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For the attention of Exhibitor Contractors, Exhibitors and SPIE EUROPE Contractors

- Successful safety management requires the commitment, involvement, and **co-operation** of all those on-site at the event.
- Exhibitors and Contractors have a **legal duty** under current Health and Safety Regulations, with which they must comply.
- To assist all involved **please read and note** the following information.

For the attention of ALL Exhibitors, "on stand" activities during the event open days

Exhibitors occupying both shell scheme and tabletop may **not be** required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

As each exhibitor confirms attendance, SPIE EUROPE will email a No Significant Risk Declaration Form (NSRDF) for each exhibitor to complete. This information is for the actual 'on stand' activities during the event open days.

The deadline to return the form via email is August 16**Exhibitor assigns contractor for delivery and installation of items such as**

- Display cabinet(s)
- Pop up banner(s)
- Light boxes(s)

SPIE EUROPE will request a stand plan and that plan will be forwarded onto the event Health & Safety representative, who will either confirm no further action required or request directly from the contractor safety related documentation.

NOTE: The exhibitor **will still need to complete** a No Significant Risk Declaration Form (NSRDF) for the actual 'on stand' activities during the event open days.

PPE requirement for Build & Breakdown

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles / plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

No Black Vest with reflective stripes and No bump caps – Thank you.

First Aid or Medical Emergency

In the event of requiring First Aid or to report a Medical Emergency Telephone Security, contact any member of EICC staff, who will then radio and call for First Aider.

In house First Aid kits are held on all levels, which are utilised by trained EICC First Aiders.

Fire Evacuation

In the event of the fire alarm activation which is "Two Tone" or an Audible Message.

EICC Staff & Hosts shall direct all Delegates to the rendezvous point "RVP". And control all delegates at these points until the "All Clear" is given.

Hosts shall assist any person who requires assistance; these persons should be conveyed to the Temporary Waiting Areas.

Security Officers shall ensure the security of the building in the event of an evacuation. Thereafter take up an external position at the door they exited the building.

ONLY authorised Staff/Delegates/Clients are permitted re-entry.

Smoking policy

Smoking cigarettes and e-cigarettes is not allowed in any of EICC's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, please go outside.

Gangways

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

Decorative Materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Children

For Health and Safety reasons, children aged 16 and under are not permitted in the exhibition hall during build-up or breakdown periods at any time. Children under 14 must always be accompanied by an adult during open days.

Noise

Noise levels may not exceed 70dBA when measured at the edge of the stand. Please be considerate of your neighbours.

Alcohol and Drugs

Any person suspected to be under the influence of drugs or who is intoxicated will be ejected from the venue.

Non-Compliance

Exhibitors or Contractors who do not comply with Health and Safety Regulations will be issued with an official warning (verbal) and will not be permitted to continue working until they meet requirements laid down. Any persistent unsafe work or behaviour may result in the person or persons being ejected from the venue.

EICC Health & Safety

All personnel entering the Edinburgh International Conference Centre must comply with all current Health and Safety legislation.

You personally, and any of your team are responsible for ensuring that your work area is safe at all times. You should ensure that your team is aware of this and if you have any questions about Health and Safety issues you should inform the Event Designer or Duty Manager.

Pedestrian operated trolleys should be used safely avoiding damage to the building fabric at all times.

All floor cabling must be made safe and always kept neat and tidy.

Hardhats and safety harnesses and other protective/safety equipment/clothing should be provided by the contractor and worn if the event risk assessments warrant it.

To comply with the Health and Safety at Work Act all persons who intend to work or carry out activities within the EICC are required to provide a Method Statement and Risk assessment for approval. Risk assessments must be provided prior to an exhibition build commencing, detailing all activities to be carried out and the risks associated with the build and de-rig of the exhibition. The documents must cover all activities planned to include any Safety Management Systems deemed necessary.

Whilst onsite all persons must take reasonable care to ensure their own safety and that of others working within the same area. This will assist the EICC to effectively manage and supervise the work being carried out on our premises and ensure all who work within the EICC do so in a safe manner.

The use of power tools / equipment which generates dust are prohibited inside the building except in the loading bay area; this includes cutting equipment, circular saws, and similar types of equipment. The user must ensure that the Loading Bay area is cleaned after use. A risk assessment should be provided to the EICC for this activity, in line with the Provision of Use of Work Equipment Regulations (PUWER).

Throughout the duration of time at the EICC, Contractors or Subcontractors must ensure they are not blocking fire doors with equipment or build materials and always ensure a clear pathway for safe access and egress.

This information shall be passed to all clients, contractors & subcontractors that visit the EICC to advise them of our procedures.