

HEALTH AND SAFETY STATEMENTS - GUIDANCE NOTES

To assist exhibitors in the preparation of Health and Safety Statements (or supplementary documentation to cover the exhibition period) we would suggest, for general guidance, the following headings for consideration:

GENERAL POLICY STATEMENT SHOULD COVER:

- Safe operation of plant, equipment and work systems
- Safety wear if appropriate
- Safe arrangements for storage and use of all other articles and substances in the exhibition area, in particular flammable liquids
- Maintenance of all plant, equipment and systems
- Information, instruction, training and supervision of staff
- Lines of communication for all employees
- Welfare facilities
- Access to and egress from the exhibition area
- Protection of visitors

ACCIDENT & EMERGENCY CODE SHOULD INCLUDE:

- First Aid and location of the Venue Medical Treatment Room
- Fire Code and the Venue Evacuation Procedure
- Accident & incident records
- Staff training

NOMINATED SAFETY OFFICER'S RESPONSIBILITIES:

- Health and Safety inspections (see also under General Housekeeping)
- Written Risk Assessments
- Liaison with the Venue and Exhibition Organiser

HAZARDS SHOULD COVER:

- Notification of hazardous materials, gases and substances
- Electrical equipment
- Machinery

GENERAL HOUSEKEEPING:

- Disposal of waste, in particular the safe disposal of hazardous materials and medical waste.
- Shutting down equipment and switching off electrical mains each night
- Regular and rigorous stand inspections in particular at close of show each day

The above list is by no means exhaustive and exhibitors should consider all aspects of their business operations in the preparation of the required documentation.

The Health & Safety Executive publish a leaflet entitled "An Introduction to Health & Safety" [ref: INDG259 (rev1)] which can be obtained free of charge from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA (Tel: 01787 881165) or can be downloaded from their website: www.hse.gov.uk/pubns/indg259.pdf. This includes a template for a Health & Safety Policy Statement on pages 20- 30 with guidance notes covering each section. The leaflet also contains information on other related topics.