

HEALTH AND SAFETY INFORMATION

BODY PIERCING AND LASER TREATMENTS

All companies intending to carry out skin treatments of any sort (body piercing, tattooing, electrolysis, laser treatments etc.) must comply with the by-laws and prevent the transmission of infection. This includes cleanliness of equipment, sterilisation, record keeping and the use of disinfectant.

Exhibitors will also need to ensure that they have hot and cold running water on their stand, and all necessary equipment to perform these special treatments. A photocopy of your licence (which is required under the Health and Safety Laws) must be sent to **London Borough of Newham, Housing and Public Protection, Health, Safety and Licensing Service Unit, 2 to 12, West Ham Lane, Stratford, E15 4SF Tel: +44 (0)20 8430 2000. It is the obligation of the exhibitor to organise this.**

DEMONSTRATIONS

The Health and Safety at Work Act 1974 requires that any equipment being operated or demonstrated shall be inherently safe.

All sound and amplification systems must be hired from, or approved by, our official audio contractors. Strict limits on sound levels will be maintained to avoid undue disturbance to surrounding exhibitors. The sound level on stands must not exceed 80 decibels.

Exhibitors should also be aware that their stand area does **not** include the aisles surrounding their stand and that all gangways and aisles should be clear of obstruction and be passable at all times. This is particularly important for exhibitors intending to have on-stand demonstrations.

If you will be holding demonstrations on your stand, please complete **FORM 10** at the rear of this manual giving as much information as possible, particularly in regard to sound systems being used.

FIRE AND SAFETY REGULATIONS

- **Timber used in stand construction and displays** - All timber under 1" thick must be impregnated (pressure process) to CLASS 1 standard. Boards, plywood, chipboard etc must be treated in the same way if they are under ¾" thick – timber over 1" thick need not be treated. Treated boards will have BS476 Class 1 marked on them.
- **Plastics** - Plastics used for construction and display purposes (including exhibits) must conform to BS476 Class 1 fire regulations.
- **Fabrics used in display** - Textile fabric used for interior display purposes on the stand must be flame proofed or purchased already treated by use of the approved chemicals. Certain fabrics need not be proofed, i.e. wool, twill and felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing and secured 3" above floor level, not touching light fittings.
- **Stand dressing** - Artificial flowers are highly flammable and give off toxic fumes. These must not be used for stand dressing.
- **Aisles** - Under no circumstances will exhibits, stand dressings, tables and chairs etc, be allowed to encroach into aisles. Offending items are liable without warning to be removed. Please keep all your exhibits inside your stand area at all times.
- **Storage** - No excess stock, literature or packing cases may be stored on, around, or behind your stand.
- **All DOORS on STANDS MUST HAVE VISION PANELS IN THEM.**
- **Glass** - All glass must be of a minimum 6mm thick safety glass, in accordance with current Building Regulations and British Safety Standards. Additionally, safety dot/strips will be required for any large runs of walling.

FIRST AID

The First Aid treatment centre is located on level 0, adjacent to the bottom of the staircase in the centre of the Boulevard. The telephone number is **+44 (0) 20 7069 4444 for emergency** and +44 (0) 20 7069 5555 for enquiries.

RISK ASSESSMENT

Please see the Risk Assessment **FORM 9** in the organiser forms section of this manual. **It is mandatory that you complete this form, sign it and send it back to the organisers by the deadline date.**

SUNBEDS

Exhibitors displaying sunbeds or tanning equipment should be aware that current Health and Safety legislation prohibits the open display of such equipment if using ultra violet lights. The manufacturers of such equipment are able to supply suitable bulbs for public display purposes.