

HEALTH AND SAFETY INFORMATION

STATEMENT

It is the policy of Salon International to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects of Health and Safety.

It is our responsibility to ensure safe working practices are maintained at all times, which includes ensuring that everyone is reminded of their responsibilities whilst working at the exhibition.

As an exhibitor it is essential that you are aware of your obligations within the act.

As an exhibitor, contractor or agency you have a duty under the Health and Safety at Work Act 1974 to ensure that all personnel, contracted by you, are aware that they have a responsibility, so far as is reasonably practicable, for health and safety and welfare of all employees and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

Under the COSHH Regulations 1988 (Control of Substances Hazardous to Health), exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all of your staff and subcontractors have received sufficient Health and Safety training, and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act.

You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document for each contractor employed by you which may be requested during the exhibition.

Principal areas of note are:

- The understanding of Fire and Emergency Procedures of the ExCeL London Exhibition Centre and the location of the Medical Centre.
- The need to maintain emergency aisles, as indicated, through and to the centre of the hall, especially during build-up and breakdown.
- The use of hard hats when working beneath or near overhead working.
- The need for operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with live power supply to it.
- That chemical and flammable liquids are, after use, removed from the ExCeL London Centre by the user or, in exceptional circumstances, brought to the attention of the ExCeL London Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials, which could be hazardous to operatives.
- That proper scaffolding is used during the construction of any building within the Halls, and that the safety features of the scaffoldings are provided, as per laid down standard, and that any tower scaffold in use is properly stabilised and propped.

As part of the commitment to maintaining high health and safety standards and risk avoidance **ALL EXHIBITORS MUST COMPLETE** the **Health and Safety Acceptance declaration FORM 5** and the **Risk Assessment FORM 9** in the organiser forms section of this manual.