

Archant Life France Health & Safety Policy

Section A: General Statement of Policy

The Company is committed to the provision and maintenance of safe and healthy working conditions both at its own office premises and elsewhere for staff employed by the Company and for Contractors, Exhibitors and visitors and to ensuring compliance with all statutory requirements and codes of practice. In accordance with its duty under section 2(3) of The Health and Safety at Work Act 1974, the Company has produced the following statement of policy in respect of health and safety at premises controlled by third parties.

The Company has introduced procedures for working with Venue Operators, independent Contractors and Exhibitors to ensure that they are aware of their responsibility for the health, safety and welfare of all employees whose duties include working with any particular show organised by Archant Life France at any external site.

The Company will liaise with Venue owners, Contractors and Exhibitors so far as is reasonably practicable, to ensure particular attention is paid to:

1. The provision and maintenance of plant and systems of work that are safe and healthy for all staff and Contractors employed at a Show, supplied by the venue or professional companies.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, or per Rules and Regulations.
3. The provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others. In this case by staff meeting prior to event (most Health and Safety issues are carried out and involve contractors).
4. Maintaining the venue in a safe condition as per guidance and Rules and Regulations by the venue.
5. The provision of a safe means of access to and exit from the venue.
6. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.
7. The provision of safety equipment and clothing to provide protection from injury. (In all cases contractors are employed so as staff do not individually become concerned).
8. Arrangements for ensuring that visitors, and persons who are not employed by the Company or by the Venue Owner, Independent Contractor or Exhibitors, but who may be affected by the activities of any of them, are not exposed to risks to their health and safety.
9. Arrangement for consultation with employees and with Venue Owners, Contractors, Exhibitors and other professional bodies periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

Responsibility for Venues

Archant Life France is responsible for Venues. They will:

- a) when making arrangements to hire a venue the Company has not used before, carry out a full health and safety inspection of the site
- b) prepare a written assessment of the health and safety risks of new and existing sites following the inspection;
- c) re-inspect sites the Company has previously hired, on an annual basis, updating the written assessment where appropriate;
- d) inform Operation Managers of particular health and safety requirements of individual sites and of any changes in procedures introduced
- e) together with venue staff, Independent Contractors and Exhibitors, inspect and ensure that equipment and facilities such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes are maintained safely and monitor work practices on a regular basis throughout build up, open days and breakdown.

Reporting Accidents

- a) In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for the on site First Aider and the Events Manager and for assistance. DO NOT MOVE THE INJURED PERSON.
- b) Report the full details to the Events Manager who will ensure the incident is recorded in the accident book for the site and for the Company. The accident will be reported to the inspecting authority as and when necessary.
- c) Any "near miss" incident that occurs should also be reported to the Events Manager Julie Cole, who will be responsible for making a full report to the venue owner.
- d) All accidents will be investigated by Julie Cole in conjunction with the Venue Owner and with a representative of an Independent Contractor or Exhibitor if appropriate. A report will be made to the Board and to any other interested parties who will ensure that appropriate action is taken to prevent recurrence.

HEALTH & SAFETY AT WORK ACT 1974 (HASAWA74)

Archant Life France take their responsibilities as laid out in accordance with the Health & Safety at Work Act, etc, 1974 (HASAWA74) very seriously and it is vital that Exhibitors and their Contractors do the same. The Build-up, Open Period and Breakdown are covered by these and other mandatory requirements:

The Health and Safety at Work Act, etc, 1974 (HASAWA74)
The Management of Health and Safety at Work Regulations 1999
The Manual Handling Operations Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Control of Substances Hazardous to Health Regulations (COSHH) 2002
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
The Building Regulations 2000 (England and Scotland)
Environmental Protection Act 1990
Local Authority Regulations

As Organisers, it is Archant Life France policy to manage all events in accordance with the above and make the exhibition environment safe so far as is reasonably practicable. This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health & Safety procedures. To this effect, we, Archant Life France have medical and security facilities provided on site.

Some of the key risks are outlined, but it is vital that each Exhibitor obtains a suitable Method Statement from their Principal Contractors (if applicable) THIS MUST BE SUBMITTED WITH YOUR SPACE-ONLY STAND DESIGNS.

The Following are some of the principal areas which need to be considered and brought to the attention of your staff, Contractors and others associated with your event. This is by no means a comprehensive list – but are pertinent matters to which you must give due thought and consideration, before and during your time on-site, i.e.

- i) The understanding of Fire and Emergency Procedures of the Premises and the location of the Premises First Aid Centre.
- ii) The need to maintain gangways, as indicated on the floor plan throughout the exhibition, including Build-up Open and Breakdown situations.
- iii) Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- iv) That disused fluorescent type lighting tubes are placed in the collection bins in and around the venue, for safe and proper disposal.
- v) Any work area is maintained free from general waste materials which could present a hazard to operatives and others.
- vi) That proper scaffolding is used during the construction of any buildings and structures within the Halls, safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.
- vii) That all materials used for construction or display comply with the venue and Regulations and not less than British Class 1 standards of flammability.
- viii) That all electrical work within the venue will be carried out by the Organisers nominated Contractor. Compliance with the Electricity at Work Regulations 1989 is mandatory.
- ix) A person must be appointed for your company who is responsible for all health and safety matters on the stand.
- x) All personnel should operate in a positive manner to ensure health & safety regulations are complied with.

The above list is by no means exhaustive and is intended as an aid toward ensuring that a safe workplace is maintained and that Exhibitors and Events, etc., are run smoothly and safely. Your assistance in ensuring that all personnel involved with the Exhibition or Event are aware of their responsibilities in respect of Health and Safety is essential with regard to safe operations and success.

All exhibiting companies/ participants are responsible for their staff, their Contractors, sub-contractors and visitors on and around their stand from the first day of Build-up through to the last day of Breakdown.

Both Space Only and Shell Scheme Exhibitors/ Participants must ensure that all individuals, companies, exhibits, special features and materials they bring to the show comply with the Health & Safety at Work Act, etc, 1974 to ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the event, and that their actions – or inactions – do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.