Height	**p150**

Subsections:

- General Guidance
- Additional Requirements for Tiered Seating
- Venue Specific Rules
  Scottish Event Campus (SEC) – General
  Ricoh Arena – General
  The O2 – General

General Guidance

Definition

1 Temporary demountable structure means any structure assembled and installed for use at an event, which is intended to remain in situ for the event only. This includes grandstands, scaffold, timber and fabric structures, filming and lighting platforms, but excludes exhibition stands.

Compliance

2 All temporary demountable structures erected and/or installed shall comply with The Institution of Structural Engineers – Temporary Demountable Structures Guidance (Third Edition April 2007), available from The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH.

3 Marquees shall comply with the Muta Code of Practice.

4 In addition, there may be specific venue requirements. Please check with your venue.

Submission Procedures

5 The following information is required to be submitted to the venue at least 28 days prior to installation:

- A full set of design drawings and calculations for the structure, stating any restrictions for use
- A method statement
- A risk assessment for installation, removal and use

6 Design Considerations:

- The venue should be treated as an 'open' site for wind speed purposes
- The supplier shall carry out a pre-event survey of the venue/site
- The design must include provision for emergency lighting of escape routes

Installation

7 The organiser shall ensure that a competent person supervises the installation and dismantling of the temporary structure.

8 Where fixings to the ground or fixings to existing structures are permitted by the venue, the supplier shall:

- Ensure that all holes are pre-drilled
- Ensure that fixings are capable of withstanding the imposed load(s)

- Take all reasonable measures to ensure that there are no buried services within the immediate locality (e.g. carry out a CAT scan)

Certification

9 On completion of installation and before it can be used by the public, the organiser shall submit to venue certification signed by a structural engineer, stating that the structure has been installed in accordance with the design and certifying that it is safe for its intended use.

Event Open Period

10 The supplier is responsible for the structural integrity of the temporary structure at all times. A qualified and competent technician must be available on-site during all open periods, if required by the venue and on 24 hour call at all times.

11 Emergency call-out contact details must be provided to the venue.

12 Combustible materials must not be stored underneath raised areas.

Additional Requirements for Tiered Seating

Plan Submission

13 A 1:200 DWG drawing of the seating layout must be submitted for approval to the venue **prior to any tickets being sold for the event**, to ensure that the layout has sufficient exits.

Daily Inspection

14 The seating must be checked by a seating engineer/competent person on a daily basis and the sign-off passed to the venue.

15 Inspections should include the following as a minimum:

- Components align vertically and horizontally from above and below system
- Handrail spigots and pins/bolts fully engaged and securely located
- Rails in place – ends of gangways and stair landings
- Stair frames braced and secure flight fixed
- Half steps secure, handrails and nosing properly fitted
- Seats and seat frames undamaged, in line and level
- Seat backs not dislodged, splitting or warping
- Floor panels secure not splitting or warping
- Exits signed, unobstructed
- All light fittings secure and working including emergency lighting
- Mechanical damage

Venue Specific Rules

Scottish Event Campus– General

16 In Scotland, under the Civic Government (Scotland) Act 1982, structures of a certain height may be inspected by Glasgow local authority. All staging, seating or platforms 600mm or higher with an individual or others using/occupying them, will require a 'section 89' application to be lodged in advance with Glasgow local authority. Contact the venue in the first instance to process this information.

Ricoh Arena – General

17 Any structure that holds more than 20 people at any one time must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Ricoh Arena if they have any structures that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

The O2 – General

18 The O2 requires a Section 30 for any temporary structure. If a temporary structure is erected for 28 days or more, a full plans application is required.

Vehicles 54

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Other relevant sections:
Gas p80

Subsections:

- Moving or Static Motor Vehicles within the Venue
- Petrol-Fuelled Motor Vehicle Exhibits
- Vehicles in Public Circulation Areas
- Vehicles Used for Speed Competitions, Racing & Stunt Events
- Refuelling and Recharging
- Double Decker Buses

Moving or Static Motor Vehicles within the Venue

1 Organisers shall give the venue at least 28 days' notice in writing of their intention to exhibit or demonstrate vehicles within the venue.

2 Vehicles shall not enter any building in which an exhibition is taking place during the time that it is open to visitors.

3 Motor vehicles used for delivery of materials or exhibits are not permitted to remain in the halls overnight. Please contact the venue should a vehicle need to remain on-site overnight.

Petrol-Fuelled Motor Vehicle Exhibits

4 All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel
- Fuel tanks on all other petrol engine equipment must be empty
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter
- The running of engines during the open period of an exhibition is strictly prohibited
- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times

Vehicles in Public Circulation Areas

5 No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition.

6 The static display of vehicles in the public circulation areas is subject to approval of written details by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position.

7 The venue will agree the maximum number of vehicles permitted in these areas.

Vehicles Used for Speed Competitions, Racing & Stunt Events

8 Organisers shall give the venue at least 28 days' notice in writing of their intention to use vehicles for any speed competitions, racing, stunt events etc. including full risk assessments and method statements of all vehicle activities, pit areas and fuel storage for the event.

Refuelling and Recharging

9 Vehicles and plant must be refuelled or recharged in the open air, away from the building in a position agreed by the venue.

Double Decker Buses

10 Access to and the number of people permitted on the upper deck must be restricted by a suitable barrier or steward. Overall numbers of people admitted to the upper deck will be dictated by the venue.

11 Warning signs must be provided at the top and bottom of stairs. For example, "Caution: Hazardous stairs".

12 As access tends to be restricted to people without ability restrictions, this will need to be taken into account and exhibitors using these vehicles will need to provide an equivalent service at floor level to visitors who are unable to access.

13 All stewards and staff must be briefed, be competent in assisting visitors, understand the emergency procedures and be able to put these into practice if required.

14 All stewards and staff must be briefed and competent in providing assistance and/or the necessary aid (e.g. step ladder) if the emergency exit panel is required to be used.

Waste 55

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Other relevant sections:
Water & Waste p143

Subsections:

- General Guidance
- Stand Cleaning
- Hazardous Waste
- Venue Specific Rules
  Harrogate Convention Centre & Yorkshire Event Centre – General
  National Exhibition Centre (NEC) – General
  SEC & AECC – General

General Guidance

1 The venue is responsible for cleaning common areas of the site e.g.: communal/public areas, foyers, entrances, concourses, gangways, toilets, and will remove 'normal waste' produced during the build-up and breakdown periods. Normal waste includes packaging and other small items.

2 The organiser, exhibitors and contractors are responsible for the removal of any other waste, including:

- Carpet
- Crates/pallets
- Building waste, such as bricks, sand and stand fitting materials
- Metal work
- Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- Hazardous waste – e.g. paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances, fridges and microwaves
- Cooking oils
- Strip lights (fluorescent tubes) and light bulbs
- Material produced by working demonstrations of exhibits

3 In accordance with Section 34 of the Environment Protection Act, items requiring disposal shall be removed by an approved waste carrier and taken to a licensed waste management company. The venue can provide quotes, on request, for making the necessary arrangements.

4 All waste items must be removed from the exhibition halls in sufficient time for the venue's cleaning contractor to clean the floors within tenancy hours on the last day of the licence period. If such items are not removed, the venue may arrange for their removal and any associated costs will be passed on to the organiser. The venue accepts no responsibility for any items left on the premises after tenancy hours on the final day of the licence period.

5 As a general rule all stand construction work must be completed by pre-open evening. All vehicles, plant, ladders, trestles, scaffolds, trolleys, contractors' huts, spare materials and other items used in connection with the construction and erection of stands must be removed from the venue. At the same time all exhibits, exhibitors' and contractors' materials required for that event must be removed from the gangways and placed on stand areas to allow the venue's cleaning staff to sweep the gangways and clear away refuse.

6 The organisers, exhibitors and contractors must provide adequate access and freedom of movement to allow the cleaning operation to take place in reasonable time prior to the commencement of the open period.
7 After an exhibition has closed each day, stand holders must place any dry refuse from their stand into plastic sacks. The plastic sacks must then be placed in the gangways immediately after the closure of the exhibition for removal by the night cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic sacks, or at other times than those stipulated above.

8 Contractors must ensure that adequate arrangements are in place to dispose of liquid waste in a safe and environmentally sound manner. Discharges must not be made into any site drainage system, sanitary facility or floor duct.

Stand Cleaning

9 The venue will normally provide stand cleaning services as follows:

- A pre-clean of all stands on the day or night before the event opens
- A daily clean of all stands prior to the event opening

10 These services do **NOT** normally include the following:

- The cleaning of exhibits
- The cleaning of the upper level of multi-storey stands
- Specialised cleaning e.g.: cleaning of cars, boats, glass, special flooring

11 At the end of the event, the organiser, exhibitors and contractors must ensure all equipment has been moved prior to the end of the Licence Period. Abandoned equipment and excess waste will be removed by the venue at a cost to the organiser.

12 If skips are required to dispose of stand materials, these can be hired from the venue's cleaning contractor. At venues where third party skips are permitted to be used, these are not allowed into the halls, unless agreed by the venue.

13 Washbasins and toilets within the WCs throughout the venue are not to be used for disposing of tealeaves, waste food etc. The cost of clearing blockages in the drainage system as a result will be charged to the organiser.

14 The venue will charge for any unreasonable soiling or permanent damage caused to walls or carpeted areas.

Hazardous Waste

Duty of Care

15 All producers of waste have a duty to ensure that any waste produce is handled safely and within the law.

16 The following are examples of items covered under relevant legislation:

The Hazardous Waste Regulations

17 Solvents, paints, inks, oil, rags contaminated with oil or paint, aerosols, chemicals, unmarked liquids, tyres.

18 Any waste that is listed in the Europe waste catalogue marked with an asterisk (*) is classed under the Hazardous Waste Regulations. Any accident or spillage that could result in a hazardous substance entering a drain must be reported immediately.

Waste Electrical Electronic Equipment (WEEE) Regulations

19 Electrical equipment containing hazardous components such as cathode ray tubes (TV's), computers, radios, light fittings, plugs, fuse boxes, all electrical appliances.

The Batteries Directive

20 All batteries including lead acid and NiCad.

Clinical Waste

21 Clinical waste is defined in the Controlled Waste Regulations.

22 It includes any waste which consists wholly or part of:

Human or animal tissue, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, syringes, needles or other sharp instruments, which unless rendered safe may prove hazardous to any person coming into contact with them.

Venue Specific Rules

Harrogate Convention Centre & Yorkshire Event Centre – General

23 The venue is responsible for cleaning the following common areas of site: public catering areas, entrances, foyers and toilets. The organiser is responsible for the removal of any other waste produced during build-up, live event and breakdown including concourses, gangways and main event areas.

National Exhibition Centre (NEC) – General

24 Costs for the removal of all waste, including hazardous waste, relating to the event build-up and breakdown will be attributed to the contracted waste disposal allowance. Should this allowance be exceeded, additional charges, in line with the waste management rate applicable on that date, will apply.

Scottish Event Campus (SEC) & Aberdeen Exhibition and Conference Centre – General

25 Waste (Scotland) Regulations requires all businesses, (operating in Scotland) to separate paper and card, plastic, metal and glass for recycling. Businesses that produce more than 50kg of food waste per week will also need to separate this for collection. The organiser is responsible for ensuring separation and removal of recyclables in compliance with this legislation.

Water & Waste 56

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Other relevant sections:

Waste **p140**
Water Features **p144**

Subsections:

- Stand and Feature Supplies
- Discharge of Waste Water
- Limitation of Supply
- Stand Isolation
- Breakdown

Stand and Feature Supplies

1 Adequate water and waste facilities must be ordered where required on stands or feature areas.

2 Mains water will not be connected, unless an approved method for the disposal of waste water is in place.

3 All fittings and equipment in contact with water must be clean and appropriate for use, in order to avoid contamination and leakage.

Discharge of Waste Water

4 Exhibits and equipment containing water shall be drained down carefully at the end of the event, so that water is not discharged on to the hall floors or into service ducts.

5 Food and noxious substances, such as paint, oil, spirits, chemicals, sewage, animal waste and milk, shall not be discharged into the drainage system.

6 Any damage caused to the venue by water discharge or inappropriate disposal of noxious waste will be charged to the organiser.

Limitation of Supply

7 The venue reserves the right to limit quantities of water services to a stand or feature, where the demand may adversely affect other exhibitors' supplies.

8 Where the organiser proposes to group together exhibitors with high water demand, this must be discussed and agreed with the venue prior to the allocation of stand space.

Stand Isolation

9 Installations not requiring a continuous supply shall be isolated, using a valve or stop cock, as soon as possible after the close of the event each day. All valves and stop cocks must be accessible at all times.

Breakdown

10 Where mains water supplies are required during breakdown, this must be requested in advance of the close of the event.

Water Features 57

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Other relevant sections:

Electrical Installation & Testing **p48**
Water & Waste **p143**

Subsections:

- General Guidance
- Control of Legionella
- Pools

General Guidance

1 Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of anyone in the venue.

2 Arrangements for filling and subsequent removal of water must be agreed with the venue or the venue's official contractor and features must be designed in such a way that filling and emptying can be completed within tenancy. Under no circumstances can connections be made to fire hydrant points, nor should water be discharged onto the floors, into ducts or any other unauthorised part of the premises. The carrying of water across the exhibition floor for filling/emptying features is not allowed.

3 Details of any large water-containing vessels, such as bathing pools and ponds, must be submitted to the venue for approval no later than 28 days prior to tenancy. Vessels of this type must be fitted either with a connection in the base for a waste pipe, or with a suitable connection incorporating a pump, connected to a waste pipe that has been ordered from the venue, or the venue's contractor.

4 Any electrical equipment, such as pumps, must comply with the guidance in the Electrical Installation & Testing section.

5 All valves and stop cocks shall be accessible at all times.

Control of Legionella

6 All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems'. By-laws of the relevant Water Authority must also be adhered to.

7 Organisers shall advise the venue in advance of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray (e.g. Fountain, whirlpool spa, humidifier etc.).

8 Identification and assessment of any source of risk including a written scheme for prevention and control of the risk is required to be submitted to the venue prior to build up works commencing on site.

9 A responsible person must ensure that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme. The name of the responsible person and evidence of their competence shall be notified to the venue no later than 28 days prior to tenancy.

10 The responsible person will be deemed competent to carry out the appropriate monitoring only if he/she has satisfactorily completed an approved course on Legionella control, or has appropriate

qualifications and sufficient knowledge and experience of implementing the Approved Code of Practice and guidance 'Legionnaires' disease: The control of legionella bacteria in water systems'.

11 It is strongly advised that records of the precautions taken are kept for at least 1 year after the event.

Pools

12 Organisers shall also consider the following elements and ensure that they are addressed through risk assessment:

- Changing rooms and safeguarding policies
- Temperatures of pools with children
- Qualifications of lifeguards
- Precautions to prevent collision and damage, such as a sterile zone
- Bunding arrangement capable of containing a minimum of 110% of the capacity
- Barriers/prevention of piercing of pool skin
- RCD connectors
- Use of splash guards

Weapons 58

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Subsections:

- General Guidance
- Exhibited Weapons

General Guidance

1 Weapons covered by this guidance include replica weapons (including 'toy' firearms), deactivated weapons, swords, crossbows, knives (including kitchen knives) and tools. Ceremonial knives carried or used to meet religious obligations and small, folding or utility knives used for a lawful purpose and not brandished or worn in such a manner as to cause concern or alarm are exempt from this guidance.

2 The use of weapons must be agreed in writing by the venue. Requests for approval, a copy of the relevant licence, if applicable, e.g. firearm certificate, together with detailed risk assessments for delivery, storage, operation, use, display and management, must be submitted to the venue at least 28 days prior to tenancy.

3 The use and possession of weapons is regulated by the Offensive Weapons Act, the Criminal Justice Act, The Knives Act and the Firearms Act. The venue reserves the right to refuse permission for the use of any weapon in a show or performance where it feels that the criteria are not being met.

4 Visitors must not bring any items that may be deemed offensive or harmful into the venue, including weapons and realistic replica weapons. A suitable entry policy should be publicised in advance of the event.

5 The person in control of a weapon, e.g. the armourer (registered firearms dealer) or certificate holder is responsible for the following:

- Secure transport, storage and use in accordance with the licence. Ammunition and firearms must be carried in separate, locked containers
- Safe use
- Competency of the weapon handlers
- Maintaining safe areas and distances to eliminate risk from discharge
- Clear briefing to those who may be affected of details of the use of the weapon(s) and the arrangements for the safety of people and equipment
- Identifying and ensuring the use of protective measures, e.g. screens, protective clothing and ear defenders
- Accounting for all weapons and ammunition at all times

6 The suspected loss of a firearm, ammunition, replica or deactivated weapon must be reported to the venue immediately.

Exhibited Weapons

7 Where weapons are exhibited:

- The exhibitor's risk assessment should address pre-sale demonstrations and handling of weapons by customers, e.g. sales should be made on a one-to-one basis and not in crowded areas
- The venue may request details of the exhibitor's trading company, in order to verify that the business is legitimate

- Sold items must be forwarded to customers after the event
- Exhibitors should retain a record of each customer until the end of the event open day, after which their details should be destroyed
- It is recommended that exhibitors request appropriate photographic identification from customers appearing to be under 21, in order to ensure compliance with minimum age legal requirements
- Knives displayed on stands must be encapsulated in protective packaging or kept in enclosed cabinets, so that blades cannot be touched by the public

8 Where knives are used in demonstrations, they must be kept out of reach of the public.

Work Equipment/Tools/Processes 59

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Other relevant sections:

Build-Up and Breakdown	**p25**
Equality/Disability	**p69**
Stand Construction	**p118**
Temporary Demountable Structures	**p136**
Working at Height	**p150**

Subsections:

- Work Equipment
- Access Equipment
- Working Platforms
- Lifting Equipment
- Work Tools
- Working at Height
- Fixing to the Premises
- Floor Loading

Work Equipment

1 All equipment provided for work within the venue must be suitable and appropriate for the tasks required. The venue is a commercial environment and the use of 'domestic' quality equipment is not acceptable. Equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). All lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER). The following are the minimum health and safety requirements in the use of work equipment, tools and the processes used in stand construction and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned below shall be provided to the organiser so that their floor management team can monitor the activities.

Access Equipment

2 Access equipment includes scaffold towers and mobile elevating work platforms (MEWPS). Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than 3 times the minimum base dimension have outriggers fitted and used. MEWPS may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous 6 months. The venue requires all operators working on MEWPS to wear head protection and body harnesses and be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment.

Working Platforms

3 All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

Lifting Equipment

4 Lifting equipment includes fork lift trucks, Genie hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.
5 All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment will be visibly marked as having been inspected and tested within the previous 6 months. Only official contractors appointed to an event may operate lifting equipment within the venue.

Work Tools

6 All tools being used in the construction of stands shall be fit for purpose. Where electrically operated they shall be visibly marked as inspected and tested within the previous 12 months. Woodworking machinery shall be used with due consideration for the affect on others nearby (noise and dust). Gangways are not to be turned into makeshift 'work-shops'. The use of routers is not appropriate due to the release of harmful dust in the process.

Working at Height

7 Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used.

Fixing to the Premises

8 Fixing of any sort to any part of the interior or exterior of the premises, including floors, is not normally permitted, but may be allowed at certain venues. Please contact the relevant venue for information.

9 Where applicable, only venue approved carpet tape may be used for fixing floor coverings to the hall floors. Any damage to the fabric of the building will be repaired by the venue at the organiser's expense.

Floor Loading

10 The transportation and location of heavy exhibits/structures must conform to the venue's weight limits, which must not be exceeded.

11 The organiser must inform the venue in advance, of any load which may exceed that normally permitted, so that an engineered solution may be found, if possible.

12 Floor loading limits and the required dimensions of base plates vary considerably; please check the specific information provided by the venue.

Working at Height 60

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Other relevant sections:

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Equality/Disability	**p69**
Stand Construction	**p118**
Temporary Demountable Structures	**p136**
Work Equipment/Tools/Processes	**p148**

Subsections:

- General Guidance
- Ladders

General Guidance

1 A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

2 The Work at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

3 Duty holders' responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue
- Account is taken of the risk assessment carried out for the activity
- They do all that is reasonably practicable to prevent anyone falling, including preventing live edge working
- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality

Ladders

4 All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

5 Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

6 Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk.

7 Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used

Working Machinery 61

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Other relevant sections:

Heat Generating Displays	**p86**
Product Demonstrations/Activities on Stands	**p97**
Stand Construction	**p118**
Work Equipment/Tools/Processes	**p148**

Subsections:

- General Guidance

General Guidance

1 Machinery, engines and similar equipment exhibited on stands are subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER).

2 A risk assessment must be carried out in order to ensure that any equipment being demonstrated (e.g. operated as part of an exhibit) on a stand is inherently safe and does not present a hazard to the operator of the equipment, other staff or visitors at any time.

3 Details of all demonstration areas must be submitted to the venue.

4 Demonstration areas must be indicated on stand plans and, where necessary, must be sound proofed.

5 Machinery shall be electrically and mechanically disconnected, except if required for a demonstration.

6 Working machinery should only be demonstrated to interested parties where necessary and not used as an attraction to the stand.

7 Moving parts of machinery and other working equipment must be efficiently guarded to protect both the public and the operator.

8 All running machinery and other working equipment must be set back from the stand edge, so as not to cause a hazard to staff and to accommodate visitors.

9 All staff must have sufficient instruction and training to ensure that they are competent when undertaking any demonstrations. Suitable PPE should be issued.

10 All machines must be suitably guarded, as they would be in normal use. Where guards are removed for display purposes, the following will apply:

11 A strong and suitable see-through guard must be in place for the duration of the show.

12 Distance barriers and screens may be required to protect visitors from harm. The risk assessment will identify the type needed.

13 Barriers may be required.

14 All exhibits must, where they are not sufficiently stable as free-standing models, be properly secured to the floor of the stand or other structure.

15 Floors on stands must be kept clear of articles or substances likely to cause persons to slip or trip.

16 All electrical conductors must be properly installed and adequately protected.

17 Exhibits must be positioned so that at no time do they protrude into gangways.

18 Precautions must be taken to ensure that dust particles, fumes etc. from working machinery do not discharge into areas outside the stand.

19 All stand personnel should acquaint themselves with how to use the appropriate fire fighting equipment as identified in the risk assessment and supplied on the stand, and with the position of the nearest fire alarm location in the building.

20 A charge may be made by the venue for provision of additional fire fighting equipment.