

For the attention **of all** Exhibitors, Exhibitor Contractors and SPIE EUROPE LTD. Contractors

- Successful safety management requires the commitment, involvement and **co-operation** of all those on-site at the event.
- Exhibitors and Contractors have a **legal duty** under current Health and Safety Regulations, with which they must comply.
- To assist Exhibitors, contracted Stand designers and Stand builders **please read and note** the following information.

Thank you in advance for your cooperation and support

**Ray Critchley**

**SPIE Europe Health & Safety Representative @ Event Management Safety Solutions Ltd**

**Tel: 07711 475107 [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)**

**SEC and the eGuide August 2022**

The eGuide 2022 is recognised as best practice in the event industry, and has been fully adopted by SEC.

The status of the eGuide 2022 is similar to that of an Approved Code of Practice. Consequently, SPIE EUROPE expects all Exhibitors and Contractors including those building the Exhibition stands to comply with current Health & Safety Regulations in order to meet the legal duty placed upon them.

SPIE EUROPE LTD. expects Exhibitors and all Contractors including those building the Exhibition stands to refer to the eGuide 2022 to ensure they meet their obligations to the Health & Safety Regulations and also to work with the SPIE EUROPE safety representative to create a safe working environment for all involved.

To assist all involved in meeting their obligations, SPIE EUROPE LTD. safety representative has selected a number of examples from various headings within the eGuide 2022 together with the eGuide 2022 page and point numbers.

The eGuide examples are not intended to be a complete statement of law or other regulations but are there to assist and support exhibitors and contractors to meet their legal obligations.

Index of examples from the eGuide demonstrate best practice, which SPIE Europe will expect:

- Construction Materials
- Timber (fire safety)
- Glazing
- Decorative Materials (fire safety)
- Fabrics, Drapes, Curtains and Hangings
- Stand Platforms Corners (visitor safety)
- Doors/Vision Panels (fire & visitor safety)
- Stand Plans General Guidance
- Stand Plans Space Only Stands
- Complex Structures
- Contractors' and Exhibitors' Risk Assessments
- Access Equipment
- Standard banners
- Link to <https://www.aev.org.uk/resources/e-guide>

These headings relate to the venue & SPIE Europe Ltd. rules and procedures.

- Induction Procedure
- PPE Build & Breakdown & SEC Hi-vis policy
- Hot work permit
- Smoking policy
- Fire and Evacuation
- Gangways
- First Aid
- Children
- Alcohol or Drugs
- Non-Compliance
- Procedure: Collation of safety related documentation for both build and breakdown

**Construction Materials** [eGuide page 116 points 94 & 95 for further information refer to eGuide.](#)

All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g., adhesives, paint and fillers

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.

**Timber** [eGuide page 118 points 110,111 & 112 for further information refer to eGuide.](#)

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

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 and chipboard must not be machined on site, as the dust produced is hazardous to health. Chipboard must not be used as a weight-bearing material.

**Glazing** [eGuide page 117 points 105 & 106 for further information refer to eGuide.](#)

All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. 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')

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.

**Decorative Materials** [eGuide page 116 points 96 & 98 for further information refer to eGuide.](#)

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

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** [eGuide page 116 points 99](#) for further information refer to [eGuide](#).

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.

**Stand Platforms Corners** [eGuide page 113 points 47 & 48](#) for further information refer to [eGuide](#).

Platform corners must be splayed, rounded or angled and there must be a contrast in colour between the gangway and the platform to denote the change in level.

Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.

**Doors/Vision Panels** [eGuide page 112 points 39, 40, 41 & 42](#) for further information refer to [eGuide](#).

Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor.

The exception to this is doors to small storerooms, where a small panel may suffice.

Emergency exit doors must open outwards in the direction of escape.

Doors must be recessed where they open on to public circulation areas, e.g., they must not open directly on to a gangway. Sliding doors are not acceptable as emergency exit doors.

**Stand Plans General Guidance** [eGuide pages 120 & 121 point 1-5 & 7](#) for further information refer to [eGuide](#).

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

### **Stand Plans Space Only Stands**

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.

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.

It is the organiser's responsibility to ensure that space only stand, and rigged structure 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 approval contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

### **Health & Safety Stand Design & Build & Submission Procedure**

**Complex Structures** [eGuide pages 120 & 121 points 8,9,10, 11 & 12](#) for further information refer to [eGuide](#).

#### **Definition**

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment, has been found to present a significant risk.

**It is the responsibility of the stand designer to determine whether a structure 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
- Custom-built/bespoke suspended structures

Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms) The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

### Submission Procedures

Organisers are responsible for submitting full details of all complex structures. Please refer to the 'Deadlines' section of the manual for further details.

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/structure
- 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 is required.

Please refer to the Key Contact List for details of our recommended structural engineer.

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. 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.

**Contractors' and Exhibitors' Risk Assessments** [eGuide page 90 points 10,11 & 12 for further information refer to eGuide.](#)

It is the responsibility of all contractors and exhibitors to ensure that they have suitable and sufficient health and safety and fire risk assessments in place.

Each exhibitor and contractor must ensure that their risk assessments cover all risks and control measures associated with the individual hazards and risks applicable to their individual activities. Organisers should vet all exhibitors and contractors risk assessments, to ensure they are suitable and sufficient and relate to the specific event.

**Working at height** [eGuide page 140 point 7 for further information refer to eGuide.](#)

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

- You must NOT stand on the top tier of your ladders - any unsafe ladder work may result in the person being ejected from the venue
- 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

### Health & Safety Access Equipment, Banners, Link & Induction 9/13

**Access Equipment** [eGuide page 138 points 5,6 & 7 for further information refer to eGuide.](#)

Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used. Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

Operators must comply with current IPAF guidance.

**Standard banners** [eGuide page 87 points 21,22 & 23 for further information refer to eGuide.](#)

A standard banner is a straight, flexible banner, normally made from PVC/vinyl. \*

Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable, and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.

Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets, or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

**\*Note from author** - banner materials must be inherently flame retardant or treated with retardant chemical.

**Link to eGuide** <https://www.aev.org.uk/e-guide>

### IMPORTANT PLEASE NOTE - INDUCTION PROCEDURE

**Exhibitors** will receive from SPIE EUROPE LTD. induction information. Follow the instructions and return via email.

**Contractors** will receive from SPIE EUROPE LTD. induction information. Follow the instructions and return via email.

### Important upon arrival change of personnel

In the event of a "last minute" personnel change please report to the organisers office to receive the induction information.

**Note: No Induction No Entry.**

### Health & Safety Personal Protective Equipment:

#### PPE requirement for both Load in, Build – Breakdown & Load out.

#### **No Black Vest with reflective stripes and No bump caps – thank you.**

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles / plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

#### NOTE:


- If your own company risk assessment states additional PPE then that assessment instruction stands.
- Your own risk assessment may require additional PPE to the above in that case that requirement must be met.


Any changes to times or PPE requirements will be communicated by SPIE EUROPE's safety representative to all parties affected.

**SEC enforces the wearing of Hi-vis during build & breakdown and any person not wearing PPE will not be allowed in or to work in the event space.**

### Health & Safety Fire & Evacuation, Hot Work & Smoking

#### Fire and Evacuation

**Evacuation Message:** Should it be necessary to evacuate, the following message will be broadcast across the campus. 

***"Attention please, Attention please. An emergency has arisen within the centre. Please leave the building by the nearest available exit Do not use the lifts"*** 

Follow the directions from G4S or SEC team members to your designated assembly point.

#### Hot work permit

No hot work (grinding, welding) can take place in the venue or event space without a Hot Work Permit being issued. Please contact the SPIE EUROPE safety representative for further information.

#### Smoking policy

Smoking cigarettes and e-cigarettes is not allowed in any of SEC's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, there are designated and marked smoking areas outside

#### Gangways, Medical, Children, Noise, Alcohol /Drugs, Non-Compliance Gangways

Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

#### Medical First Aid

If you need urgent medical assistance, please advise a venue steward, venue security or SPIE EUROPE staff member. If near an in-house telephone please dial First Aid direct extension 2211 or Security 2206 and give the location of the casualty and details of any injuries (e.g., bleeding or unconsciousness). A member of the first aid team will come to help.

### Children

For Health and Safety reasons, children aged 16 and under are not permitted in the exhibition hall during build-up or breakdown periods at any time. Children under 14 must always be accompanied by an adult during open days.

### Noise

Noise levels may not exceed 70dBA when measured at the edge of the stand. Please be considerate of your neighbours.

### Alcohol and Drugs

Any person suspected to be under the influence of drugs or who is intoxicated will be ejected from the venue.

### Non-Compliance

Exhibitors or Contractors who do not comply with Health and Safety Regulations will be issued with an official warning (verbal) and will not be permitted to continue working until they meet requirements laid down. Any persistent unsafe work or behaviour may result in the person or persons being ejected from the venue.

### Procedure: Collation of safety related documentation for both build and breakdown

#### SPIE EUROPE LTD. Contractors:

A SPIE EUROPE LTD Health & Safety representative will email a Contractors Agreement and Confirmation Form to each contractor, requesting safety related information, RAMS, insurance and fire retardancy certification.

### For the attention of ALL Exhibitors, "on stand" activities during the event open days

Exhibitors occupying both shell scheme and space only stands may not be required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

As each exhibitor confirms attendance, SPIE EUROPE LTD. will email a No Significant Risk Declaration Form (NSRDF) for each exhibitor to complete. This information is for the actual 'on stand' activities during the event open days.

The deadline to return the form via email is **October Friday 13th.** A copy of the form can be found here **NSRDF**

### Exhibitor assigns contractor for delivery and installation of items such as;

- Display cabinet(s)
- Pop up banner(s)
- Light boxes(s)

SPIE EUROPE LTD. will request a stand plan and that plan will be forwarded onto a SPIE EUROPE LTD. Health & Safety representative, who will either confirm no further action required or request directly from the contractor safety related documentation.

### NOTE:

The exhibitor will still need to complete a No Significant Risk Declaration Form (NSRDF) for the actual 'on stand' activities during the event open days.

**Exhibitors who have arranged a contractor for design and stand build installation;**

A SPIE EUROPE LTD. Health & Safety representative will email a Contractors Agreement and Confirmation Form to each contractor whilst requesting safety related information, RAMS, copies of insurance and fire retardancy certification.

**NOTE:**

The exhibitor will still need to complete a No Significant Risk Declaration Form (NSRDF) for the actual 'on stand' activities during the event open days.