



## Nov 2011 eGuide Updates

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

Click **hyperlinks** below to navigate to each section (changes are highlighted in yellow):

- 28 days Notice
- Adult Entertainment
- Build-Up and Break-Down
- Crowd Management
- Customs and Excise
- Electrical Installations
- Emergencies
- Floorplans
- Hazardous Substances
- Hot Works Permits
- Platforms and Stages
- Product Demonstrations
- Resource Background
- Roles and Responsibilities
- Rigging
- Special Treatments
- Stand Construction
- Stand Plans
- Working at Height

## 28 days Notice

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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
Airships, blimps & balloons	Airships, blimps and balloons
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
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	Food
Application for unenclosed kitchens	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	Music and Video Licences
Hazardous noise levels (exceeding 80 dBA)	Noise
Secondary fixings for items to be rigged	Rigging
Simulators and Rides	Simulators and Rides
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

## Adult Entertainment

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### Subsections:

- General Guidance

### General Guidance

**1** Exhibition centres operate within the confines of an 'Exhibition Licence' issued by the relevant Local Authority. This licence includes conditions prohibiting full or partial nudity, striptease, lap dancing, etc on the premises. Events that include these elements may therefore require the venue to apply for a temporary variation to the Exhibition Licence.

**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.

**3** 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.

**4** 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.

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

## Build-Up and Break-Down

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### Subsections:

- Build-Up
- Break-Down
- Venue Specific Rules
  - NEC – Floor Layout – Mark-Out Colour
  - Manchester Central – Build-Up and Break-Down**

### Build-Up

- 1** 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.
  
- 2** 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 contractors should have carried out a risk assessment and issued PPE, if appropriate.
  
- 3** 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.
  - **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.
  - **Fork Lift Trucks (FLT):** As FLT operations are considered hazardous, the organiser should consider appointing an official lifting contractor 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 offloading vehicles of all stand fitting and product onto the gangways should be discouraged. Exhibitors and contractors 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.

## **Break-Down**

**4** 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.

**5** 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.

**6** 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 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.

### **Venue Specific Rules**

#### **NEC – Floor Layout – Mark-Out Colour**

**7** Exhibitors and contractors at the NEC should additionally be advised of the mark-out colour of the event.

#### **Manchester Central – Build-Up and Break-Down**

**8** Manchester Central requires all Contractors to wear hi-vis during the build up and break down of Events/Exhibitions at the Venue. Exhibitors who are allowed access during periods of stand construction will also be required to wear hi-vis.

## Crowd Management

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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 maximum permitted capacities and concurrent tenancies.

**2** The floor layout must take into account any significant features 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

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

- **Daily breakdown of anticipated attendance as and when requested by the venue**
- Advance ticket sales or registration figures
- 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', i.e., how long the visitors stay and at what time the majority arrives.
- Anticipated attendance in addition to pre-booked numbers
- Anticipated number of coaches or shuttle buses, if applicable
- Location of registration desks/ticket kiosks and catalogue points

**4** 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.

**5** The organiser must ensure that there are sufficient registration and ticketing staff in relation to anticipated visitor numbers. 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, i.e., toilet and catering facilities, and separation from traffic.

6 Should the anticipated number of visitors be likely to exceed the hall capacity figure, 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 web site
- Discussions with the venue regarding visitor management plans

#### During the event

- 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
- If it becomes necessary to suspend entry into the hall, arrangements must be made to inform waiting visitors of the situation.
- A separate room should be made available for handling complaints and ticket refunds
- Any complaints of a health and safety nature in connection with overcrowding should be notified to the venue

7 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
- When the hall is closed, security and stewarding staff must hold visitors away from turnstiles and ticket points
- Queues must be safely managed

## Customs and Excise

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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.

## Electrical Installation & Testing

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- Competence Requirements and Definitions
- Note on UK Electrical Supplies
- Stand Installations
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- Floor Ducts & Service Tunnels/Overhead Walkway
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- Separated Extra Low Voltage Lighting Systems
- Protection of Wiring
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- Electric Motors
- Guarding Equipment
- Transformers & Frequency Converters
- Space for Working
- Chokes & Capacitors
- Lighting of Cages
- Lighting of Signs
- Lighting of Showcases
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- Electromagnetic Compatibility
- Mains Supply
- Mains Supply Cables
- Appendix 1: Forms
- Appendix 2: Inspection & Testing regimes
- Venue Specific Rules
- YEC – 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" (eg see YEC, above) 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 1<sup>st</sup> 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 Installation (testing, labour control, fault finding)**

**4** Qualified to the standard of City and Guilds 2360 part 1 and part 2; City and Guilds 2330 part 1 and part 2 - or Equivalent.

### **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 professional card such as 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 (section continues....)

## Emergencies

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### Subsections:

- General Guidance
- Dealing with an Emergency
- Responsibilities
- Emergency Announcements
- Evacuation Procedures
- Telephoned Bomb Threat
- Medical Emergencies
- Security - general advice
- Checking Areas
- 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 Threat**

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

Try to discover:

- Where the bomb is located
- When it is going to explode
- What it looks like
- What type of bomb it is
- What will cause it to explode
- Whether the caller planted the bomb
- Why they planted the bomb
- 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 are 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 – ie: 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.

### Security - General Advice

#### Official Passes

**17** Always use a pass system for contractors, exhibitors and your own personnel from the start of your tenancy. Ensure that pass holders are issued, so that passes can be worn. During build-up, open period and breakdown of the exhibition or event, admittance may be refused to anyone who cannot produce an official identification pass.

**18** Ensure that you and your team carry passes at all times.

**19** Venues are vulnerable places. Please take a few moments to consider how you can secure your products and belongings while on site. The following tips should assist you:

- 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.
- Do not leave your items unattended at any time during build-up, the open period or the breakdown of the show. Do not leave the venue until all visitors have gone each evening.
- Think about how you position desirable items, especially where you may not be able to keep an eye on them.
- Always secure desirable and vulnerable items. Typically these are; plasma screens, lap top computers, mobile phones or 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 where possible, especially on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. 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.
- Take home any valuable items each night if there are no secure storage facilities on site.
- Use a lockable cabinet to store your personal possessions during the show open hours. If you have not already brought one, you may be able to hire one.
- Use a night sheet. If these are available, it is advisable to use them where appropriate.
- Hire an alarm for your area if you have valuable or portable items.
- If you are a victim of theft please report it immediately
- In the case of a security emergency call the venue emergency number.

### Checking Areas

**20** Make frequent checks around your area to ensure that no unidentifiable packages, cases or bags have been abandoned.

**21** 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.

**22** 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

**23** 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.

## Fire Procedures

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

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

**26** 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.

**27** Exhibitors who, because of the nature of their exhibits, require special extinguishers, should make their own arrangements. Other types of extinguishers are available on hire and further details can be obtained from the venue fire department.

**28** 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

**29** Accessibility and traffic flow must be maintained at all times. It is important to follow the instructions of the venue staff. Illegally parked vehicles will be removed.

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

## Floor Plans

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### Subsections:

- General Guidance
- Gangways
- Final Floor Plans
- Entrances and Registration Areas
- Accommodation Figures
- Exits, Doorways and Gateways
- Venue Specific Rules
  - NEC Gangways
  - NEC Entrances and Registration Areas
  - ExCeL London Gangways
  - Olympia Gangways
  - Yorkshire Event Centre Gangways

### General Guidance

- 1** It is essential to ensure that all event plans comply with the venue's regulations and that the initial 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:
- 2** 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
- 3** The location of floor boxes, service ducts, 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.
- 4** All venue facilities, including catering, toilets, first aid centres, cloakrooms, organiser's offices, etc.
- 5** Scale (minimum 1:200). Plans reduced in size and not to scale are not permissible
- 6** The size and position of each exit from the event, the width and position of each gangway and position of each stand, stages, features and lighting rigs
- 7** The event name, organiser, open dates, floor level and hall
- 8** Gangway dimensions
- 9** 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

**10** The arrangement of each gangway must be such that alternative routes of escape are provided

**11** Perimeter gangways must normally be a minimum of 3m

**12** Minimum gangway width must be 2m. Depending on the event profile, wider gangways may be required, especially around feature & busy areas

**13** Gangways must not exceed 45m in length without an intersecting gangway

**14** 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

**15** Where an area is not enclosed ie: 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.

**16** Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways

**17** 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

**18** 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

**19** 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**

**20** Gangways must conform to the following:

- Gangways must be of sufficient width to serve the exits they lead to, i.e., the aggregate width of the gangways must be equal to the width of the exit i.e.:  $3\text{m} + 3\text{m} = 6\text{m}$  exit width

- Gangways must be a minimum of 2m - Please refer to venue unique guidance on gangway widths
- 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. As a guide, 50% of all gangways should be straight, from side to side or top to bottom
- Structures over gangways are only allowed on agreement with the venue and must have a minimum clear height of 2.2m

## Final Floor Plans

**21** 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 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, eg, 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
- Void areas must not be used and must be kept clear at all times
- Final gross and net square metreage
- 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

**22** Storage areas must be agreed. 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

**23** 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.

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

**25** 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.

### Accommodation Figures

**26** 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.

**27** The event risk assessment must detail measures to be put into place to control queues, should the maximum attendance limit be reached.

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

### Exits, Doorways and Gateways

**29** 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 rope or 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 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

#### NEC - Gangways

**30** For public exhibitions all gangways are to be a minimum width of 3m.

**31** 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 final layout plans, 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.

**32** 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.

**33** 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.

#### NEC - Entrances & Registration Areas

**34** Additional Requirements for where foyer/entrance areas are used:

- Walls may be clad up to ceiling heights without damaging the sprinkler heads
- Removable panels or curtains must be incorporated into the cladding to allow easy access to permanent services, telephones and control panels located behind the cladding
- Where sprinklers are evident, areas behind cladding can be used for storage
- Ceilings must be water permeable, ie, muslin or sharks-tooth gauze
- Stand fitting, barriers, etc, must not be erected beneath the line of the fire shutter
- Carpet should be cut back from the edge of the hall entrance door channel, so that the doors can easily be opened and closed.

#### ExCeL London - Gangways

**35** 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

#### Olympia - Gangways

**36** 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.

#### Yorkshire Event Centre – Gangways

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

## Hazardous Substances

Click [here](#) to return to main navigation page

### Subsections:

- General Guidance

### 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, must not present any hazard to health and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations.

#### 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 (eg 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.

**11** The Dangerous Substances and Explosive Atmospheres Regulations provide essential guidance, as does the HSE CoSHH Essentials web site: [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk)

### 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.

## Hot Works Permits (Welding and Similar Processes)

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### Other relevant sections:

Product Demonstrations

### 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.

## Platforms and Stages

Click [here](#) to return to main navigation page

### Subsections:

- General Guidance
- Structural Details
- Access and Egress for Non-public Use
- Protection Against Falling

### General Guidance

**1** Platforms and stages over 0.6m in height and all platforms and stages for public use are deemed to be complex structures and the procedures for complex structures detailed under 'Stand Construction' must be followed.

**2** The corners of raised floors on stands must be splayed, rounded or angled to prevent sharp corners and tripping hazards.

### Structural Details

**3** Temporary platforms and stages should be assembled in accordance with engineering documentation that comprises drawings, calculations and specifications, all prepared by a competent person and checked by an independent structural engineer. The results of the check should be included with the technical documentation applicable to the stage and submitted to the venue for approval.

**4** Of the calculations that are applicable to complex structures, the following are particularly relevant to stage structures:

- 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 the equipment.
- Ability of the whole structure to resist all imposed forces on it, including those created by weather conditions (if applicable).
- Ability of the structure to resist the additional wind loading on the suspended equipment (if applicable)
- Interaction between elements of the structure e.g. junctions between staging and ground supports.

### Access and Egress for Non-public Use

**5** Stages and platforms 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** The surface of ramps and treads, particularly those which could become wet, should be covered with slip-resistant material.

**7** Adequate handrails should be provided to all ramps and stairways. Ramps should have suitable rails to restrain equipment on wheels.

### **Protection Against Falling**

**8** A barrier should be provided on all except the performance edge(s) of all stages, platforms over 170 mm high (single step), and on every staircase.

Where a system scaffold is being used, eg, 'Layher', 'Alistage' or 'Stagedeck', other criteria may apply; however, all handrails must be a minimum of 1100 mm high.

**9** Measures must be put in place to prevent falls by technicians installing equipment (typically sound, lighting and video) on the unfinished stage or platform. 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 form of a method statement and risk assessment.

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

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

## Product Demonstrations

Click [here](#) to return to main navigation page

### Other relevant sections:

Feature Areas, Work Equipment, Tools and Processes, Working Machinery and Hot Works Permits

### Subsections:

- General Guidance

Please refer to guidance on Feature Areas, Work Equipment, Tools and Processes & Working Machinery

### General Guidance

- 1** The organiser must ensure that a risk assessment is carried out for any proposed demonstration. Where a demonstration 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** 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.
- 4** The venue reserves the right to curtail any activity considered to be detrimental to public safety.

## Resource Background

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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.

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 **EC&O Venues, ExCeL London, NEC, Yorkshire Event Centre, FIVE, the Business Design Centre, Manchester Central, Twickenham Stadium and Event City** currently sit on the eGuide committee, meeting twice a year to ensure the guidance remains up to date with the biannual revision of health and safety laws. A number of additional venues also participate in the process and are gradually moving towards formal adoption of the document themselves.

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 onsite 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.

### 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 GUIDELINE 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 [lee@essa.uk.com](mailto:lee@essa.uk.com), 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. You can gain access to these companies via the 'Approved Supplier' list, within a communal section of the AEO, AEV and ESSA websites.

### **EIA note on legal compliance**

The AEO, AEV 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 none 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.

## Roles & Responsibilities

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### 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

### Definition of Competence

In health and 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.

'The Competent Person' is the individual within the organisation, department etc who is specifically charged with advising on health and safety issues. Clearly the idea of competence is to some extent subjective and this guide cannot give a prescriptive solution to every type of event. Ultimately the level of competence required for any given event must be determined by risk assessment and will be a judgment call by the Exhibition director and the operations staff.

The factors that effect the need for a higher level of health and safety competence include but are not limited to the size and complexity of the event, the number of complex stand builds, particularly double deck structures, and the presence of significant risks such as a high level of lifting.

Note: The venue reserves the right to impose a higher level of competence if it is felt that the organiser has underestimated the requirement.

### The Competent Person

It is essential that the organiser employs someone on site who is the designated 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. The individual must understand the business of managing health and safety at events.

The recommended minimum training for this role is the IOSH Managing Safely Certificate (preferably event specific) or equivalent. Typically the duties of the competent person would include but not be limited to:

- Pre event planning of health and safety issues 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 the 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 and competence levels required should be identified by the risk assessment. Floor managers normally fall into two categories: 'Floor Managers' whose duties include health and safety and 'Health and Safety Managers' appointed to specifically to manage health and safety. These usually focus solely on health and safety though the roles can be combined depending on the size of the event.

The recommended minimum level of training for a Floor Manager is the IOSH Managing Safely Certificate (preferably event specific).

The recommended minimum level of training for a Health and Safety Manager 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

The duties of a 'Health and Safety Manager' will usually be as follows:

- The principal advisor on health and safety issues to the organiser
- To coordinate the overall health and safety effort on the floor and focus on some of the specific health and safety duties of the Floor Managers above such as the investigation of accidents.

Guidance relating specifically to safe access and egress that a Floor Manager or Health & Safety Manager may refer to and/or implement on-site:

### Build-Up Period

- The venue will issue an emergency gangway plan to the organiser prior to the start of build-up which must be communicated to contractors and exhibitors.
- The build-up should be scheduled, managed and monitored in order to maintain the emergency gangways as evacuation routes and to allow access for emergency vehicles and cleaning plant and equipment.
- Materials and products should not be stored in gangways. Construction materials should be delivered in such a way as to maintain access and egress. Any requests from the venue to clear gangways of materials must be adhered to.

### Show Open Period

- All gangways shall be maintained, unobstructed and available at all times and shall comply with the following requirements:
- No part of any stand, exhibit, fitting or furniture shall project beyond the boundary of the stand and no door or window on the stand shall open outwards on to a gangway
- Where an exhibition space is not provided with a platform, the space shall be clearly defined and the exhibits shall be so arranged as to maintain uniform gangway width
- Where raised platforms are provided, the corners of the stands at gangway junctions shall be rounded off or splayed, or otherwise protected so as to ensure clear passage and remove trip hazards
- Any floor covering in gangways shall be of a non-slippery and even surface and shall be so secured and maintained so as not to present a hazard
- While the exhibition is open to visitors, no motor vehicle shall traverse the gangways and no hand trolley, truck or mobile shop shall be left unattended
- No stand building or dismantling shall take place whilst the public are in the venue
- Any night sheets used in conjunction with a stand shall not protrude into gangways and must be secured in a rolled up position so as not to cause an obstruction

### Breakdown Period

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

### Stand Plan Audits

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.

### Venue Specific Rules

#### Manchester central – Floor Management

Please note that Manchester Central requires all Exhibition Organisers to appoint a Health and Safety Officer for the build and break down of Events at the Venue where structures are to be built (including shell scheme) as part of any Event/Exhibition. The appointed person must be qualified (minimum NEBOSH General Certificate or Level3 equivalent )

## Rigging

Click [here](#) to return to main navigation page

### Subsections:

- General Guidance
- Responsibilities
- Competency
- General Safety Precautions
- Working Practices
- Insurance & Public Liability
- Access Equipment
- Planning & Provision of information
- Rigging Limitations
- Suspended Fittings

### General Guidance

**1** All rigging work must be carried out in accordance with the National Arenas Association's Guidance for Rigging in UK Venues. The following is a brief summary of the key points. Personnel involved in rigging operations should familiarise themselves with the full document.

**2** Health and safety legislation, Approved Codes of Practice, guidance and general 'good practice' apply to rigging operations.

**3** Consultation with the venue is essential, in order to comply with regulations that are specific to that venue.

**4** The venue reserves the right to inspect all rigging, working methods and equipment to ensure compliance and to prohibit the use of non-compliant equipment and working methods.

### Responsibilities

#### Employer's/organiser's responsibilities

**5** Effective communication between employers is paramount. An employer has a duty to ensure the health, safety and welfare of his employees and that the activities being undertaken do not affect the safety of others. The organiser cannot absolve him/herself of the principle duties outlined above by contractually deferring them to his/her contractor or sub-contractors.

#### Employees'/self-employed persons' responsibilities

**6** These individuals carry a responsibility for ensuring that all equipment being used has been properly maintained and inspected; whether this equipment is owned by the individual or by a third party.

### Competency

**7** Rigging operations shall be undertaken by competent persons. It is expected that all rigging company supervisors and riggers will be registered for the National Rigging Certificate (NRC by PLASA) by 1st April 2012. A rigging company should have an authorised person to advise on rigging

issues. Ground riggers should have a level of knowledge to enable them to undertake the inspection of rigging equipment to prepare it for lifting.

## General Safety Precautions

### Working underneath rigging operations

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

### Working at height

**9** Employers and employees must avoid work at height where they can and use work equipment or other measures to prevent falls and to minimise the distance and consequences of a fall. Rigging companies must have a rescue plan in place.

### Hours of work

**10** Employers, promoters, production managers and venue managers have a duty to ensure that riggers and rigging supervisors receive adequate rest periods.

### Personal protective equipment

**11** Appropriate PPE must be worn at all times where required and inspected at least every 6 months. PPE for rigging activities must be suitable for both work positioning and fall arrest.

### Lifting equipment

**12** All lifting equipment/lifting tackle shall comply with all current, relevant legislation and shall be of sound material and construction, free from defects and fit for the purpose for which it is to be used. Rigging equipment should only be used by competent individuals, or under the supervision of such individuals.

### Examination and inspection of equipment

**13** Examination and inspection of lifting equipment must be carried out at least every 12 months.

## Working Practices

**14** Riggers must ensure that they comply with venue specific requirements. Care should be taken to protect the structure of the building.

**15** All equipment used shall have 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 (SELV) 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** All suspended truss systems should have independent structural certification and should only be used within manufacturer's design parameters. Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per manufacturers' recommendations and all connectors correctly fitted.

**18** The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with best practice.

**19** 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. This is particularly important when the actions of other personnel could endanger the safety of rigging personnel e.g. sound and lighting crews.

**20** Signs and banners supplied for rigging shall be checked to ensure they are fit for suspension. Sign suppliers shall be responsible for the integrity of signs and their suspension fittings. Screw-in eyes are not acceptable and the venue reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate.

**21** Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from 'Tyvek' or a similar, approved material. Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching and/or vinyl welding; gluing is not acceptable.

**22** Due to the potential structural damage that can be caused by catenary wire, the rules for their installation should always be checked with the venue. Catenaries should never be installed when public are in the halls.

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

### **Insurance & Public Liability**

**24** The minimum level of liability cover required by rigging companies working within venues will be set by the venue's insurers and may be increased depending on the nature of the services to be supplied.

### **Access Equipment**

**25** All access equipment shall be used in accordance with manufacturer's instructions and recommendations. The SWL of access equipment shall be permanently displayed on the equipment. It is the responsibility of the operator of the equipment to ensure that the carried weight does not exceed the SWL.

**26** Special attention should be paid to the correct assembly and stability of ladders and other static forms of access equipment, including the use of outriggers where fitted. Operators of mobile elevated work platforms (MEWPS) for use in rigging related operations are required to be in possession of a current valid certificate of Training Achievement and Competency of Operations.

**27** Standing directly on forks, attachments or pallets not intended for such applications is strictly forbidden. Any accidents involving access equipment used for rigging purposes shall be reported to the venue immediately.

**28** Truss/caving ladders to access flown truss structures must be used in conjunction with inertia-type fall arrestors. If it is necessary for an operative to leave a MEWP at high level, he/she must identify a secure point of anchorage for the safety harness lanyard. The lanyard shall be secured before leaving the platform. When returning to the platform, the operative must ensure the lanyard remains in position until the transfer to the carriage has been completed.

### **Planning & Provision of information**

**29** The key to safe and successful rigging operations lies in effective forward planning and exchange of information. The organiser should ensure that accurate information regarding the loads to be rigged is provided to the venue as soon as possible. This is irrespective of whether the rigging will be carried out by venue riggers, touring riggers or outside contractors.

**30** Information should also be provided on any moving loads, loads involving people or anything else out of the ordinary. In turn, the venue should highlight any problems, restrictions, regulations and other requirements.

**31** The venue reserves the right to restrict or refuse proposals which exceed the loading limitations of the roof structure of the hall.

### **Lifting Equipment Documentation**

**32** Under LOLER, certain information must be kept and made available for inspection. All lifting equipment must have appropriate documentation confirming that it has been inspected/ examined in accordance with the provisions of LOLER.

### **Risk Assessment**

**33** LOLER refers specifically to the Management of Health and Safety at Work Regulations regarding the requirement to carry out a 'suitable and sufficient' risk assessment of lifting operations. The risk assessment must be documented and available for examination.

### **Rigging Limitations**

**34** 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.

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

### **Suspended Fittings**

**36** Primary fixings for the suspension of stand fitting, banners, lighting fittings or other decorative materials from the structure of the hall roof, walls, columns or any other part of the building, must be carried out only by the venue's appointed rigging company. Secondary fixings will be permitted provided that:

- The arrangement is agreed in writing by the event organiser.

- The event organiser ensures that the company carrying out the work supplies a suitable work at height risk assessment identifying specific hazards and risks when installation and removal takes place.
- Initial enquiries are submitted to the event organiser who will liaise with the venue for approval in principle. Exhibitors or contractors approaching the venue directly will be referred back to the organiser.
- Application is made to the venue at least 28 days prior to the first day of tenancy.
- All orders are accompanied by fully dimensioned plans giving precise weight loadings for each individual suspension point. Requests for rigging will be dealt with by the venue on a first come first served basis.
- Installation and dismantling, including the fixing and removal of suspension wires, takes place within the official tenancy period and 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 building.
- A report from a structural engineer is supplied for structures which are to be rigged.
- A certificate of integrity is supplied by a competent person for the attachment of items which are rigged.

**37** The venue reserves the right to check all rigging services and arrangements and to reposition or remove any items which may cause a hazard, obscure venue signage, appear to contravene regulations, or otherwise interfere with the safe and proper operation of the hall.

**38** The organiser will be responsible for the cost of repositioning banners, etc, or providing equivalent supplementary signage due to overshadowing or obstruction of permanent exit signs.

#### High Intensity Lighting Systems

**39** 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. Also fabric is required to be arranged in such a way so as not to inhibit the effectiveness of the permanent emergency lighting or heating/ventilating plant in the hall.

## Special Treatments

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### Subsections:

- General Guidance
- All Treatments
- Invasive Treatments
- Additional requirements for specific invasive treatments
- Venue Specific Rules
  - NEC – All Treatments: Equipment
  - NEC – All Treatments: Personal Hygiene

### General Guidance

**1** This section covers three areas of treatments that are currently known:

- Invasive treatments: e.g. skin piercing, acupuncture, tattooing, electrolysis, cosmetic piercing, micro pigmentation, dermal fillers and Botox
- Non invasive, hands on treatments: e.g. Indian head massage, reflexology, manicures and pedicures
- Hands-off treatments (non licensable): e.g. reiki

**2** Local authorities take different view points on the licensing of these activities. Some treatments have to be licensed and therapists registered, unless they are exempt or under the direct supervision of a medical practitioner.

**3** In all cases, exhibitors should contact the organisers of the event, who in turn will need to contact the venue for full details of what will be required, i.e. details of indemnity cover, qualifications and risk assessment for the special treatment, etc. Copies of these must be provided to the venue.

**4** Please note that there is a strong risk of civil action should any issues arise as a result of bad practice during the provision of special treatments.

**5** All treatments should be carried out in a safe and hygienic manner.

### All Treatments

**6** Treatments may be performed only by person(s) fully qualified to do so.

**7** Treatments may only be carried out using approved equipment and methods, in accordance with current industry accepted standards and practices relating to the treatment.

**8** Clients shall not be treated if under the influence of alcohol, drugs or other substances.

**9** Stipulated age restrictions for treatments must be adhered to.

**10** Clients shall be given written and verbal advice regarding after-care where appropriate.

**11** Appropriate skin tests must be carried out prior to treatment to check for possible allergies.

#### Waste Materials

**12** All waste material and other litter 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 correctly in an approved manner.

**13** Clinical waste, ie 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.

#### Equipment

**14** All surfaces onto which treatment instruments and equipment are placed prior to treatment must have a smooth, impervious surface. These surfaces must be wiped down with a suitable disinfectant at least once a day, as well as following any spillage onto the surface.

**15** Any tables or couches used by clients shall be covered with a disposable paper sheet which must be changed after each client.

**16** All equipment requiring regular/on-going maintenance should be maintained according to the manufacturer's recommendations. The local authority/event organisers may require proof that correct and up-to-date maintenance has been carried out in certain instances.

#### Hygiene

**17** The exhibitor shall ensure that adequate facilities and equipment for the purpose of sterilising/disinfecting instruments and equipment are provided.

**18** Disposable rubber gloves must be worn by therapists for all invasive treatments and in any other instance where it is an industry standard to do so. These will be discarded after each treatment and new ones used for each client.

**19** Any protective clothing, paper or other covering used in the treatment shall be clean and in good repair and not have been used in connection with the treatment of any other client.

**20** Sterile, single-use instruments should be used wherever possible and disposed of correctly. Any other instrument used in connection with the treatment shall be disinfected or sterilised immediately after the treatment has been completed.

**21** Adequate provision for storage shall be provided for all equipment and items involved with the treatment. The store must be suitably clean and in such a place so as to avoid any risk of contamination.

#### Personal Hygiene

**22** Any person carrying out treatments must ensure that:

**23** Any open boil, sore, cut or open wound is kept effectively covered by an impermeable dressing

**24** 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.

**25** They refrain from smoking or consuming food and drink during the course of the treatment.

**26** Adequate space must be made available on the stand surrounding the treatment area in order to ensure the safety of those administering and receiving treatments and also visitors to the event.

#### Treatment Records

**27** The exhibitor shall ensure that adequate records are kept of:

- The person receiving treatment
- The treatment given
- The person giving treatment
- The client's relevant medical history, including: heart disease, fainting seizures (eg epilepsy), haemorrhaging, diabetes, HIV infection, hepatitis B infection, cellulitis, eczema, impetigo, genital warts (if relevant) and any allergic responses (to anaesthetics, adhesive plaster, jewellery metals such as nickel, etc)

**28** These records must be made available to a Licensing Officer/Event Organiser, if requested.

#### Fish Pedicures

**28**The following applies to the use of fish spas:

**29** Customers must undergo pre-screening by a competent person prior to treatment to identify contraindications and any bacterial, viral or fungal infections present.

**30** Records of pre-screening and customer's contact details must be retained for at least three years.

**31** Staff must be properly briefed and understand the limitations and risks associated with the treatment.

**32** A suitable means for cleaning customers' feet prior to treatment must be provided that does not contaminate the fish water or endanger the fish. Ideally, this should include a dedicated wash basin with a constant and adequate supply of hot and cold running water and means for effective drainage. Fresh towels should be provided for each customer.

**33** Customers with freshly applied nail varnish must not be treated.

**34** Appropriate water filtration procedures, including records of water changes and how many customers can therefore receive treatments within defined timescales.

**35** Adequate equipment for the testing of water quality must be provided and records kept of the type and frequency of tests.

**36** Fish welfare measures must be in place:

- Control of fish stock numbers
- Rest periods between each customer totalling at least 50% of each working day

- Covers for holding tanks
- Adequate quantities of treated water for water changes
- Feeding supplements
- Considerations for the stand being left overnight (water temperatures, etc).

**37** Electrics should be fitted with an RCD, be individually switched and not rely on extension leads.

## **Invasive Treatments**

### **Anaesthetics**

**38** A suitable surface local anaesthetic may be applied to the area using a clean, disposable applicator (ie sterile gauze) for each application. If ethyl chloride is used then its hazards and limitations must be understood and extreme care must be exercised.

**39** It is an offence to use injected anaesthetics unless registered as a medical practitioner.

**40** Any exhibitor using injected anaesthetics must provide relevant evidence of their registration as a medical practitioner to the organiser and/or supervising medical practitioners prior to the commencement of the event.

### **Sharps**

**41** 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.

**42** Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof yellow box which is clearly marked 'sharps'. The box and its contents must be disposed of in a manner approved for clinical waste.

**43** The exhibitor shall ensure that adequate facilities and equipment for the purpose of sterilising instruments are provided and are maintained in proper working order.

### **Hygiene**

**44** The following facilities must be provided on stands where invasive treatments are being carried out:

**45** A dedicated wash hand basin, with a constant and adequate supply of hot and cold running water, means for effective drainage and sufficient electrical sockets if required. Anti-bacterial hand wipes are not regarded as an acceptable alternative to the provision of hand washing facilities.

## **Additional Requirements for specific invasive treatments**

### **Ear Piercing**

**46** The treatment area must be solely used for the process of carrying out cosmetic piercing.

**47** If the piercing site is to be marked, then this shall be done with a fine, indelible pen prior to cleansing.

**48** In every case the skin in the area of the piercing site must be appropriately cleansed using a skin-safe antiseptic solution before piercing.

**49** Clients shall be given verbal and written information regarding piercing after-care until fully healed including:

**50** Keep the site dry (apart from careful bathing/showering); clean hands before touching site or the jewellery; rotate the jewellery regularly until the wound has dried up; keep wound uncovered as much as possible to permit free air circulation; indicate normal time for wound to heal; possible indications of any complications in healing process; advice on dealing with slight reddening/swelling/pain and need to contact GP if problems do not improve within 24 hours.

**51** Piercing guns designed for ear piercing must be used only on ears.

### Body Piercing

**52** The treatment area must be solely used for the process of carrying out cosmetic piercing.

**53** Any person carrying out body piercing must ensure that prior to piercing:

- New disposable rubber gloves are worn for each client
- They are wearing clean and washable protective clothing, overalls or other suitable covering
- They note that vaccination against Hepatitis B is strongly recommended

**54** A notice shall be prominently displayed on the premises informing potential clients of the risks associated with body piercing including:

**55** Blood poisoning (Septicaemia), severe swelling and trauma at and around the site pierced, scarring, embedding of the jewellery, localised infections (sepsis), allergic reactions to jewellery, metals and antiseptics.

**56** Clients shall be given verbal and written information regarding body piercing after-care until fully healed, as for ear piercing (see above).

**57** Body piercing of navel, lip, nose or eyebrow only shall be permitted, unless specifically agreed by the venue.

### Acupuncture

**58** The acupuncturist must be a registered member of a recognised UK body/association (e.g. The Acupuncture Society, British Acupuncture Council).

**59** The treatment area must be solely for acupuncture practice or other similar work requiring a comparable level of hygiene and cleanliness.

**60** Details of current client medication must be taken and possible side effects must be considered. Acupuncture should not be prescribed if a patient's condition is not fully understood or is likely to be critical or non-responsive to treatment. Such patients must be referred to their General Practitioner and treatment is to be declined.

**61** Disposable pre-sterilised solid needles should be used. Trays, cotton wool, wipes, etc, must be autoclaved to the manufacturer's specification and kept in sterile environment before each use. No direct or indirect contact is to be made with blood between each use.

**62** Sterilised, plastic, disposable gloves should be used during needle insertion and withdrawal. Plastic gloves must be worn when examining skin disease.

**63** All clinical waste, including paper waste, swabs, etc should be segregated in sealed yellow plastic bags before being sent for disposal.

**64** If patients are left alone with needles in situ during a treatment, they must be cautioned about any movement which might bend or damage a needle. If moxa is used on a needle in situ, the practitioner or other qualified practitioner must remain with the patient at all times to avoid any risk of burn injury.

**65** Needle stick injuries: Practitioners must never test a needle for sharpness on their own skin. In the event of the practitioner sustaining a needle stick injury, blood should be forced out of the site, it should be washed thoroughly with soap and water and the needle discarded properly. Practitioners must never continue to use a needle on a patient that may have penetrated their own skin.

#### Micro pigmentation

**66** The treatment area must be solely for the practice of micro pigmentation or other similar work requiring a comparable level of hygiene and cleanliness.

**67** Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof box which is clearly marked 'sharps'. The box and its contents must be disposed of in a manner approved for clinical waste.

**68** Sterilised, plastic, disposable gloves should be used and worn prior to setting up tubes, needles and ink supplies, and disposed of after each treatment. All equipment used shall be sterile prior to treatment.

#### Tattooing

**69** The treatment area must be solely for the practice of tattooing or other similar work requiring a comparable level of hygiene and cleanliness.

**70** Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof box which is clearly marked 'sharps'. Trays, cotton wool, wipes, etc, must be autoclaved to the manufacturer's specification and kept in a sterile environment before each use. No direct or indirect contact with blood is to be made between each use. The box and its contents must be disposed of in a manner approved for clinical waste.

**71** Sterilised, plastic, disposable gloves should be used and worn prior to setting up tubes, needles and ink supplies, and disposed of after each treatment.

**72** Pigments should be dispensed into single-use, disposable pigment trays or disposable caps, ensuring a sufficient quantity to complete the procedure.

**73** Clean water must be used to rinse needles if changing dyes and inks, without changing needles on the same client.

**74** The temper or sharpness of a needle must not be tested on the client's or the operator's skin before use.

**75** After tattooing, a dry, sterile dressing must be fixed in place with micro-pore tape. Tubes and needle bars must be dismantled from the machine and placed in a plastic container marked 'dirty instruments'.

**76** The client must be given appropriate after-care advice.

#### Micro-dermabrasion

**77** Therapists must be fully trained on the equipment used, according to manufacturer's requirements.

**78** The client's medical history should be sought for contra-indications for micro-dermabrasion treatment applications, i.e. any contagious disease; any blood transmitted disease (HIV, hepatitis, herpes); use of Retin-A, Tetracycline, Accutane, or any drug causing sensitivity to sun exposure; haemophilia; skin irritation or rash (wait at least 48 hours after waxing).

**79** Therapists should wear latex gloves and protective face mask throughout treatment.

**80** An operator-controlled hand piece must be properly and completely sterilised – according to manufacturer's guidelines - before beginning treatment on a new client.

**81** Once crystals become used (i.e. have passed over a client's skin) they should be disposed of in the manufacturer's recommended way.

#### Tooth jewellery/tooth whitening

**82** Any cosmetic procedures affecting the surface of the tooth, such as filing or drilling may only be carried out by a registered GDC dentist. (The exception to this is the application of stick-on jewellery). This also applies to giving clinical advice about such procedures.

**83** Tooth whitening products contain bleach and need to be handled with caution. Under the terms of the Cosmetic Products (Safety) Regulations it is illegal for tooth whitening products to be supplied that contain more than 0.1% hydrogen peroxide or for any associated products, which release greater than this level of hydrogen peroxide to be supplied.

**84** In situations where tooth whitening is carried out by laser machine operators, the operators must be registered with The Health Promotion Agency.

#### Botox, cholesterol and blood tests

**85** These are classed as medical treatments. Botox should only be administered by a registered doctor or by a nurse under the supervision of a registered doctor. Doctors should be GMC registered.

#### Laser treatment

**86** These Full details of the demonstration or treatment must be submitted to the venue no later than 28 days prior to the event.

**87** A risk assessment must be provided for the demonstration or treatment detailing all the relevant hazards and appropriate control measures, including, but not restricted to:

- **The class of the laser** - This must be referred to within the Risk Assessment and users must be aware that lasers can cause serious eye and skin injuries from direct exposure to the laser beam. Diffuse reflections from the beam can also be as hazardous.
- **Nominal ocular hazard distance** - i.e. the distance along the laser beam to the point at which the beam does not exceed the laser's MPE (maximum permissible exposure)). In the exhibition context this would be the safe distance at which members of the public could stand away from the laser and not be detrimentally affected. As a general rule if the nominal ocular hazard distance cannot be achieved between an operating laser and the audience then it should not be used.
- **The competence of the person carrying out the treatment** – Any person carrying out demonstrations or treatments with equipment that includes laser must have received adequate and appropriate training in the use of that equipment (manufacturers or their suppliers should offer this training).
- **The Environment in which the demonstration or treatment is carried out** – If the nominal ocular hazard distance cannot be achieved on an exhibition stand then the demonstration or treatment must be carried out in an enclosed room or not at all. The Risk Assessment should refer to users ensuring there are no reflective surfaces in the area they are carrying out the demonstration or treatment.

### Venue Specific Rules

#### NEC - Special Treatments: All – Equipment

**88** Exhibitors demonstrating acrylic nail treatments must provide a suitable means of minimising exposure to vapours and dust, in order to comply with Control of Substances Hazardous to Health Regulations 2002 (COSHH). It may be that engineering controls such as extraction equipment or down draught tables are required.

#### NEC – All Treatments: Personal Hygiene

**89** Hot and cold running water must be provided for hand washing for the following non-invasive treatments. Portable units are acceptable if maintained:

Waxing

Threading

Eyelash treatments

All nail treatments

## Stand Construction

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### Subsections:

- General Guidance
- Exit Signs
- Emergency Lighting
- Escape Routes
- Double Decker stands – Planning and Construction
- Double Decker stands - Exits
- Floor Loading
- Inner Rooms
- Doors/Vision Panels
- Ceilings on multi-storey stands
- Ramped & Stepped Access
- Construction Materials
- On site Management
- Venue Specific Rules
  - NEC – Fixing to the Hall Floors

### General Guidance

**1** All construction work is subject to the requirements imposed by this guidance and must be carried out using proper materials and in a workmanlike manner. 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.

### Exit Signs

**2** Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm
- On a 24 hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

**3** Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.

### Emergency Lighting

**4** 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.

### Escape Routes

**5** 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.

**6** The minimum permitted gangway width is 2 metres, except within stands of less than 100m<sup>2</sup>, where gangways must be no less than 1m wide.

**7** There should be no obstruction that could impede the free flow of people using the escape route.

**8** All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

**9** The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only 1 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**

**10** 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**

**11** The following basic considerations must be addressed by the designer of a double decker stand:

#### **12** 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

#### **13** Construction and Dismantling:

- Drawings must clearly identify the sequence of construction, eg 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, ie work equipment; temporary handrails; fall-arrest system

#### **14** Assessment of Loads:

- A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence

#### **15** 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

#### **16** 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**

**17** The preparation of a method statement is an important step in the planning of a safe system of work.

**18** 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

#### **General guidance on erection and dismantling of structures**

**19** 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).

**20** 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.

**21** 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.

**22** Deliveries must consider the floor loading in the area of erection or unloading.

**23** 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.

**24** 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.

**25** Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works Permits.

**26** 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.

**27** 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

**28** 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 Decker Stands - Exits

**29** There should be a minimum of two separate staircases leading from any floor above ground level.

**30** 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.

## Floor Loading

**31** The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300 mm x 300 mm and 12 mm 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

**32** The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kn/sqm.

## Inner Rooms

**33** Occupied inner rooms on stands require an alternative means of escape if they contain more than 60 people and/or the travel distance to a gangway exceeds 20 metres. This should be reduced to 15 metres where alcohol is being served in the room.

## Doors/Vision Panels

**34** The required minimum effective clear width of a door is 800 mm.

**35** Doors must have a vision panel with a zone of visibility of between 500 mm and 1500 mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

## Ceilings on multi-storey stands

**36** Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

## Ramped & Stepped Access

### Ramped Access

**37** If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.

**38** A ramp must be either readily apparent or the approach to it clearly sign-posted.

**39** 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

**40** Ramps must not be greater than 10m, or have a rise of more than 500mm.

**41** Ramps shall have a minimum, unobstructed width of 1.5m.

**42** The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings.

**43** 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.

**44** Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions.

**45** 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.

**46** 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.

**47** Where the change in level is no greater than 300mm, a ramp should be provided instead of a single step.

**48** Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

**49** All landings should be level, subject to a maximum gradient of 1:60 along their length.

**50** 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

**51** A level landing must be provided at the top and bottom of each flight.

**52** Each landing must have an unobstructed length of not less than 1200mm.

**53** Flights shall have a minimum, unobstructed width of 1.1m.

**54** Doors shall not swing across landings.

**55** 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.

**56** The tread and riser of each step must be consistent throughout a flight.

**57** The rise of each step must be between 150mm and 170mm.

**58** The tread of each step must be between 280mm and 425mm.

**59** Risers must not be open.

**60** All nosings must be made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.

**61** The projection of a step nosing over a tread below should be avoided, but if necessary it must not exceed 25mm.

**62** A continuous handrail must be provided on each side of flights and landings.

**63** A single staircase shall not exceed 1.8 metres in width.

**64** 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.

**65** Spiral staircases are only permitted for exhibiting staff use and not for members of the public.

**66** Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.

**67** 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

**68** The use of non-compliant stepped access (e.g. pre-existing modular and system staircases) will be subject to the approval of the venue.

#### Handrails

**69** 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.

**70** Handrails shall be continuous across flights and landings of ramped and stepped access.

**71** Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.

**72** Handrails shall contrast visually with the background against which they are seen, without being highly reflective.

**73** The surface of handrails shall be slip resistant.

**74** Handrails shall be terminated in a way that reduces the risk of clothing being caught.

**75** The profile of handrails shall be either circular, with a diameter of between 40 and 45mm, or oval, preferably with a width of 50mm.

**76** The clearance between the handrail and any wall shall be between 60 and 75mm.

**77** Double-width staircases shall have a central handrail.

**78** The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

**79** Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

#### Barriers (Balustrades)

**80** 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 6399-1.
- Be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.

#### Construction Materials

**81** All materials used in the construction of stands, features and displays, including signs and fascias, 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
- Non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7
- Water-based, where applicable, e.g. adhesives and paint

**82** 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

**83** Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

**84** Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

**85** 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

**86** 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.

**87** 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.

**88** Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

#### Floor covering

**89** All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor 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.

**90** The organiser will incur a charge for any tape not removed by the end of the tenancy period, or any damage caused to the hall floor.

#### Glazing

**91** 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 0.5m<sup>2</sup>, 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

**92** 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

**93** 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

**94** 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

**95** All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

#### Timber

**96** Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

**97** 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 may not be machined on site, as its dust is hazardous to health.

#### Upholstery

**98** Upholstered seating must be non-combustible and marked with the appropriate standard.

#### Column Cladding

**99** 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

**100** 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

**101** 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.

**102** The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

#### Venue Specific Rules

##### NEC – Fixings to the Hall Floors

**103** Nail fixings to the Latexfalt surface of the Hall floors to secure margin boards, cable clips and similar items of stand fittings will be permitted. These fittings must be carefully removed after use to prevent damage to the floor surface.

**104** Any fixings, nails, etc., left in the floor after the end of the tenancy will be removed by NEC and the organiser will be charged with the cost of removal.

**105** Any damage to the floor caused by fixings will be repaired by the NEC at the expense of the show organiser

**106** Electrical contractors are required to use white cable clips, so that the colour contrasting with the Hall floors will enable them to be more easily spotted and removed. A higher rate will be charged for the removal of clips that are not of a contrasting colour with the Hall floor (such as grey) than for white clips.

**107** No fixing will be permitted to the floor duct covers, or to the floor above the tunnels or other subways.

## Stand Plans

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### Subsections:

- General Guidance
- Space Only Stands
- Complex Structures
- Certification of Stands & Structures on site
- Venue Specific Rules
  - NEC – Space Only, non complex
  - NEC – Space Only, complex
  - Manchester Central – Space Only, non complex

### 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 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 checking 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 to a gangway more than 20m
- Doors – Have vision panels been incorporated? Are the vision panels between 900mm and 1500mm above floor level? 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, eg 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 there 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?

## Complex Structures

### Definition

**7** A complex structure is any form of construction of any height, which may require input from a structural engineer.

**8** If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction 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
- Suspended structures (does not include banners) e.g. lighting rigs
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

## Submission procedures

**9** 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
- Sections through each storey of the stand
- 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.

**10** 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.

**11** 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.

### **Certification of Stands & Structures On site**

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

#### **Shell scheme**

**13** 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**

**14** Certification by a structural engineer approved by the venue, 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.

### **Venue Specific Rules**

#### **NEC – Space Only, Non-Complex**

**15** NEC does not require certification by a structural engineer.

#### **NEC – Space Only, Complex**

**16** NEC does require 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.

#### **Manchester Central – Space Only, Non-Complex**

Certificate of completion and safe construction provided by the stand contractor, confirming that all stands have been constructed in a satisfactory manner and are fit for their purpose. Currently, MCCC does not require certification by a structural engineer.

## Working at Height

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### 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
- 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