

# HEALTH & SAFETY INFORMATION

INFORMA plc recognises the value of coordinated safety activities to reduce exposure to risk, adapting to change and establishing our duty of care to ensure safe conditions throughout the event delivery.

We apply a cohesive approach to do everything reasonably practicable to protect the health, safety and welfare of our colleagues and others who may be impacted by our activities and services, creating a pathway to operational excellence.

## Exhibitor and Contractor Responsibilities

1. Do everything reasonably practicable to protect themselves and others
2. Use appropriate Personal Protective Equipment for the required task
3. Coordinate activities with the organiser
4. Select competent sub-contractors
5. Control unsafe behaviour
6. Be aware of the Venue Emergency Escape plan
7. Report dangerous acts which may lead to serious injury or incident occurrences
8. Ensure no form of modern slavery, forced or coerced labour, human trafficking, or child labour



## General Site Safety Guidance

- a. Carry out Safe Working Practices, at all times
- b. Display identification badge at all times
- c. Follow all safety signage and venue information
- d. Use the right equipment for the right job
- e. Do everything reasonably practical to prevent falls from height or falling objects
- f. No live edge work is permitted without suitable fall protection
- g. Maintain a tidy area and dispose of waste appropriately
- h. No speeding
- i. No smoking
- j. Not be under the influence of alcohol or drugs
- k. All electrical installations must be done by a competent person
- l. High risk activities may be subject to a Permit to Work system i.e. Hot Works

**Unsafe practices will not be tolerated and repeat offenders who violate this guidance may be asked to Stop Work or Leave the Site.**

## Structural Safety

### Structural Design

Any raw space stands within the Show are not permitted without the adequate 'Permission to Build' requirements:

- Defined structures checked by a competent person
- Stand technical drawing must be provided
- Structural calculations must be included (complex stands)
- A method statement should be provided prior to build (minimum requirement)
- A detailed risk assessment

**Structures may be deemed unsafe until they are verified by a competent person.**

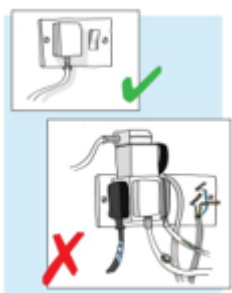
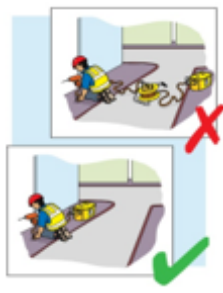


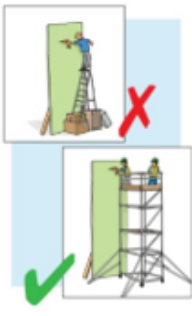





### Structural Verification

Onsite verification during the move-in to ensure core safety aspects are in place:

- Properly designed
- Built-in safety redundancy
- Erected correctly
- Used within design capacity and verified onsite

**Stands may be deemed unsafe until the necessary approved by a competent person.**

# Safe Behaviour

<p><b>Safe electrics</b></p>  <p>Two illustrations showing safe electrical practices. The top one shows a worker plugging a cord into a wall outlet, marked with a green checkmark. The bottom one shows a worker using a power tool with a damaged cord, marked with a red X.</p>	<p><b>Slip &amp; Trip hazards</b></p>  <p>Two illustrations showing slip and trip hazards. The top one shows a worker tripping over a cable on the floor, marked with a red X. The bottom one shows a worker walking safely on a clear path, marked with a green checkmark.</p>
<p><b>Vehicle Movement</b></p>  <p>Two illustrations showing vehicle movement. The top one shows a worker loading boxes onto the back of a truck, marked with a red X. The bottom one shows a worker standing clear of a truck's path, marked with a green checkmark.</p>	<p><b>Fire Safety and waste removal</b></p>  <p>Two illustrations showing fire safety and waste removal. The top one shows a worker blocking a fire exit with boxes, marked with a red X. The bottom one shows a worker using a fire extinguisher, marked with a green checkmark.</p>
<p><b>Working on ladders</b></p>  <p>Two illustrations showing working on ladders. The top one shows a worker on a step ladder without it being fully opened, marked with a red X. The bottom one shows a worker on a step ladder with it fully opened and locked, marked with a green checkmark.</p>	<p><b>Safe Lifting</b></p>  <p>Two illustrations showing safe lifting. The top one shows a worker lifting a heavy box incorrectly, marked with a red X. The bottom one shows a worker using a pallet jack to move boxes, marked with a green checkmark.</p>
<p><b>Working at height</b></p>  <p>Four illustrations showing working at height. The top two show workers on ladders without proper safety harnesses, marked with red Xs. The bottom two show workers on ladders with proper safety harnesses, marked with green checkmarks.</p>	<p><b>Manual handling</b></p>  <p>Two illustrations showing manual handling. The top one shows a worker carrying a heavy box, marked with a red X. The bottom one shows a worker using a pallet jack to move boxes, marked with a green checkmark.</p>
<p><b>Personal Protective Equipment</b></p>  <p>Four illustrations showing PPE. The top left shows a worker without a safety harness, marked with a red X. The top right shows a worker without a hard hat, marked with a red X. The bottom left shows a worker wearing a safety harness, marked with a green checkmark. The bottom right shows a worker wearing a hard hat, marked with a green checkmark.</p>	<p><b>Exposure to harmful substances</b></p>  <p>Two illustrations showing exposure to harmful substances. The top one shows workers in a cloud of dust or smoke, marked with a red X. The bottom one shows workers wearing masks and gloves, marked with a green checkmark.</p>

## EVACUATION PLAN

1. In case of Emergency follow the direction given
2. Be aware of the Venue assembly areas
3. Identify the emergency escape route options
4. Ensure aisles and emergency exits are kept clear
5. Upon hearing the alarm, stay calm and follow security guidance
6. If a fire is discovered, inform Security immediately
7. Call for medical assistance, when required

