

Risk assessment part 1 of 3

All exhibitors **MUST** complete all sections.

Emergency information

The AA's National Amenity Arboriculture Conference 2019

8–11 September 2019

LOCATED AT:

University of Exeter,
United Kingdom

General

It is the Arboricultural Association's aim to lead by example and set the highest professional standards in so doing. Risk Assessment is a necessary part of our legal and moral obligation to ensure the safety of exhibitors and those visiting the Conference. In order to discharge this duty we require **ALL** exhibitors to supply a Risk Assessment which must cover the Set Up of the Stand, Time During the Event and Break Down of the Stand.

Please read the enclosed 'Guidance on Safety Standards for Exhibitors' (see Appendix) and complete your Risk Assessment accordingly. Copies of your Risk Assessment **MUST** be uploaded with your online booking or sent by e-mail to events@trees.org.uk within 7 days of submitting your booking. A copy of your Risk Assessment **MUST** be held on your stand at all times i.e. during the event build up, on the exhibiting days and during take down.

An Exhibitor Risk Assessment proforma can be found below and **MUST** be used to assist you in completing your Risk Assessment. If you have your own please ensure it does not omit any relevant items shown on the proforma and that it is specific to your activities at The National Amenity Conference 2019.

If in doubt further guidance is available from the Health & Safety Executives free publication 'Five Steps To Risk Assessment' INDG163rev. Advice on CoSHH is also available from the HSE website:

www.hse.gov.uk/pubns/guidance/index.htm.

If you need further guidance please contact Tony Lane, the Safety Officer for the event, as follows: tony@amlane.co.uk, or AA Senior Technical Officer, Simon Richmond simon@trees.org.uk or **01242 522152**.

Risk Assessment Proforma

ALL EXHIBITORS PLEASE COMPLETE, COPY and RETURN ONE SET TO THE CONFERENCE ORGANISER.

A copy MUST be made and be available on the stand during the Conference.

PROFORMA DETAILS – PLEASE PRINT IN BLOCK CAPITALS

Contact Name		Mobile Number	
Buisness / Exhibit Name			
Stand Description (e.g. College Exhibit; Plants and Nursery Stock)			

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PLEASE ANSWER THE FOLLOWING QUESTIONS	Yes / No	Additional Information
I have read the Exhibitor Safety Guide and I will comply with the requirements stated within it.		
Machinery, equipment and/or techniques will be demonstrated on the stand and a separate Risk Assessment has been submitted as attached.		If Yes please ensure you attach your detailed Risk Assessment.
The stand is static with no machinery or equipment being demonstrated at any time.		

Please complete this form placing a 'Y' to indicate acceptance of the guidance provided in the Appendix.

Place 'NA' where it is not applicable or 'A' to indicate that it applies but you have submitted an alternative or additional Risk Assessment which differs from the supplied guidance.

The exhibitor safety guidance will be complied with for the following key hazard area:

(see Appendix – 'Exhibitor Safety Guide' for detail).

Please note that any outdoor exhibits will require an additional Risk Assessment.

THE EXHIBITOR SAFETY GUIDANCE WILL BE COMPLIED WITH FOR THE FOLLOWING KEY HAZARD AREAS:	Y / A / NA	Additional Information
1. General Safety.		
2. Slips, trips and falls.		
3. Tables, Seating, Stands, Exhibits, Signs and Display Boards.		
4. Manual Handling.		
5. First Aid.		
6. Fire Safety and Smoking.		
7. Hazardous Substances.		
8. Electrical Equipment.		
9. Set Up and Take Down.		
10. Rubbish.		
11. Work at Height.		
12. Staging, scaffolding, steps, ramps or other built structures (Temporary Dismountable Structure [TDS]).		
13. Flags, Banners, tethered Balloons and Blimps.		
Additional hazards have been identified in our Risk Assessment to those stated above and an additional Risk Assessment has been attached.		

Risk assessment part 3 of 3

Check the attached Exhibitor Safety Guidance and ensure where you have indicated compliance that you are able to comply. Failure to meet the agreed guidance may result in your stand being closed.

If you have answered 'A' to any of the guidance compliance **YOU MUST ATTACH** your comprehensive Risk Assessment. Failure to do so will forfeit your booking.

A detailed Risk Assessment **MUST** cover the set up, demonstration and take down of the exhibit and must identify Hazards, Risk and Control Measures. (see HSE guidance below).

Exhibitors may submit their additional Risk Assessment to **events@trees.org.uk** in Word, Excel or Adobe PDF format.

I the undersigned am authorised to complete this Risk Assessment and have done so to the best of my knowledge and understanding.

Signed Date

PRINT NAME Position in Company

Signature not necessary if returning by email, your email will be taken as your authority for the Arboricultural Association to proceed.

NOTES:

BOOKINGS ARE NOT SECURE until you have provided us with (a) FULL payment, (b) Risk Assessment AND (c) Insurance details that meet the Arboricultural Association's requirements.

Complete this booking form and upload with your online booking or email to events@trees.org.uk:

Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse GL10 3DL, United Kingdom

 +44 (0)1242 522152  events@trees.org.uk www.trees.org.uk

Appendix

Exhibitor Safety Guide

Please read the following notes to ensure that there are no problems when demonstrating/displaying your products.

AIM: Our aim is to enable you to exhibit your product as effectively as possible whilst observing the highest standards of best practice and public safety. We will work with exhibitors to meet this aim and demonstrate the industry's commitment to safe working practices. As guests of the venue we are obliged to meet with their rigorous safety standards.

Risk Assessments

ALL Risk Assessments **MUST** cover the Set Up of the Stand, Time During the Event and Break Down of the Stand.

ALL Risk Assessments will be subject to the approval of the Safety Officer prior to the Conference.

ALL staff, agents and sub contractors must be aware of and have access to the Risk Assessment.

An exhibitor Risk Assessment form is attached and must be completed by all exhibitors. If there any queries, visit www.hse.gov.uk and download their leaflet '*5 Steps To Risk Assessment*'.

If you require further guidance please email or call Tony Lane (Safety Officer) at tony@amlane.co.uk or on **01884 840386**.

This form **MUST** be completed before booking will be confirmed.

The Safety Officer, or his deputy, will be visiting each plot before the Conference opens to check and discuss safety standards with exhibitors. Please note that a HSE inspector may also be on site and has the power to close our event where safety issues are compromised.

The Safety Officer and other members of the organising committee are empowered to close down any stand that does not reach the required standard.

1. General Safety

- a. During the Conference, including the set-up and take down period, you are operating fully under the provisions laid down in the *Health and Safety at Work (etc.) Act 1974* and associated Regulations.
- b. Each exhibitor should appoint one person to represent their company/event on safety matters and liaise with the event Safety Officer.
- c. Exhibitors **MUST** carry out a Risk Assessment covering their time at the event.
- d. Please obey **ALL** venue speed limits.
- e. Exhibitor's vehicles, equipment, materials etc., **MUST NOT** obstruct emergency access routes, roads and pathways. Vehicles **MUST** be parked in designated areas.
- f. Operators of certain plant must be trained and certificated to do so. Evidence of competency should be available for inspection.
- g. Any area marked and taped off is out of bounds and must not be entered.

2. Slips, Trips and Falls:

- a. Guy ropes, fixing pins, frames and other trip hazards **MUST** be clearly marked and protected.
- b. Exhibits, merchandise, stands, exhibits and other items will be positioned to minimise the risk of trip or the obstruction of public walkways.
- c. **ALL** low-level Exhibits, merchandise, stands, exhibits and other items will be marked to minimise the risk of trip.
- d. **ALL** surfaces will be slip resistant in all conditions whether wet or dry.

- e. Wires or cables will be routed safely to avoid trip, and/or placed within a cable protector or taped down.
- f. Edges of staging or steps must be suitably guarded against accidental falls or injury.

3. Tables, Stands, Exhibits, Signs and Display Boards

- a. Free from sharp edges or edges are adequately protected.
- b. Stable and will not collapse or fall over if accidentally knocked.
- c. Adequate for the loads applied.
- d. Are secure in windy or draughty (adjoining entrance doors) conditions.
- e. Any items likely to cause cuts, penetrating wounds, pinch or crush injuries are suitably masked and/or secured.

4. Manual Handling

- a. **ALL** exhibitors **MUST** comply with the *Manual Handling Operations Regulations 1992*.
- b. **ALL** personnel engaged in manual handling will be adequately trained for the task and should hold a nationally recognised award e.g. NEBOSH, Lantra.
- c. **ALL** manual handling tasks **MUST** be assessed by a competent person and effective controls put in place.

5. First Aid

- a. First aid facilities will be available on the day of the event via the AA Conference desk.
- b. The Event Safety Officer must be informed of any accident immediately.

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6. Fire Safety and Smoking

- a. **SMOKING** is prohibited in all venues, areas, and buildings except in areas designated and indicated by the venue organisers.
- b. Exhibitor stands, flags or exhibits **MUST NOT** physically or visually obstruct designated fire doors, fire escape routes or emergency access points.
- c. No fires, barbeques, gas burners, cookers are permitted within the venue or grounds of the venue without the safety officer's permission.
- d. In the event of fire within the Venue Buildings:
 - i. Raise the alarm using the nearest **FIRE ALARM**
 - ii. Contact the nearest Event official who will contact an AA Staff member.
 - iii. Move the public away from the fire.
 - iv. Follow the directions of the **FIRE SAFETY** signs.

7. Hazardous Substances

- a. Exhibitors will comply with the *Control Of Substances Hazardous to Health Regulations 2002*.
- b. Any substance marked with a hazard warning symbol **MUST** be accompanied by a *Material Safety Data Sheet* and a *CoSHH Assessment*.

8. Electricity

- a. **ALL** electrical leads must be protected against accidental damage and causing a trip hazard.
- b. **ALL** electrical equipment must carry an electrical test certificate (Portable Appliance Testing) in accordance with **BS 7671:1992**. Any electrical equipment deemed unfit by the conference safety officer or their deputy may not be used until checked by a competent person.
- c. Generators are prohibited.

9. Set Up and Take Down

- a. Conference set up and take down will only occur during the times specified in the booking form.
- b. **ALL** personnel operating machinery **MUST** wear **HI VIS** clothing.
- c. Please observe the site speed limits.
- d. Before setting up or taking down a stand the exhibitor **MUST** liaise with adjoining stands to ensure health and safety is maintained at all times.

10. Rubbish

- a. **ALL** rubbish and packaging generated by the stand **MUST** either be taken away by the exhibitor or deposited in the designated containers.

11. Working At Height, Scaffolds, Ladders, and Steps

- a. **ALL** work at any height **MUST** be in accordance with the *Working At Height Regulations 2005*.
- b. **ALL** ladders, step ups and scaffolds **MUST** be fit for use and inspected by a competent person.
- c. Scaffolds **MUST** be inspected before use and after use on each day or prior to use on the following day. A record of inspection **MUST** be available for inspection.

Please note that any outdoor exhibits will require an additional Risk Assessment.

12. Staging, scaffolding, steps, ramps or other built structures (Temporary Demountable Structure [TDS]).

- a. TDS structures include stages >200mm in height, any scaffolding including portable load bearing frames assembled onsite (excluding shelving), lighting gantries. This excludes shelving for shop goods as listed above, but includes banner frames mounted above 2m from ground level.
- b. TDS will be subject to a design and construction statement outlining the design limits for the TDS e.g. load bearing calculations, a plan showing the location of the TDS on stand and a method statement for the construction as well as the break down post event of the TDS, this will be submitted not less than 28 days prior to the event opening.
- c. A complex structure is defined as the following:
 - i. Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from ground level).
 - ii. Any structure regardless of its height which requires structural calculations.
 - iii. Any part of a stand or exhibit which exceeds 4 metres.
 - iv. Multi-storey stands.
 - v. Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer.
 - vi. Temporary raised or tiered seating.
 - vii. A stand requiring foundations.
 - viii. Sound/lighting towers.
- d. **ALL** complex structures listed above and as deemed by the organiser will conform to *The Institution of Structural Engineers – Temporary Demountable Structures Guidance (Third Edition April 2007)*, available from The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH.
- e. **ALL** temporary scaffold structures will be installed by a competent contractor and where accessible to contractors, exhibitors or the public signed off by as safe to use prior to first use. Scaffold structures will be subject to a daily inspection by a competent person once erected. Reference should be made to NASC guidance.

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13. Flags, Banners, tethered Balloons & Blimps.

- a. Flags to include feather flags **MUST** be stable and fixed to ensure they remain stable especially in high winds.
- b. Guy ropes are not permitted without the permission of the safety officer and then only where they do not cause obstruction or trip hazard.
- c. Flag poles may not exceed 4m in height.
- d. Flags and banners attached to structures such as marquees, fencing or other structures must not cause that structure to become unstable in high winds.
- e. Where the bottom edge of flags hang lower than 1.8m from GL or above 0.5m from GL they **MUST** be tethered or secured to avoid eye injury in windy conditions.
- f. All balloons (helium or other large tethered type) and tethered blimps are only permissible with the permission by the Safety Officer.