

# HEALTH & SAFETY

**Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.**

British Wind Energy Association together with SECC is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events.

All exhibitors and contractors at events organised by BWEA are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

**Please note that you must complete the Health & Safety Declaration included as Form 11, by 18 August 2006. Vehicle Delivery and Contractor passes will not be issued until this Declaration has been received.**

## **DO'S & DON'T'S**

For ease of reference please refer to the checklist below, which will help ensure that the following areas have been considered:

### **DO'S**

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain

hazardous materials. Halls Services & Management can provide advice.

- Ask for permission to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

### **DON'T**

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the halls. The halls are regarded as a place of work during these periods.
- Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

**Sign and return a copy of  
Health & Safety Form 11 below immediately.**

# FORM 11

## SPACE ONLY STAND - HEALTH & SAFETY DECLARATION

TO BE COMPLETED BY 18 AUGUST 2006

### THE HEALTH & SAFETY AT WORK ACT, ETC. 1974 (HASAWA)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA 1974 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health & safety is not put at risk by their actions or inactions during BWEA28.

Our Health & Safety representative on the stand will be:

Name:	Company Name:
Stand Number:	Mobile number:
Company Contact Details:	

TO BE SIGNED BY A SENIOR MEMBER OF STAFF WITHIN THE EXHIBITING COMPANY

Name:	Position:
Signature:	Date:

CONTRACTOR PASSESS WILL NOT BE SENT OUT TO YOUR CONTRACTORS UNTIL THIS FORM HAS BEEN RETURNED AND SIGNED BY THE EXHIBITING COMPANY.

- My principle contractor has undertaken specific Risk Assessment for this event in accordance with HASAWA74 and he/she has trained his/her staff and subcontractors in all such areas identified as being of risk.
- I have ensured that our principle stand contractor(s) has a suitable and sufficient Method Statement prepared for the show and he has satisfied me of his competence to undertake the tasks required of him/her.
- I will make available at BWEA28 a copy of our company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently.

**RETURN THIS FORM TO:**

Sara Abuzaid, BWEA  
1 Aztec Row, Berners Road, London N1 0PW  
E: [sara@bwea.com](mailto:sara@bwea.com), F: + 44 (0)20 7689 1969