

# Site Safety Information

INFORMA plc recognises the value of coordinated safety activities to reduce exposure. Adapting to change and establishing our duty of care to ensure safe conditions throughout the event delivery.

Applying a cohesive approach to do everything reasonably practicable to protect the health, safety and welfare of our colleagues and others who may be impacted by our activities and services. Creating a pathway to operational excellence.

## Exhibitor and Contractor Responsibilities

1. Do everything reasonably practicable to protect themselves and others
2. Use appropriate personal protective equipment for the desired task
3. Coordinate activities with the organiser
4. Select competent sub/contractors
5. Control unsafe behaviour
6. Be aware of the venue emergency escape plan
7. Report dangerous acts which may lead to serious injury or incident occurrences
8. Ensure no form of modern slavery, forced or coerced labour, human trafficking, or child labour



## General Site Safety Guidance

- a. Carry out safe working practices, at all times
- b. Display badge at all times
- c. Follow all safety signage and venue information
- d. Use the right equipment for the right job
- e. No speeding
- f. No smoking
- g. Dispose of waste and maintain a tidy area
- h. Do everything reasonably practical to prevent falls from height or falling objects
- i. No live edge work is permitted without suitable fall protection
- j. Not be under the influence of alcohol or drugs
- k. All electrical installations must be done by a competent person
- l. High risk activities may be subject to a Permit to Work system i.e. Hot Works



**Unsafe practices will not be tolerated and any repeated offenders who demonstrate violations of this guidance may be asked to Stop Work or be removed from site.**

## Structural Safety

### Structural Design

Any 'raw space' stand allocation should not be submitted without the adequate 'Permission to Build' requirements;

- Defined structures being checked by a competent person
- Stand technical drawing must be provided
- Calculations must be included of the structure (complex stand builds)
- A method statement should be provided prior to build (as a minimum)

Structures may be deemed unsafe until they are checked onsite.

### Complex Structure

Any proposed stand design that demonstrates significant risk e.g.

- Height equal to or greater than 4m of a complex design or nature
- Multi-storey stands
- Suspended items, i.e. lighting rigs or heavy signage
- Sound / Lighting towers
- Raised walkways
- Platforms of 600mm in height or above
- Viewing platform
- Temporary tier seating
- Any item required to be suspended from the venue structure

### Structural Verification

Onsite verification during the build phase will ensure core safety aspects of the construction are in place:

- Properly designed
- Built in safety redundancy
- Erected correctly
- Used within its design capacity and verified onsite

**Stands may be deemed unsafe until the necessary level of competence has been authorised of the design.**

## Evacuation Plan

1. In case of emergency follow the direction given
2. Be aware of the venue assembly areas
3. Identify the emergency escape route options
4. Ensure aisles and emergency exits are kept clear
5. Upon hearing the alarm, stay calm and follow security guidance
6. If a fire is discovered, inform security immediately
7. Call for medical assistance, when required

