

**Warners Exhibitions –Exhibitor’s Regulations and Code of Practice for
Safety and Prevention of Accidents for Outdoor Events 2012**

Accident/Incident Procedure – All incidents involving injury or potential injury to persons or property occurring during the course of the event period, including the build-up and break-down, must be reported immediately to the Organisers (Warners Group Publications Plc). Where such incidents are notified full details must be supplied (i.e. date, time, location, nature of incident), together with name(s) and address(es) of all those involved including witnesses and first aiders. Photographic, plans or video evidence must also be provided where available.

Aerial Displays and Fireworks – Kite flying, lighter than air balloons and fireworks are not permitted at any time.

Children and Safety – Children under 16 years should not be in attendance when setting up or taking down as the area becomes a ‘work place’ during this time.

Attention is drawn to the safety requirements for children which are often different from those for adults e.g. guards need to be lower, safety fencing needs to go down to ground level to prevent small children getting underneath. Finger traps must be avoided etc. Moving equipment or moving demonstrations often attract more attention, particularly from children and so there is a need for greater precautions and safeguards. Demonstration knives, kitchen equipment etc. must not be left lying around. Children must not be allowed to ride in or on high lift vehicles or other manoeuvring mobile equipment or to climb on high equipment including ladders.

Demonstrations – Please ensure that if you are doing a demonstration of any kind you **MUST** inform the Organisers in writing, and where appropriate enclose a copy of your Public Liability insurance.

Where varied demonstrations are being undertaken i.e. crafts, particular care must be taken to ensure the correct use of tools and equipment within that particular area.

Machinery or equipment giving moving demonstrations must be totally guarded to the **Provision and Use of Work Equipment Regulations 1998** and the satisfaction of the Safety Officer or Safety Advisor. Under all circumstances live demonstrations must be supervised by a competent person whose attention at all times must be focused on the demonstration. Demonstrations on such equipment as lorry bodies which involve a large area must be fenced around.

Power Tools – A demonstration is allowed for education or sales promotion purposes. Demonstrations must be behind a suitable constructed protective screen to which there is no general public access. All guards must be in place at all times and if removed for whatever reason the equipment **MUST** not be used. Suitable protective clothing or equipment must be worn by the demonstrator. Potential customers wishing to use the equipment must be under competent supervision at all times and the necessary protective clothing/equipment worn. Special awareness is needed for each particular type of equipment. Working demonstrations with powered equipment will be allowed providing written authority is obtained from Warners Group Publications Plc. Exhibition Department prior to the event. Special fencing will be required and evidence of the competence of the demonstrator will be necessary. **All demonstrators are to hold a current relevant Certificate of Competency and Public Liability insurance.**

Protective Clothing – Wherever there is a statutory requirement for a particular type of protective clothing, demonstrators must always comply with the P.P.E Regulations 2002 as a minimum requirement. Simulated demonstrations of whatever type must also comply with these requirements. This applies to the use of sprayers and chemicals as well as machinery and equipment. Members of the public must be kept well clear of this type of demonstration.

Electrics - 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. If any extension leads are used please ensure they are PAT tested.

Equipment – Sharp points, spikes and sharp edges must be protected to prevent accidents.

Fairground Rides and Side Shows – All rides and side shows must be in possession of a current Certificate of Safety issued by the Showmen's Guild and appropriate to the ride in question. Certificates must be inspected by the Organisers prior to the event. All fairground ride operators are also required to produce for inspection evidence of a full self-insurance against accidents.

The fairground ride or side show installation arrangements must be checked for safety and efforts made to ensure adequate control against admission of unaccompanied young children

A risk assessment form relevant to each ride must be completed and sent to the Organisers (Warners Group Publications Plc) prior to the event build up.

Fencing – The type of fencing will usually be dictated by the type of exhibit, whereas a single or double rope and post fence might be adequate for minimum protection, a secure wire mesh or vertical barrier rail type fence will be needed where total public access is to be prevented. Metal posts with painted tops are not permitted unless fitted with a secure protection at the top of each post.

Flagpoles and High Signs – The location of all flagpoles, high signs, telegraph poles or any other structure requiring the excavation of support holes to be approved by the Showground prior to excavation.

Whenever used these must be securely installed, of adequate strength taking into account strong winds and other stresses and must not be erected in close proximity to overhead electrical cables. Turnover clearance must always be provided where overhead power/telephone lines are in the area. The use of guy ropes and wire must be avoided with this type of structure but if they have to be used the guyed area must be adequately fenced.

Food Hygiene – Full compliance with statutory regulations is required.

General Fire Regulations – All exhibitors must provide one or more fire extinguishers of an appropriate type on their stand. The extinguisher must be in working order, clearly visible and easily available. The extinguisher must have been inspected and tested within the previous 12 months. These are available to hire from the organiser.

Helicopters: No helicopters can land without prior permission from the organisers at least 10 days prior to the event.

Hydraulics – Any equipment operated by hydraulics, i.e. trailers, tractor buckets, fork lift, beams, chutes, conveyors, etc. if demonstrated in an extended position, must be suitably propped with steel props and at separate stages if in multi-stage rams.

If equipment is protected by a fail safe valve system in use, approval must be sought from the Safety Officer and a notice indicating this shown on the machine.

Insurance - Make sure that you are properly insured for the exhibition.

Ladders or other High Pieces of Equipment – Whether of wood or metal these must be securely fixed and must not be located near to overhead cables. Turnover clearance must always be provided where overhead power/telephone lines are in the area. Ladders or other high equipment must be 'blanked off' at lower levels to prevent children climbing. Ladders used must form part of a maintenance schedule and be inspected on a regular basis with the proper certification available for inspection.

Marquees – Please ensure that your contractors are informed that in the case of adverse weather conditions e.g. high winds, they may need to come back on site to secure marquees. You will need to obtain a copy of their **Health and Safety Policy, Risk Assessment and Method Statement**. Can you please ensure if your company or contractors/sub contractors are erecting a marquee they check with the organisers prior to erection to ensure no pipes/drains are underground where the marquee is to be positioned.

Depending upon the size of the marquee and the complexity of the exhibits contained within it, special attention must be paid to fire precautions, entry and access points and emergency exits. Suitable fire extinguishers must be provided.

Marquees/pavilions and temporary structures including pegs, stakes, guy ropes etc., **must be sited a minimum of one metre back from roadways to avoid damage to underground services (this mainly is applicable at The National Motorhome Show) however you must get permission from the organisers before erecting.**

If hiring marquees ensure they pass the statutory regulations. Take the necessary precautions where flammable materials are used.

No marquees can be erected outside the exhibition area in which entertainment/music of any kind can be played without prior permission from the Organisers (only then can they be erected where instructed.)

Entrances and Exits to Marquees and Exhibits – Temporary structures e.g. marquees, pre-fabricated buildings must have adequate access which is unobstructed. The entrance or exit to marquees must be located so as not to coincide with main guy lines and must be free of obstruction by tent pegs etc. Any tent pegs in the vicinity of an entrance and exit must be suitably protected to avoid tripping and injury. All emergency exits within marquees **must** have the required number of fire exits, fire exit signs and be fitted with lighting if required. **Any marquees utilised for entertainment must adhere to fire regulations and the organisers of the event must be notified with a plan of the marquee showing the layout, fire exits etc.**

Music Rights - All usage of music on exhibition stands must have cover from **Performing Rights Society** PRS. In addition to this, if you will be playing **sound recordings** on your stand you do need a **Phonographic Performance Limited (PPL) License**. For further information please contact your Account Executive.

Risk Assessment – Exhibitors where applicable must provide us with copies of Risk Assessment and Method Statements. All contractors and sub contractors must provide you with copies of their Risk Assessment, Method Statements and Health and Safety checks.

Services and Excavation, Holes, Trenches – Any stand holder or their contractor **must**, before digging any holes, trenches, etc. contact the Organisers to gain their permission and to ensure that they are in possession of, or have seen plans showing underground services. Any holes, trenches must then be filled as soon as possible. Holes and trenches not filled must be clearly fenced. If poles and ropes are used they must be of brightly coloured material and with streamers fixed. Warning lights must be provided after dark.

Signs Notices and Equipment at Head Height – These must be clearly marked

Smoking – Smoking is not permitted in close proximity to wood shavings or any other combustible materials, liquids or gases.

Stands –

- 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.
- All stands must be set up and ready for the general public at least 15 minutes prior to the official show opening times.
- Make sure you and anyone manning your stand is aware of where the nearest fire extinguishers are located. Also that they are aware of where the information details for exhibitors are located with emergency numbers therein.
- Please let us have a copy of your **Public Liability Insurance**.
- 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 and Method Statement.
- 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.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Do not take down stands before the show has finished.
- Do not overload your displays.
- Do not obstruct or build stands in roadways – you must keep within your allocated stand space.

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

Stand Build – Contractors/ Sub Contractors, employed by yourself at the event must supply you with a copy of their **Health and Safety Policy, Method Statement and Risk**

Assessment. The Organisers must be informed of any special features e.g. lighting rigs, cranes, cherry pickers etc to be brought on site by yourselves or your contractors.

Steps and Slopes – these must be firm and strong and must have non slip surfaces and handrails.

Storage of Inflammable Liquids and/or Gas – The storage in the Exhibition area of inflammable liquids and/or gas by Exhibitors will not normally be allowed. Exhibitors may have for their own use two cylinders of gas but must ensure the satisfactory storage and operation as detailed under the 'Keeping and use of Liquid Petroleum Gas in Cylinders in Vehicles and around site' paragraph.

Those wishing to make special arrangements for the storage of inflammable liquids or gas should apply to Warners Group Publications (Exhibition Dept.) in writing prior to the event to which the application relates.

All gas supplies and inflammable materials must be kept secured to avoid theft or misuse.

Straw – Is not always permitted on the showgrounds, please check before using any.

Tarmac and other hard surfaced areas – Please do not force tent pegs or other such damaging items through hard surfaces.

The keeping and use of Liquid Petroleum Gas in Cylinders in Vehicles and around site –

Operators of mobile units which use liquified petroleum gas (LPG) are obliged to ensure that the gas and fittings/appliances are installed, stored and operated without risk to themselves or to other persons. In order to fulfil these obligations the following checklist should be complied with:-

- a) Conspicuous notice to be fitted to the outside of compartment indicating presence of gas containers. **(Pictorial signs to conform to Safety Sign and Signals Regulations 1996.)**
- b) Cylinders outside vehicles to be on firm level ground and at least 1M from vehicles openings and sources of ignition.
- c) Gas cylinders to be fitted and secured in well-ventilated compartment with fixed high and low ventilation grills. Compartment to be gas tight to interior of vehicle. Minimum of 30 minutes fire resistance.
- d) Pipe work to be copper/stainless steel and well supported along its whole length. Flexible high pressure hose connections to be as short as possible. All Pipe work/hosing to be positioned to avoid being damaged.
- e) All gas appliances to be securely fastened to vehicle. Flame failure devices are to be fitted with readily accessible shut-off valve/tap immediately before appliance **ON/OFF** positions to be clearly indicated.
- f) Catering appliances not to be left unattended whilst in use. Canopy/ventilation hood to be fitted to fryers to vent directly to outside air. Auto high temperature limit device to be fitted.
- g) Adequate ventilation to be provided to vehicle compartment where an LPG fired appliance is located. Fixed high and low vent openings positioned so that they are not obstructed.
- h) All LPG fire appliances to be serviced regularly by a competent person. Soapy water to be used to test for leaks. **NAKED FLAMES SHOULD NEVER BE USED.**
- i) Safe working practices to be adopted e.g. clear instruction in safe use of changing of cylinders, restriction in the sources of ignition e.g. smoking. Information to be readily available/clearly displayed.

- j) Provide adequate fire precautions including adequate fire fighting equipment and instruction for emergency action. Maintain safe unobstructed access to door, fire blanket for fat fryers etc. Dry powder extinguishers to be located in readily assessable position adjacent to an exit.
- k) **A special permit is required for the use of gas in demonstrations.**
- l) Operators to be trained in use of relevant equipment.

Toxic Fumes – No person may carry out any act which will cause toxic fumes.

Traffic – Under Section 13A of Motor Vehicle Off-Road Regulations 1992, any driver who drives in a dangerous or careless manner in an area deemed to be a public place (Showground) will be liable to prosecution.

Vehicles - No movement of vehicles is allowed on the Exhibition area whilst the show is in progress. – Any vehicle reversing with a partial obstructed view must be assisted by another person to warn persons of the operation.

All vehicles must be immobilised when not in use and battery leads must be disconnected. Vehicles must only be driven by holders of appropriate licences and be driven with extreme caution especially in pedestrian areas, they must comply with relevant Safety and Road Traffic regulations and riders of motorcycles or quad bikes should wear an appropriate and approved helmet.

Any ropes or chains used to tow vehicles or equipment must be tested by a competent approved person and a certificate of such testing must be available.

All towing hooks or hitches to be of an approved type.

Maximum speed limited to 5 miles per hour according to conditions – **please ensure all drivers adhere to this at all times.** The number of persons riding on any vehicle must not exceed the number of seats in vehicle.

Waste - Make sure that hazardous waste is disposed of safely.

Water Tanks – Nets of a satisfactory strength to prevent falling in must be securely in place at all times other than when a demonstration is taking place and when supervision is constant.