



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

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## **Appendix A**

### **HEALTH & SAFETY BULLETIN**

Tarsus Exhibitions has undertaken a generic assessment of the risks presented by the activities taking place in the halls during build up, breakdown and the open periods of the show. However, it is essential that exhibitors and contractors are aware of their responsibilities in ensuring a safe working environment.

#### **YOUR RESPONSIBILITY AS AN EXHIBITOR**

As an Exhibitor, if you employ or contract out work on your stand, under health and safety legislation you are deemed the 'employer' and have certain duties to abide by. **You are directly responsible for the activities and health and safety of your employees and contractors working on your stand and for the safe use and maintenance of equipment.** This duty applies during the build-up, open period and breakdown of the show. You are responsible for defining areas of responsibility with the contractors you employ. You have a duty to ensure that your contractors are competent and have undertaken the necessary risk assessments for the activities being carried out. It is your responsibility to ensure that the contractor's documents are accurate, valid and are being abided by during the tenancy.

**These documents are a legal requirement under The Health and Safety at Work Act 1974 and subsidiary health and safety legislation.** The Organisers have acquired all relevant documentation and satisfied themselves that the officially appointed contractors working on the show are competent in the tasks required of them. Therefore, you will not need to request these details from the officially appointed contractors (eg stand fitting contractor for shell scheme etc)

#### **CHECKLIST OF KEY RESPONSIBILITIES**

1. Appoint a competent person on your stand, responsible for Health & Safety for the build up, open and breakdown periods. This person should oversee every element of your participation, with a specific responsibility for managing Health & Safety, including the provision of proper information and instruction, training and supervision of all parties concerned, throughout the show
2. Complete and return the Health & Safety declaration form, which you can download from Section 6: Order Forms
3. Obtain copies of your contractor's Risk Assessment and Method Statement. Ask to see training records and accident statistics. Take up references & ask to see proof of previous work standards – in short, **satisfy yourself that your contractors are reliable and competent. This is your legal responsibility.**
4. Produce a Risk Assessment for your activities onsite. You have a legal responsibility to consider and assess the risks involved in your activity onsite and to ensure all risks are removed or controlled and minimised. If you are demonstrating machinery you need to ensure adequate guarding and control measures are in place and if your contractors are working at height, they are obligated to wear the **appropriate safety equipment (hard hats/harnesses)**
5. Provide suitable training for, and information to, your staff and contractors regarding the onsite risks for them to understand the risks and fulfil their responsibilities safely
6. It is extremely important that you consider aspects of fire safety when designing and dressing your stand, and make sure you comply with Health and Safety legislation and the venue's rules and regulations. This includes ensuring all timber is treated and fabrics and materials are flame proofed in accordance with the legal requirements, and that flammable goods and packaging are contained only within designated storage areas. Non mains flammable gas is not permitted on site. Please see the Exhibition Manual for full details and please ensure that your Contractors comply with the rules and regulations of the Organiser & Venue

#### **SOME OF THE HAZARDS OF THE HALL**

Ensure you and your staff are briefed on the hazards of a typical Exhibition environment:

- Moving vehicles such as goods vehicles and forklift trucks especially in and around cargo doors
- Cable duct openings in the floor
- Slip/trip hazards on the floor, particularly plastic sheets, discarded brochures and trailing cables, or stand fitting in gangways



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- Sharp objects and nails in wood on floor
- Falling objects – avoid areas of overhead working.
- Not all exits will necessarily be open. During build/breakdown the only fire exits open are those with signs illuminated.
- Partially built structures which may not be stable.
- Over exposure to noise levels which could be damaging to hearing.
- Fumes/dust from machinery/decorating etc
- Hazardous chemicals and substances
- Environmental hazards – e.g. rain making floor slippery, wind catching items etc

This document is intended as a brief guide only to draw your attention to your main responsibilities under Health & Safety legislation. Full information can be found in detail in the Exhibitor Manual (see Stand Specifics **Section 3** for Space Only Stand Information)

## **Security Advice for Exhibitors**

*Exhibition halls are vulnerable places and your stand should be considered as an open shop without windows or doors. Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you.*

➤ **Speak to The Organisers Security Company For Advice If You Have Specific Concerns**

Find out if they operate a lockable store for valuable items, such as computer equipment, overnight. If they do not, make your own arrangements for safe storage.

➤ **Plan Your Arrival and Departure From The Venue During Build-Up & Breakdown**

Ensure that there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods. Plan to remove all products and portable items from your stand on the first evening of breakdown.

➤ **Book Sufficient Staff for Your Stand During The Show**

This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break: they may become busy and not be able to keep an eye on your stand.

➤ **Place A Lockable Cabinet on Your Stand**

Lock away briefcases, mobile phones, handbags, laptops, etc during the day even when you are on your stand. If you get busy, you may not notice someone taking them. Please also check all lockable units on your stand before leaving them at night.

➤ **Do Not Position Desirable Items at The Front Of Your Stand**

You may not always be able to keep an eye on them and they may be easily removed.

➤ **Avoid Leaving Your Stand Each Evening Before Visitors Have Left the Show**

Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 08:00 for all exhibitors and their staff.

➤ **Report Anything of A Suspicious Nature To The Organisers or Security**

Leads can be followed up to avoid incidents of theft.