



October 2009 eGuide Updates

This document lists the amendments to the eGuide since the last Working Group meeting. Both updated existing guidance and completely new guidance topics are detailed below.

New Guidance

Role Responsibilities

The Exhibition Director

The individual with the greatest responsibilities is usually the organiser's Exhibition Director (or equivalent e.g. 'Show/Event Director') as they are the individual responsible for the allocation of resources for health and safety. Exhibition Directors should have sufficient formal training to be able to understand the full extent of their responsibilities. The one day IOSH Directing Safely Certificate (preferably event specific) is the recommended minimum. Exhibition Directors who do not have an operational background may need additional health and safety training.

In respect of the exhibition itself the Exhibition Director is responsible for:

- Ensuring that the company health and safety policy and the law is adhered to
- Ensuring that competent staff are appointed with regard to health and safety
- Ensuring that risks are identified and sufficient resources are allocated to control them
- Ensuring that a suitable and sufficient risk assessment is conducted

The Competent Person

It is essential that the organiser employs someone on site who is a competent person to coordinate health and safety. This role can be fulfilled by the Operations Manager, Event Director or Floor Manager, if suitably qualified, or sub-contracted to a health and safety professional. They must understand the business of managing health and safety at events. The recommended minimum training is the IOSH Managing Safely Certificate (preferably event specific) or equivalent. Some venues now require that at least one member of the team is trained to NEBOSH General Certificate level or equivalent.

Typically the duties of the competent person would include but not be limited to:

- Pre event planning with the venue, contractors and exhibitors
- Appointing contractors who are competent with regard to health and safety
- Carrying out a suitable and sufficient risk assessment (or ensuring that it is done by a competent person)
- The coordination of all health and safety issues within the event management team and on site
- Monitoring health and safety on the floor or appointing competent floor managers (see below)
- Compiling and maintaining an up to date event safety file for each event
- Ensuring that arrangements are in place to deal with emergencies such as a fire or security threat

- Giving competent advice to the Exhibition Director
- Carrying out the duties of a Floor Manager (below) if none is appointed

Floor Management

There is a limit to the control that can be exercised over an event by the Operations Manager and for larger events it may be necessary to appoint one or more floor managers. The numbers required should be identified by the risk assessment.

They normally fall into two categories: general floor managers whose duties include health and safety and floor managers appointed to fulfil the role of competent person in addition to their general duties (see above). The broad on-site health and safety duties for both remain the same.

A recommended minimum level of training for floor managers is the IOSH Managing Safely Certificate (preferably event specific).

With regard to a floor manager appointed specifically to manage health and safety and fulfill the role of competent person, the recommended minimum level of training is a NEBOSH General Certificate, or equivalent.

The health and safety duties of a floor manager include but are not limited to:

- Implementing the organiser's event risk assessment requirements
- Coordinating the health and safety effort between the organiser, venue, contractors and exhibitors on the event floor
- Maintaining a safe working environment by keeping aisles and emergency exits clear, monitoring vehicle movement and other hazardous activities such as working at height
- Monitoring the exhibition floor for hazards and unsafe conditions
- Dealing with health and safety incidents or reporting to the organiser if they cannot be solved on the exhibition floor
- Reporting and if necessary investigating accidents and health and safety incidents
- Giving competent advice to the organiser's operations team

Stand Plans

The specific requirements are covered in this guidance under this heading. Some organisers approve stand plans in house and this falls to the operations team. Some outsource this to a specialist company which may also be providing the floor management. In this case this duty may be included in the responsibilities of floor managers but only if specifically contracted to do so.

18.0 Floor Plans

Unique Regulative Guidance

Yorkshire Event Centre – Gangways

Perimeter gangways may be under 3m but not less than 2m

40.0 Waste

Unique Regulative Guidance

YEC – General

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.

40.3 Waste: Hazardous waste

40.3.1 Duty of care

All producers of waste have a duty to ensure that any waste produce is handled safely and within the law. This is your Duty of Care.

The following are the main items we find in exhibition waste covered by Hazardous Regulations, The WEEE and Batteries directive and Clinical waste;

40.3.2 The Hazardous Waste Regulations 2005

Examples: Solvents, Paints, Inks, Oil, Contaminated rags with Oil or Paint, Aerosols, Chemicals, Unmarked liquids, Tyres

Any waste that is listed in the Europe waste catalogue marked with an asterisk (*) is classed under Hazardous waste Regulations.

40.3.3 Waste Electrical Electronic Equipment (WEEE) Regulations (Amended January 2007)

Examples: Electrical Equipment containing Hazardous components such as cathode ray tubes (TV's), Computers, Radios, Light fitting, Plugs, Fuse box's, All electrical appliances

40.3.4 The Batteries Directive (September 2008)

All Batteries inc Lead Acid and NiCad

40.3.5 Clinical waste

Clinical waste is defined in the Controlled Waste Regulations 1992

It means any waste which consists wholly or part of:

Human or animal tissue, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressing, syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it.

45.2 Working at Height: Ladders

All reasonable steps should be taken to eliminate or minimise work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

Where work at height cannot be eliminated or 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:

1. What they are to be used for
2. Industrial quality and not domestic
3. Duration of the work
4. Training and abilities of users

Ladders can be used as working platforms when it is not reasonably practicable to use alternative safer means and a risk assessment identifies the activity to be undertaken is low risk.

Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

1. Ladders must have 'industrial' rating (this type are more durable and resilient)
2. Leaning ladders must be placed at the correct angle
3. Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
4. The top treads or steps must not be used as a platform for work
5. Users should face the ladder at all times whilst climbing or dismounting
6. Stepladders should not be used sideways-on where sideways loads are applied
7. Only one person should climb or work from a ladder or a stepladder
8. Users should not overreach
9. Steps and ladders should be checked for suitability and defects each time they are used

Persons found to be using 'domestic' quality steps and ladders will be asked to remove them from the halls.

Amended Guidance Topics

PREVIOUS GUIDANCE:

39.4 Stand Plans: Certification of Stands & Structures Onsite

The following written certification must be submitted by the organiser to the venue before visitors can be admitted to the event:

Shell scheme

Certificate of completion and safe construction provided by a competent person, ie, 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

Certification by a competent person approved by the venue (normally a structural engineer), with appropriate professional indemnity cover (a copy of which shall be supplied to the venue), certifying them to be sound and safe for their intended purpose.

Complex structures

Certification by a qualified 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.

AMENDED TO:

39.4 Stand Plans: Certification of Stands & Structures Onsite

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39.4.3 Complex structures

Certification by a qualified 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.

PREVIOUS GUIDANCE:

6.1 Animals: General

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

AMENDED TO:

5.1 Animals: General

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

PREVIOUS GUIDANCE:

35.1 Signage: General

External signage sites included in tenancy may only be used to market the event generally and not individual exhibitors.

AMENDED TO:

33.1 Signage: General

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.