



HEALTH AND SAFETY DOCUMENTS **FOR STALLHOLDERS**

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Event Policy Statement

We, Muslim Lifestyle Show take our responsibilities as laid down in the Health & Safety at Work etc Act 1974 very seriously and it is vital that exhibitors and contractors do the same. The person with overall responsibility for health and safety at the event is Waleed Jahangir, Event Director

Current legislation applies throughout the build-up, open and breakdown periods of the event, as does the eGuide (Guidance for Working at UK Exhibition Venues). This can be viewed at:

www.aeo.org.uk/equide

As organisers, it is our policy to manage Muslim Lifestyle Show in accordance with the above as far as is reasonably practicable and this section has been produced to provide exhibitors and contractors with clear, simple suggestions for understanding and complying with health and safety procedures on site.

Muslim Lifestyle Show *has appointed a Health & Safety Consultant Chris Simpson* for the event. They reserve the right to impose any necessary measures to ensure safe build-up, open and breakdown periods and will be based on site in the organiser's office. In case of queries before the event Chris Simpson can be contacted on chris@c-simpson.com. First aid and security facilities will also be provided on site.

A floor safety booklet which aims to address the key issues encountered during build-up and breakdown has been produced by the venue. This will be available from the organiser's office on site and in advance of the event on request.

Some of the key risk areas are outlined overleaf, but it is vital that:

- 1) every exhibitor undertakes their own risk assessment for their activities on site
- 2) every exhibitor completes and returns the health & safety declaration form to the organisers by the due date and before arriving on site. This states that you have fulfilled your legal obligations. Failure to return this form could render your company directors liable to prosecution in event of an incident
- 3) space only exhibitors obtain a separate Construction Phase Plan(CPP) with a suitable and sufficient risk assessment and method statement from their principal contractor who is building the stand.

Risk Assessment and Fire Risk Assessment

It is a legal requirement that each exhibitor undertakes their own risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards. Exhibitors are otherwise liable to prosecutions and heavy fines.

If your stand is shell scheme and no significant risks are found in relation to the displays or activities taking place on the stand, you must confirm this to the organiser using the hazard identification form in this manual.

The construction of shell scheme stands will be assessed by the appointed contractor. Each raw space only exhibitor must also obtain a Construction Phase Plan (CPP), separate risk assessment and method statement from their principle contractor regarding their activities. To help you, we've included a sample CPP, risk assessment form and method statement.

Exhibitors must also complete a fire risk assessment in order to comply with current legislation. For simple, shell scheme stands, this may be included as part of the stand risk assessment. Any stand which is a complex structure or space only stand on which large numbers of people could gather will need a separate fire risk assessment.

By law, a risk assessment must be 'suitable and sufficient', but it must also be simple to understand and implement.

Step 1: Identify the task/hazard. What equipment, materials and chemicals will be used? How much noise and dust will there be? What is the weight loading limit? What vehicle movements and lifting operations have to be considered? Do you need to schedule a 'late working rota' to avoid tiredness and mistakes? How are you disposing of waste? Do you have any electrical installations? What are the emergency procedures?

Step 2: Decide who could be harmed and how. Who will be affected by your work and be most at risk? Think of your employees, contractors, exhibitors and visitors on or near your stand. Safe working depends on co-operation between all the companies on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

Step 3: Evaluate the risks. Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or the work done in a different way? (b) If the hazard cannot be eliminated, can it be isolated, controlled, or reduced? (c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should be the last resort and is often not the only solution.

Step 4: Record the findings. Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in Step 2 and record the measures you have taken to control those risks for future reference.

Step 5: Review your findings. This allows you to learn by experience and take account of any unusual conditions or changes that occurred on site. Where stand building is involved (especially steelwork erection and lifting), the principal contractor should draw up a specific method statement and discuss it with the exhibitor in advance of the exhibition.

Key Risk Areas

This is by no means a comprehensive list, but includes the main areas which normally give cause for concern. Please give the following your due consideration whilst on site and incorporate them into your risk assessment:

- a) Only commercial equipment appropriate for the task must be used, including tools and ladders.
- b) Lifting operations must only be carried out by the appointed contractors who have fully trained and qualified personnel. Craning operations must be cordoned off.
- c) Hard hats must be worn at all times when in the vicinity of overhead working.
- d) Vehicles (including forklift trucks) are to observe a 5 mph speed limit on the exhibition site and use a banks-man when reversing. Beware of pedestrians at all times; they have right of way.
- e) Where possible, use only 110v or battery operated power tools. All portable tools are to be PAT tested prior to coming on site.
- f) Only use machinery, especially bench saws, with the correct guards fitted.
- g) Portable power tools and equipment must have the minimum length of trailing lead, if fitted, which must be protected from damage and not left so as to cause a trip hazard.
- h) Children under the age of 16, the general public and animals, except assistance animals, (including inside cabs of vehicles) are not allowed on site during build-up and breakdown.
- i) Schedule a late working rota to prevent tiredness and accidents.
- j) Correct scaffolding must be used during the construction of any stands or structures, using safety features in accordance with British Standards. Tower scaffolds must be properly stabilised and propped.
- k) Contractors must wear suitable personal protective clothing relevant to the task; this includes head, eye, hearing, foot and hand protection.
- l) Understand the fire and emergency procedures. Notify your staff of the location of the first aid facility, fire exits and emergency assembly points.
- m) Use and storage of flammable liquids and substances: Take note of the precautions (read the Safety Data Sheet) required for certain chemicals prior to use. Isolating them from waste and other risk areas is important. Chemicals and flammable liquids must be safely removed after use by the user and not placed in general rubbish bins or skips.
- n) The work area must be maintained free from general waste materials which could present a hazard to operatives. All waste should be disposed of in the proper manner.
- o) Fire equipment will be supplied for stands by the venue. All extinguishers should remain in the position in which they are placed and free from obstruction throughout the event. They are for use by venue and other trained staff only.

Hazard Identification and Health and Safety Declaration

This form is for simple, shell scheme stands only

Event:	Stand name & number:
Name and Mobile of person responsible for health & safety:	

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

	Yes/No
Beauty treatments such as massage or ear piercing	
Display of anything containing liquid fuel, eg a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting – Please detail	
Food service/preparation of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cooking demonstrations, naked flame, such as candles or gel burners	
Live animals	
Pressurised gases	
Working machinery of any kind, even if static	
Exhibitor own lighting please detail	
Any other hazard not identified above which could be a risk	

This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered NO to all of the above, complete and sign below. If you have answered YES to any of the above, complete the risk assessment for simple stands.

I declare that to the best of my knowledge there are no significant risks relating to this stand. I have read and understood the health and safety information in this manual.

Signed:	Name:	Date:
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Risk Assessment Form

Event: Muslim Lifestyle Show	Stand name & no:
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Risk:
Who could be harmed:
Control measures in place:

To the best of my knowledge the information provided is correct. The control measures in place control the risk to an acceptable degree

Signed:	Name:	Date:
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PLEASE NOTE:

Health and Safety Declaration for Space Only Stands

Event:	Stand name & number:
Name of person and mobile number responsible for health & safety on site:	Work no: Mobile no: Email:
Name of stand contractor: Main contact:	Work no: Mobile no: Email:

Space Only Exhibitor's Responsibilities

- To complete this declaration form and return it to the organiser
- To complete a suitable and sufficient risk assessment (template provided)
- To obtain a construction phase plan, risk assessment and method statement from the stand contractor
- To ensure the contractor has read and complies with the eGuide www.aeo.org.uk/eguide)

Does your stand have any of the following?	Yes/No
Stand construction over 4 metres in height	
More than one floor/staircase(s)	
Platforms over 600mm in height	
Rigging	
Beauty treatments such as massage or ear piercing	
Display of anything containing liquid fuel, eg a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Food service/preparation of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cooking demonstrations, naked flame, such as candles or gel burners	
Live animals	
Pressurised gases	
Working machinery of any kind, even if static	
Exhibitor own lighting please detail	
Any other hazard not identified above which could be a risk	

I have read and understood the health and safety information in this manual.

Signed:	Name:	Date:
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Sample Risk Assessment Form for Space Only Stands

(Insert name/logo here)	Event Dates: Build up: Open: Breakdown:	Venue:
		Location of stand (hall)
		Stand Number
Risk assessment undertaken by:	Responsible person on stand:	Copy to be provided to event organisers
Signed: Date:	Signed: Date:	

Sample Risk Assessment Form for Space Only Stands – page 2

Hazards	Consequences	Who is at Risk	PxS = R	Controls	PxS = R	Action Level
<p>Identify hazards on the stand that could reasonably be expected to result in significant harm</p>	<p>What could result from the hazard?</p> <p>First aid injury – minor cuts sprains, bruises</p> <p>RIDDOR 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.</p> <p>Death or very serious injury to one person - Loss of limb, paralysis or life-changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person</p>	<p>Who might be harmed?</p> <ul style="list-style-type: none"> • Organiser’s staff • Venue staff • Visitors • Exhibitors • Contractors • Young/new inexperienced staff • People with disabilities • Children • New and expectant mothers • Elderly visitors 	<p>Risk</p> <p>P = Probability S = Severity R = Risk level</p> <p>$P \times S = R$</p>	<p>Is the risk adequately controlled?</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls:</p> <ul style="list-style-type: none"> • Meet legal requirements? • Represent best practice? • Reduce risk as far as is reasonably practicable? • Comply with industry standards? 	<p>What is the residual risk?</p> <p>See table below</p>	

Sample Risk Assessment Form for Space Only Stands – page 3

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level

Sample Fire Risk Assessment Form for Space Only Stands

(Insert name/logo here)	Event Dates: Build up: Open: Breakdown:	Venue: Location of stand (hall)
		Stand Number
	Risk assessment undertaken by:	Responsible person on stand:
Signed: Date:	Signed: Date:	Copy to be provided to event organisers

Sample Fire Risk Assessment Form for Space Only Stands – page 2

Ignition source	Consequences	Who is at Risk	PxS = R	Fire prevention Controls	PxS = R	Action Level
Identify sources of ignition: e.g. <ul style="list-style-type: none"> • Smoking • Hot works • Electrical fault Identify sources of fuel e.g. <ul style="list-style-type: none"> • Waste • Flammable fumes • Stand dressings 	What could result? Consider the likely effects of fire such as explosion, fire, smoke inhalation, panic, and fire damage which could lead to any of the following: First aid injury RIDDOR 3 day injury Serious injury – Usually an injury from which full recovery is likely. Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely. Death or very serious injury to more than one person	Who might be harmed? <ul style="list-style-type: none"> • Organiser's staff • Venue staff • Exhibitors • Contractors • Young/new inexperienced staff • People with disabilities • Children • New and expectant mothers • Trespassers • Pedestrians and drivers around the venue • Local inhabitants 	Risk P = Probability S = Severity R = Risk level $P \times S = R$	Is the risk adequately controlled? Consider hierarchy of controls <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls: Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable? See below for examples of controls	What is the residual risk? See table below	

Sample Fire Risk Assessment Form for Space Only Stands – page 3

Fire Prevention Controls

Exhibitor

List the fire prevention measures and arrangements you have made to deal with an emergency fire situation, for example:

- All staff briefed on venue emergency procedures, nearest exits and assembly point
- Gangways kept clear of exhibits and other materials
- Rubbish placed in gangway after show closes each day for collection

Organiser

List the organiser's arrangements, for example:

- Emergency procedures
- Briefing on emergency procedures
- Emergency aisles on plans
- Cleaning to keep emergency aisles and exits clear
- Floor management to keep emergency aisles and exits clear

Venue

List the venue's arrangements, for example:

- Automatic fire protection systems (alarms and sprinklers etc)
- First aid fire fighting equipment (hoses and extinguishers)
- Halls fire and smoke separation
- 24 hour control room and CCTV
- Patrols by trained fire safety staff during event open hours

Fire Risk Assessment Form

Ignition source	Consequences	Who is at Risk	PxS = R	Fire prevention Controls	PxS = R	Action Level
Drapes - 1	1	Staff / Public	1L	Flabar solutions and no flames nearby	1L	1-6

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5. Almost inevitable 4. Very likely 3. Likely 2. Unlikely 1. Very unlikely	5. Multi death or very serious injury 4. Single death or very serious injury 3. Serious injury 2. RIDDOR 3 day 1. Minor/First Aid	Prob 5	5.M	10.H	15.H	20.H	25.H	1-6: LOW – no action required 7-9: MED – justify /review for each event day 10-25: HIGH – Immediate action/ further controls needed
		4	4.L	8.H	12.H	16.H	20.H	
		3	3.L	6.M	9.H	12.H	15.H	
		2	2.L	4.L	6.M	8.H	10.H	
		1	1.L	2.L	3.L	4.L	5.M	
			1	2	3	4	5	Severity

Method Statement

A method statement deals with the scheduling and management of space only stand construction. All space only exhibitors must obtain a suitable method statement from their principle contractor and submit it at the same time as the stand design, the construction Phase Plan (CPP) and risk assessment. A sample method statement is included.

The risk assessment will assist you when preparing a method statement, which should requests the information detail, the column on the right in grey provides examples of what you need to detail)

The named responsible person	<i>The employee who will be responsible for the construction and breakdown of your stand.</i>
Details of the stand	<i>Loading, dimensions, location, unusual stand features.</i>
Access	<i>Details of the entry point into the venue and the route to the final position.</i>
Scheduling	<i>Estimated number of hours and personnel needed (within the time allowed) to complete the stand safely.</i>
Erection	<i>The sequence and schedule in which all the stand elements will be built including alignment, electrical connections, etc.</i>
Stability	<i>Methods of ensuring adequate structural support of any stand element that requires cross-bracing, with calculations and inspection certificate from an independent structural engineer.</i>
Lifting	<i>The equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or certificate of competence; check the machine's inspection certificate or maintenance record.</i>
Work at Height Equipment	<i>Include details of temporary and mobile scaffolds, access towers and other work at height equipment which you intend to use.</i>
COSHH	<i>Any proposed use of hazardous and toxic substances must be advised to the organisers. Outline the protection provided for employees and workers on your stand and adjacent stands. Have you got the safety data sheets for the cleaning chemicals?</i>
Environment	<i>Consider any abnormal noise that may be present or work, which may create dust or fumes. What ventilation and other control measures will be provided? Consider floor loading limits.</i>
Services	<i>Note where electrical work or welding will be carried out and where gases, compressed air, water or waste services will be brought on to site.</i>
Safety features	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above and areas of risk highlighted in your risk assessment.</i>
Exhibits	<i>Provide the organisers with details of exhibits which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced and what measures will be employed to dispose of that waste?</i>

Construction Phase Plan for space only stands

Name:	
Company:	
Event/Stand:	<i>Give a description</i>
What has the venue/client made you aware of?	<i>Site rules Aesthetic rules Schedule</i>
Who else is working on the job with you?	<i>What is the structure and who is responsible for what?</i>
Who is the principal contractor?	<i>How have you chosen your contractors? What training have they had? What do they need? Are they experienced? How will they be monitoring progress and safety?</i>
Is it notifiable to HSE?	
How will you communicate?	<i>Site rules Changes to information Method statement(stand) or event safety plan(event) How will you consult with your contractors? Accidents and incidents</i>
What are your welfare arrangements?	<i>Toilets Washing facilities Drinking water Boiling water Microwave Seating</i>
Please list the major risks or hazards below	<i>e.g. falls from height, collapse of structure, supervising members of public who may be at risk, waste, mechanical equipment, electric/gas/water, noise and vibration, stability, control of lighting operations, maintenance of plant and equipment ,rigging, pyrotechnics, lasers and similar special effects, traffic routes and the segregation of vehicles and pedestrians, storage of materials and work equipment, manual handling, hazardous substances, non-iron radiation</i>
HAZARDS AND RISKS	