

Guidance Note - Exhibitors Guidelines

Health and Safety has unfortunately got a bad reputation, because it always seems to be saying NO, but please remember it's there to help you reduce risk of injury or death, by taking every day common-sense decisions. The process of risk assessments helps formalise the way you think about doing a particular task, so you apply more care and attention.

You simply need to show an awareness of the risks and dangers posed, and take responsibility for ensuring the law is complied with. Please do not just ignore it, as all local authorities and venues see this as standard practice.

Health and Safety at Work etc Act 1974

Leeds Arts University accept their responsibilities under the Health and Safety at Work etc Act 1974. To this end it is both a legal and a moral obligation for all concerned to ensure that the Health and Safety at Work etc Act 1974 is observed and not to put any persons at risk due to the Exhibitor's actions or inactions.

The Management of Health and Safety at Work Regulations 1999

Exhibitors are also required to undertake additional action to ensure compliance The Management of Health and Safety at Work Regulations 1999.

Regulation 3:

- Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.

Exhibitors

All exhibitors must complete the application to exhibit form, sign the health and safety declaration and return all paperwork no later than 2 weeks prior to the show.

You are required by law to provide a risk assessment for your proposed work and it is compulsory, without exception. These documents are always subject to change, as not all risks can be anticipated.

No work will be permitted to be exhibited without approval. Any unapproved exhibits will be removed by the University.

If you are the sole exhibitor / event organiser you will also need to complete and Event and Activity Information.

Risk Assessment

An application to exhibit form must be completed each time you exhibit it is a legal requirement for all employees and self-employed people to carry out a suitable and sufficient risk assessment of their activities at work which could affect the health and safety of themselves, their employees or anyone else (such as contractors, customers, etc.)

A suitable and sufficient risk assessment is required by all exhibitors. A risk assessment is a careful examination of what could cause harm to people in your workplace. It will help you weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to minimise the risk of someone getting hurt or becoming ill.

Risk assessment is carried out in five stages:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks to decide whether existing precautions are adequate or whether more should be done.
4. Record your findings
5. Review your assessment and revise it if necessary

Hazard = anything that can cause harm

Risk = the likelihood that somebody will be harmed by the hazard.

Insurance

Leeds Arts University do not accept any responsibility for loss or damage to any exhibits exhibited at the University. All exhibits are exhibited at the owner's risk. All exhibits should be suitably insured by the exhibitor. Please note that our terms and conditions require you to carry a £2m limit of Public Liability Insurance. This is not the same as Employers' Liability insurance, which is mandatory in the UK and other EU countries. You may already have Public Liability cover, however it is important to note that not all business policies offer cover for organised events taking place outside your business premises. If in doubt you should consult your own insurance provider.

On-site Working Rules

1. Health and safety responsibility: A person must be appointed who is responsible for health and safety matters on the exhibit.
2. Health and safety reminders: During the build-up and breakdown periods, your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
3. Smoking: It is against the law to smoke in enclosed public places and workplaces.
4. Fire, medical and emergency procedures: All personnel must be aware of the fire, medical & emergency procedures of the University, which will be provided in your welcome pack. All personnel should acquaint themselves with how to use the fire extinguishers and with the position of the nearest fire alarm point in the building.
5. Electrical leads: Ensure 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. No electrical cables must be allowed to cross gangways, passageways and fire exits.
6. Personal protective equipment: Operatives should wear suitable protective clothing relevant to their job, which may include eye, hearing, foot and hand protection.
7. Waste: Work areas (including behind your stand) should be maintained free from general waste and packaging materials, which could cause hazards to operatives or block aisles. To comply with Environmental Protection Act 1990, under no circumstances must large waste material be abandoned on site, or deposited in the venues skips. Any cost for the removal of materials or waste left on-site after the show by an exhibitor or contractor will be charged to the exhibiting company. Chemicals and flammable liquids must be notified to the organisers that they will be brought on to site, then afterwards safely removed by the user.
8. Obstruction of gangways: Exhibits, packing cases and other materials must not be allowed to obstruct gangways, passages and fire exits. Packaging must be removed from the area as soon as possible.
9. Protruding objects: Nails, etc must not be left protruding from any packing case or material.

10. Caterers and suppliers of refreshments must comply with the Food Safety Act 1990 and Food Hygiene (Amendment) Regulations. All catering is subject to a hazard analysis and critical control points (HACCP).
11. Drugs and alcohol: All venues have a strict policy on the misuse of drugs or alcohol on site, as they can severely affect judgement and physical response to given situations in the workplace, and result in safety performance being impaired and accidents occurring. Any person found to be under the influence of alcohol or drugs would be asked to leave immediately.
12. Ladders: Under no circumstances can ladders be leaned against the walls. Free standing ladders must be used. Ladder safety should be observed. Trestle type supports are not to be used as ladders under any circumstances.
13. Safety and security: Each show has a provision of security designed to protect the overall show and for the safe evacuation of the public.
14. Trolleys: When the show is open trolleys are not allowed.

IF IN DOUBT - ASK

Version 2.1	HS44 Guidance Note	Exhibitors guidelines	Leeds Arts University
Original approval date 08/10/12	Latest revision date 18/03/20	Next revision date 18/03/21	Issued by Risk & Safety Manager