



10 – 13 Nov • Greater Noida, Delhi NCR

**LABELEXPO
INDIA 2022**

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HEALTH & SAFETY

It is essential that exhibitors and contractors are aware of their responsibilities in ensuring a safe working environment.

YOUR RESPONSIBILITY AS AN EXHIBITOR

As an Exhibitor, if you employ or contract out work on your stand, under health and safety legislation you are deemed the 'employer' and have certain duties to abide by. **You are directly responsible for the activities and health and safety of your employees and contractors working on your stand and for the safe use and maintenance of equipment.** This duty applies during the build-up, open period and breakdown of the show. You are responsible for defining areas of responsibility with the contractors you employ. You have a duty to ensure that your contractors are competent and have undertaken the necessary risk assessments for the activities being carried out. It is your responsibility to ensure that the contractor's documents are accurate, valid and are being abided by during the tenancy.

CHECKLIST OF KEY RESPONSIBILITIES

1. Appoint a competent person on your stand, responsible for Health & Safety for the build up, open and breakdown periods. This person should oversee every element of your participation, with a specific responsibility for managing Health & Safety, including the provision of proper information and instruction, training and supervision of all parties concerned, throughout the show
2. Complete and return the Health & Safety declaration form, which you can download from Section 6: Order Forms
3. Obtain copies of your contractor's Risk Assessment and Method Statement. Ask to see training records and accident statistics. Take up references & ask to see proof of previous work standards – in short, **satisfy yourself that your contractors are reliable and competent. This is your legal responsibility.**
4. Produce a Risk Assessment for your activities onsite. You have a legal responsibility to consider and assess the risks involved in your activity onsite and to ensure all risks are removed or controlled and minimised. If you are demonstrating machinery you need to ensure adequate guarding and control measures are in place and if your contractors are working at height, they are obligated to wear the **appropriate safety equipment (hard hats/harnesses)**
5. Provide suitable training for, and information to, your staff and contractors regarding the onsite risks for them to understand the risks and fulfil their responsibilities safely
6. It is extremely important that you consider aspects of fire safety when designing and dressing your stand, and make sure you comply with Health and Safety legislation and the venue's rules and regulations. This includes ensuring all timber is treated and fabrics and materials are flame proofed in accordance with the legal requirements, and that flammable goods and packaging are contained only within designated storage areas. Non mains flammable gas is not permitted on site. Please see the Exhibition Manual for full details and please ensure that your Contractors comply with the rules and regulations of the Organiser & Venue

SOME OF THE HAZARDS OF THE HALL

Ensure you and your staff are briefed on the hazards of a typical Exhibition environment:

- Moving vehicles such as goods vehicles and forklift trucks especially in and around cargo doors
- Cable duct openings in the floor
- Slip/trip hazards on the floor, particularly plastic sheets, discarded brochures and trailing cables, or stand fitting in gangways
- Sharp objects and nails in wood on floor
- Falling objects – avoid areas of overhead working.
- Not all exits will necessarily be open. During build/breakdown the only fire exits open are those with signs illuminated.
- Partially built structures which may not be stable.
- Over exposure to noise levels which could be damaging to hearing.
- Fumes/dust from machinery/decorating etc
- Hazardous chemicals and substances
- Environmental hazards – e.g. rain making floor slippery, wind catching items etc

This document is intended as a brief guide only to draw your attention to your main responsibilities under Health & Safety legislation.