

Health and Safety Regulations

The deadlines for **raw space** are as following:

Complex stands – deadline 11 August 2017

- Technical drawing of your stand (rules & regulations)
- [Health & safety Risk Assessment](#)
- [Health & safety Method Statement](#)

Non – complex stands – deadline 25 August 2017

- Technical drawing of your stand (rules & regulations)
- [Health & safety Risk Assessment](#)
- [Health & safety Method Statement](#)

Responsibilities and Policy Statement

Synergy BV, part of Clarion Events Ltd takes their responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, its subsequent regulations, amendments and approved codes of practise very seriously it is vital that exhibitors and their contractors do the same. Synergy BV also take their responsibilities as laid out in accordance to the G-Guide which presents the accepted framework for the application of best practise in the event industry. This applies throughout the period of the event including, open, build up and breakdown.

As organisers, it is Synergy's policy to manage the shell scheme stands in accordance with the above and make the exhibition environment safe so far as is reasonably practicable.

It is vital that exhibitors:

- i) Undertake their own Risk Assessment and return the [Health & Safety Compliance Form](#)
- ii) Obtain a suitable [method statement](#) from their principal contractors (**ONLY RAW SPACE**)

Health & Safety representative

For obvious reasons it is vital that at least one person on your stand is fully aware of what to do in case of emergency or injury. Please make sure your Stand Manager receives and reads this information.

You must nominate a member of your stand staff to be responsible for all matters relating to Health and Safety throughout the event.

Health & Safety – Exhibitors’ responsibilities

You are required to:

- Ensure that any plant or system of work used is safe and without risks to health.
- Ensure that your employees, and contractors’ employees, are given proper information, training and supervision, to ensure their own health and safety and that of others working at or attending the event.
As an exhibitor you are also required to:
- Check that your stand contractor has drawn up a suitable health and safety plan before the event, which identifies the potential risks and hazards involved.
- Obtain written proof from your principal stand contractor that their employees have received health and safety training and, where possible, information such as safety method statements and risk assessments from other stand contractors.
- Produce, upon request at the exhibition, a copy of your own company’s Health & Safety policy and that of your contractors and sub-contractors.
- Children - No person under the age of 16 years can be admitted to the exhibition or anywhere in the venue premises during build up or breakdown days. This applies to the children of contractors, workers and exhibitors.

Appointed Contractors

The organisers have satisfied themselves that the shows own appointed and recommended contractors/suppliers are competent in the tasks required of them. The organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition.

Under Health and Safety legislation exhibitors and their main contractors are responsible for all activities that take place on their stands throughout the event. This includes providing risk assessments and method statements as well as briefing and controlling of all contractors and sub-contractors who work on their stand.

For ease of reference, please make sure that you have covered the following points:

DO NOT

- Work beneath rigging activity.
- Use flammable materials as part of your display.
- Have overloaded or insecure displays. Stands and displays must be safe and secure.
- Bring children under the age of sixteen into the halls or anywhere in venue premises during build up and pull-out. We would discourage children under the age of eighteen to enter the exhibition at any time.
- Overload trolleys.

DO

- Observe the signs and instructions given by the organisers and the Reed Messe Wien.
 - Ensure that all stand personnel and contractors are familiar with the fire and evacuation procedures and locations of exits.
 - Ensure that any contractor has a health & safety policy statement and good safety practices.
 - Control vehicles properly on site - ask for someone to guide you whilst reversing.
 - Endeavour to keep aisles free from rubbish and equipment at all times.
 - Treat all cables as if they were live and turn off equipment that is not in use.
 - Use the appropriate safety guards and clothing.
 - Make sure that hazardous waste is disposed of safely. Venue services can provide advice.
 - Ensure that measures are taken to minimise the impact of your operations on the environment.
 - Do make sure that you are properly insured for the exhibition.
 - Do maintain emergency gangways.
- If you do see anyone taking unnecessary risks, please report it to the organisers immediately. Your action could prevent a serious accident.

Exhibitor Checklist

- Please download the [Logistic deadlines](#) (check list)
- Appoint a Planning Supervisor for build up, open and breakdown periods
- Photocopy the emergency procedures (to follow) and ensure that all your staff and contractors are given a copy
- Sign and return a copy of the Health and Safety Declaration
- At the tender stage, ask to see your principal contractor's Risk Assessment specifically designed for the unique exhibition environment. Ask for his staff training record, accident statistics, take up references, ask to see proof of previous work standards – in short, satisfy yourself that your contractors are reliable and competent
- Produce a [risk assessment](#) for your activities on site and a suitable [method statement](#) and submit these to Abraxys along with your stand designs
- Produce suitable training and information for your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities
- Plan your time during build up and breakdown
- Review your findings after the show to discover areas which need attention, where accidents occurred and take the appropriate action for the future

*Stand Inspection FEE

Please note that there is a mandatory charge for the independent inspection of all raw space stand plans and supporting paperwork. Please complete [this form](#) and Abraxys will send you a confirmation invoice/receipt as soon as the payment has been accepted.

The Stand Approval Plan Fee is GBP 155 excl. 20% VAT. After the deadline the fee will increase to GBP 250 excl. 20% VAT.