

Health & Safety Statement

For the attention of all Exhibitor Contractors, PHOTONEX 2024 Show Contractors and Exhibitors

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 Contracted Stand builders and Exhibitors please read and note the following information.

Thank you in advance for your cooperation and support

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Manchester Central ref: **eGuide August 2023** (which replaces the August 2022)
<https://www.aev.org.uk/resources/e-guide>

- The **eGuide** is recognised as best practice in the event industry, and has been fully adopted by Manchester Central.
- The status of the eGuide is similar to that of an Approved Code of Practice.
- PHOTONEX 2024 expects Exhibitors and all Contractors including those building the Exhibition stands to refer to the **eGuide** to ensure they meet their obligations and also work with the PHOTONEX 2024 safety representative to create a safe working environment for all involved.
- To assist all involved, the Photonex Health & Safety Representative has selected a number of examples from various headings within the guide and point numbers. Please refer to the guide for further details of any of the points listed below
- 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.

Visitor Safety - Stand Platforms Corners

[eGuide page 111 points 47 & 48](#)

- **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

Fire Safety - Doors/Vision Panels

[eGuide page 110 points 39, 40, 41 & 42](#)

- 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.
- Emergency exit doors must open outwards in the direction of escape.
- **Fire Safety note storerooms:**
Vision panel must offer a clear view of the interior. No 100% frosted effect vision panels or security type peep holes, as these do not allow a clear view for the venue fire marshals to confirm "all clear" in the event of an evacuation.

Fire Safety - Decorative Materials

[eGuide page 114 points 96 & 98](#)

- 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.

Complex Structure 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 (overall height to INCLUDE platform)**
- 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 Procedure Complex Structures

Organisers are responsible for submitting full details of all complex structures.

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
- Sections through each storey of the stand/structure
- 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 is required .

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

Stand/feature Manchester Central - Construction Certificate of Completion (CCC)

- Photonex Health & Safety Representative will distribute a CCC to the responsible person representing the contractor.
- **Prior to departure from site** a completed CCC must be returned to Photonex Health & Safety Representative.

Documentation

- **Contractors** – once details of contractors are given in the exhibitor portal, the PHOTONEX 2024 team will pass onto the details to the Health & Safety representative who will email a Contractors Agreement & Confirmation form and also request all relevant documentation including RAMS, insurance, fire retardancy certification.
- **Exhibitors** – so long as stand activities are clearly without significant risk, method statements and risk assessments are NOT required. You will be required to download, complete and submit a No significant risk declaration form (NSRDF) via the exhibitor portal, which is valued for all activities that take place during the live event phase. Please ensure a NSRDF is also completed, **as all exhibitors must complete a NSRDF.**
- **Lasers:** Those exhibitors displaying lasers please request **Operating Laser Form** from PHOTONEX 2024 team

For shell scheme exhibitors with display cabinetry, light boxes etc., a stand plan should be submitted which will be assessed by the PHOTONEX 2024 Health & Safety advisor who will decide if any further documentation is required.

Induction Procedure for both exhibitors and contractors

- **Exhibitors** - will have access to the venue induction video via the portal. Please ensure all personnel who will be on site at any point during the event have viewed this then complete the form in the portal to confirm.
- **Contractors** - will receive from PHOTONEX 2024 safety representative an attachment with information and a copy of the induction video. Follow the instructions and return via email.
- **Upon arrival** - Manchester Central will have staff on doors front and rear and will request confirmation that all contractor personnel have viewed the induction video. Those personnel who have not viewed the video will be instructed to read a copy of the induction script and sign a log to confirm they have done so.
- **Note: No Induction No Entry.**

Fire and Evacuation

- Venue Announcement:
*Attention Please! Attention Please!
Will Everybody Please Leave The Building by The Nearest Exit. This Is An Emergency.
The Staff Will Assist And Direct You. Please Do Not Use The Lifts*
- On hearing the alarm, all contractors, staff and visitors must make their way out of the venue by the nearest available exit.
- The venue has two assembly points;
 1. The Rear Car Park, and The Front Forecourt, Windmill Street
 2. All persons are to evacuate to the closest assembly point.

Medical First Aid

- If you need urgent medical assistance, please advise either a venue steward, venue security or a PHOTONEX 2024 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.

Personal Protective Equipment (PPE)

MANCHESTER CENTRAL HI-VISIBILITY VEST POLICY:

Manchester Central enforces the wearing of Hi-visibility vests during build & breakdown and any person not wearing one will not be allowed in or to work in the event space.

Manchester Central requires Hi-vis vests to comply with EN20471 standard (yellow, red or orange)

IMPORTANT NOTE: BLACK VESTS WITH REFLECTIVE STRIPES DO NOT COMPLY AND ENTRY WILL BE REFUSED

PPE Schedule*

Day	Date	Start	End	Action	PPE Requirements	Pass type
Tuesday	29 OCT	05.00 06.00 07.00 08.00	14.00	Unload Carpet & shell Electrics Space only stand build access & start Main Build complete	Hard hat (when necessary – please have to hand), Hi-vis and appropriate safety footwear.	Contractors
Tuesday	29 OCT	14.00	20.00	Space only continue and Stand set- up/dressing to commence	Exhibitors: delivering items to the stand who require access via the loading bay, minimum PPE required; Hi-vis and to avoid trips, slips and the risk of a foot injury-appropriate closed toe, low- heeled footwear suitable for the task in hand.	Contractors & Exhibitors

					Contractors Hard hat (when necessary – please have to hand), Hi-vis and appropriate safety footwear.	
Thursday Friday	31 Oct 01 Nov	16.00 00.00	00:00 00.00	Stand undressing & Space only Breakdown	Exhibitors removing collateral items from stands who require access to the loading bay, minimum PPE required - Hi-vis and to avoid trips, slips & the risk of a foot injury- appropriate closed toe, low- heeled footwear suitable for the task in hand. No PPE required for exhibitors using the main exit. Contractors Hard hat (when necessary – please have to hand), Hi-vis and appropriate safety footwear.	Exhibitors & Contractors

Dismantling

- **Under no circumstances can any form of stand undressing or breakdown commence prior to delegates leaving the hall.**
- Exhibitors may undress their stands and remove high value items from 16.00hrs Thursday 31 Oct
- Please do not leave any goods or equipment in shell scheme cupboards or leave display material on the walls or stand. The organisers cannot be held responsible for the loss of exhibits.
- **Space only breakdown - during which time anybody on the exhibition floor will need to wear PPE as the hall will be in CDM mode.**

NOTE *

- 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 Photonex Health & Safety Representative to all parties affected.

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.

Stand Plans - Space Only Stands

Including complex structures

- 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), where applicable fire retardant certificates, 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. Submission Procedure Complex Structures eGuide pages 118 & 119 points 8,9,10, 11 & 12 further information refer to eGuide.

Stand Plans - General Guidance

eGuide pages 117 & 118 point 1-7

- 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.

Construction Materials[eGuide page 114 points 94 & 95](#)

- All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:
- 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 116 points 110,111 & 112](#)

- 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 115 points 105 & 106](#)

- 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 0.5m², 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.

Fabrics, Drapes, Curtains and Hangings[eGuide page 114 points 99](#)

- 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.

Contractors and Exhibitors Risk Assessments[eGuide page 88 points 10,11 & 12](#)

- 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.
- Organisers will vet all exhibitors and contractors risk assessments, to ensure they are suitable and sufficient and relate to the specific event.

Working at height**Ladders** [eGuide page 138 point 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 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

Access Equipment [eGuide page 136 points 5,6 & 7](#)

- 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 85 points 21,22 & 23

- 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.**

Hot work permit

- No hot work (grinding, welding) can take place in the venue or Event space without a Hot Work Permit being issued.

Hazardous Substances

- No Hazardous Substances to be used on site without prior permission of the venue and PHOTONEX 2024 Health & Safety representative. Please contact the PHOTONEX 2024 safety representative for further information.

Smoking policy

- Smoking cigarettes and e-cigarettes is not allowed in any of Manchester Central's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, there are designated and marked smoking areas outside Charter Foyer, Central Foyer and Exchange Lower Foyer. Smoking bins are provided.

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.

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, nor are they allowed in the hall during the open days unless under exceptional circumstances and it has been pre-arranged with the PHOTONEX 2024.

Noise

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