

HEALTH AND SAFETY CHECKLIST

Task	Done ✓ / ✗
<ul style="list-style-type: none"> Appoint a competent person to be responsible for Health and 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 and Safety, including the provision of proper information and instruction, training and supervisions of all parties concerned throughout the show. All exhibitors must complete the Health and Safety Acceptance Declaration FORM 5 in the organiser forms section of this manual. 	
<ul style="list-style-type: none"> Photocopy the ExCeL London Evacuation and Safety Procedures on page 43 and ensure that all your staff and contractors are given a copy. 	
<ul style="list-style-type: none"> Obtain a copy of your company Health and Safety policy. If you don't know who this is start with HR. 	
<ul style="list-style-type: none"> If you are employing contractors on your stand – obtain copies of their Risk Assessment and Method Statements. Ask to see relevant supporting documents. Take up references, ask to see proof of previous work standards – in short, satisfy yourself that your contractors are reliable and competent. 	
<ul style="list-style-type: none"> You have a legal obligation to assess all significant risk and as such must produce a Risk Assessment for your activities on-site. All exhibitors must complete the Risk Assessment FORM 9 in the organiser forms section of this manual. 	
<ul style="list-style-type: none"> Share the findings of your Risk Assessment with the people working with you on your stand – ensure that they are fully briefed on the risks and controls required and in particular ensure they are briefed on the hazards of the hall during build up. 	
<ul style="list-style-type: none"> Co-operate with the organisers and all appointed security staff. 	