

## **Exhibition Health & Safety Declaration**

### **Set Up and Dismantling – Risk Assessment**

#### **Loading and Unloading – Karim Uddin & Steve Perry (Karim has Manual Handling and First Aid training)**

We will ensure we have clear directions to the relevant halls and observe all directions and instructions given by vehicle marshals attached to the exhibition.

Ensure any vehicles do not block any fire or other exits that cause an obstruction and may impede emergency services gaining access to and from the building.

Ensure when moving products to and from the stand, we are aware of forklift truck and other vehicle movements within the exhibition hall.

Ensure we are aware of cables, loose carpets, packaging or other potential trip or obstacles that could lead to a fall or injury.

Ensure all heavy items are transported from the delivery vehicle to stand by means of pallet truck, sack barrow or other mechanical form to prevent any injury to staff. At all times the correct lifting and handling techniques should be used to save any personal injury.

Risk assessed against – Exhibitor Staff, Venue Staff

### **Stand Set Up**

Shell scheme stand is being provided by the Organiser PMG, and will be Constructed by on site contractors and built in accordance of the CDM Regulations 2015

We will be aware of all electrical supplies being installed and will not touch, interfere or modify any wiring.

Ensure staff lift, handle and move products using correct lifting and handling techniques to save any personal injury.

Ensure all loose materials, packaging are returned to vehicles or removed from the stand.

Keep all tools, mobile telephones, laptop computers and all other personal possessions safe. Use of tools with trailing electrical cables should be specifically observed to save potential trip hazards. Ensure all electrical appliances are properly installed and connected by the official stand contractor. Do not overload the rating of such electrical connections. If in any doubt about the suitability of the electrical services contact the electrical contractor for advice.

Daily removal of any waste paper, food or other rubbish that could create a hazard to any staff or visitor to the show. Ensure the stand is kept clean and tidy at all times.

If ladders are used on site ensure these are placed firmly before use to prevent collapse or tipping. Where possible ask for a second person to hold or stabilise ladders when in use. Karim has experience in working at heights

Be aware of the danger of falling objects such as light gantries, signage or other construction work, which may be being carried out overhead.

Before the show opens check the construction of the stand and raise concerns or hazards immediately to the stand contractor or organisers. Continuously check the stand construction prior to each day of opening to ensure staff and visitor safety.

If an accident/injury occurs, work will stop immediately until Staff member is ok, where treatment is required we will approach the organisers office immediately to retrieve First Aid Kit, if serious injury/trauma occurs immediately we will go to the hospital and next of kin notified of issue.

Risk Assessed against – Exhibitor Staff, Venue Staff

### **During the Show**

**NO PRODUCTS WILL BE ON SHOW/DISPLAY AT THE BHTA STAND – there will not be any items considered to be of special risk**

Ensure the stand is kept tidy at all times and that all electrical cables are under cover or marked with hazard warning tape clearly to stand visitors.

Ensure that keys and plugs are removed from products to prevent the accidental or misuse by a visitor without suitable instruction or safe use training by a member of the exhibition stand team.

Ensure staff take breaks from the exhibition stand for food and rest.

Review health and safety constantly to observe and check any new potential risks on a daily basis. Ensure we are aware of nearest fire exits and location of fire extinguishers should they be required. In the event of a fire follow the exhibition fire evacuation procedures or if not clear ensure staff move to a place of safety as soon as possible. Alert organisers immediately of any potential risk.

Respect peoples differing ability to communicate to staff by sign language, through careers or if the customer has a speech impediment. If any staff encounters communication difficulties seek help from other staff members or specialists on site.

Any visitors to the stand should be requested to refrain from using offensive or abusive language. If this persists the incident should be reported to the exhibition stand manager in the first instance and to the organisers if felt appropriate.

Risk assessed against – Exhibitor Staff, Venue Staff, Visitors

Risk Assessment Prepared By:

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16<sup>th</sup> May 2017