

HEALTH & SAFETY

General

Under the 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.

Do's and Don't

DO

- If you are constructing your own shell scheme please can you ensure that we have a copy of your Risk Assessment and Method Statement, and details of its design with sizes prior to the event.
- Make sure you and anyone manning your stand is aware of where the nearest fire extinguishers are sited and where the information details for exhibitors are located with emergency numbers therein.
- Exhibitors are required to have **Public Liability Insurance** you may be asked to supply us with a copy.
- If using a contractor please make sure they are a member of a recognised trade association.
- Ensure that any contractor working for you can provide a suitable and sufficient Risk Assessment, Method Statement and has a minimum of £2,000,000 public liability insurance - a copy is obtained by yourself.
- Working at height on ladders etc. must be carried out in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with care and attention inside the exhibition area (Alexandra Palace Only), and outside keeping to the required mile per hour signage.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- **Ensure all extension leads are PAT tested prior to arrival.** Four way multi block extension leads of no more than 2 metres in length must be utilised. All extension leads **MUST** be uncoiled and fitted with appropriate fuses. Multiple plug adaptors are not permitted.
- Treat all cables as though they were live.
- Make sure, if utilising your own electrician, a qualified I.E.E. electrician carries out the work.
- Make sure that hazardous waste is disposed of safely.
- Make sure that you are properly insured for the exhibition.
- If hiring marquees ensure they pass the statutory regulations.
- Please can you inform the organisers if you are to use flammable materials and take the necessary precautions where flammable materials are used.
- Do report any accidents/incidents to the Organisers Office during the event immediately.
- **Do ensure children under 14 years are not in attendance when setting up or taking down as the area becomes a 'work place' during this time.**

DON'T

- **IMPORTANT:** do not take down stands before the show has finished or put anything away off your stand.
- Do not overload your displays.
- Do not obstruct or build stands in roadways – you must keep within your allocated stand space.
- Do not breakdown your stand in aisles.

All of the above is to ensure a safe working environment for everyone. Please think of other exhibitors particularly when setting up and at breakdown to assist in a smooth running event. Your co-operation in the above is very much appreciated.

Please note that the above lists are not exhaustive and are intended as guidance only. For further information please refer to the Health & Safety at Work etc. Act 1974 or speak to the organisers (01778 391109).

The Festival of British Railway Modelling

IMPORTANT STAND SET UP INFORMATION: PLEASE READ CAREFULLY

All stands must adhere to the following regulations to be able to exhibit at The Festival of British Railway Modelling, Doncaster and The London Festival of Railway Modelling, Alexandra Palace – If your stand does not adhere to these regulations it could affect any future bookings.

1. All stands must be presented in a neat and tidy order with good quality products in good condition packages where appropriate.
2. All tablecloths must be fire proof (available from the organisers at the event) and on tables must be draped at the front to nearly floor level to ensure that nothing placed underneath the table is viewed from the front of the stand.
3. All stands must display the stand numbers given to them at the event by the organisers.
4. Stands, which display their company's name, must be on a suitable material e.g. at least 18 mm thick plywood.
5. All boxes must be neatly stacked and preferably away from the general public's view. Any empty boxes should be removed from the stand until after the show.
6. Sticky label price tags/post it notes on boxes should be no larger than 1 ½" x 2"
7. Societies may only sell items such as books, models, photographs, kits and jigs to which they have unique access or have been commissioned and are relevant to that society.