

HEALTH & SAFETY AT FPS EXPO 2010

The Organisers are required by law to notify exhibitors of their obligations under the Health & Safety at Work Act 1974 during build up, open and breakdown periods of the show.

The Organisers deem, by issuing this notice in advance of the show that all exhibiting companies are aware of the Health & Safety policies, which exist and will comply with their obligations as set out below.

The Health & Safety at Work Act 1974 and the regulations made under this act, in particular those which have been introduced into law as a consequence of the advent of the 'Single European Market' (EU), impose duties and responsibilities upon ALL employers.

These duties are in no sense reduced when an employer is exhibiting at a trade fair or exhibition, and those which are most relevant to exhibitors are described in this section, and must be complied with by EVERY Exhibitor/Contractor.

Failure to do so not only creates problems for the Exhibition Organiser, but represents a breach of law, and could result in the prosecution of an employer Exhibitor/Contractor by the Health & Safety Executive (HSE).

Two requirements of the Management of Health & Safety at Work Regulations 1992 (MHSW) which have particular relevance are those calling for every employer to nominate a competent safety adviser (Regulation 6), and to co-operate with other employers when sharing a worksite, whether on a permanent or temporary basis (Regulation 9).

It is our obligation as Exhibition Organisers as well as our specific duty under the above regulation, that we request your co-operation by complying with the requirements described in this leaflet, the principal areas of which were also set out in the Exhibitors' Manual.

Exhibitors are reminded that among statutory duties that they have under the health and safety law, the following are most important, and could be subject to verification during the course of the Exhibition. Listed below are principal areas, which need to be brought to your attention and that of your contractors.

The list is by no means comprehensive and a responsible attitude must be taken on all matters of Health & Safety whilst on site.

The Exhibitors shall ensure:-

1. That a written Company Health & Safety Policy should exist if the company has 5 or more employees (Section 2 (3) of the Health & Safety at Work Act 1974 {HASAWA}).
2. That a 'suitable and sufficient' risk assessment should exist in respect to all the significant risks in the business which are not already subject to other regulation e.g. COSHH, noise, etc. This assessment must be in writing if the workforce totals 5 or more. (Regulation 3 – MHSW).

3. That one or more competent safety advisors must be appointed by an employer to assist them in discharging their health and safety responsibilities. (Regulation 6 – MHSW).
4. That every employer has a duty to co-operate with other employers e.g. Exhibition Organisers when sharing a workplace, whether temporarily or permanently.
5. Understanding Fire and Emergency Procedures of the Harrogate International Centre (included in this section) and the location of the First Aider.
6. All gangways must be kept clear at all times during build up, breakdown and during the events opening hours.
7. Hard hats must be worn when working above 4m and beneath or near overhead working or, if this be impracticable, restricting access in such areas.
8. The need for all operatives to wear suitable clothing relevant to their job, which includes eye, hearing and hand protection.
9. The safe use and storage of flammable liquids and substances and segregation from waste and other risk material.
10. Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
11. Ensuring that portable electric tools are used with minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
12. That stacker trucks/forklift trucks are not used by anyone other than fully trained personnel.
13. That disused fluorescent type lighting tubes are placed in the designated skips outside the Hall(s) for safe and proper disposal.
14. That chemicals and flammable liquids are removed from the Hall(s) after use by the user or, in exceptional circumstances, brought to the attention of the Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
15. That any work area is maintained free from general waste materials, which could be a hazard to operatives.
16. Only scaffolding incorporating standard safety features may be used and that any tower scaffolding in use is properly stabilised and propped.
17. That all electrical work within the Hall(s) is carried out by the FPS EXPO Organisers' nominated contractor. Compliance with the Electricity at Work Regulations 1989 is mandatory.
18. That all materials used for construction or display must be to Local Authority Standards.