



Information Commissioner's Office

Health and Safety Procedure for events and exhibitions

Last updated 11/07/08 (to cover events as well as exhibitions)

Event title:

Date:

Name of responsible officer:

Please tick each item to record that you have completed each action:

Fire procedure:

- Make staff aware of the location of fire exits and the assembly point for the hotels and exhibition venue.
- When the ICO is coordinating the exhibition, ensure all attendees are aware of the nearest fire exit.

Setting up Exhibition Displays:

- Remind staff to lift boxes sensibly (bend knees not back) using a trolley when appropriate and check this is done;
- Remind staff to set up and take down the display equipment in accordance with instructions and check this is done; (the nature of the equipment means it is possible for this to be done by one person);
- Remind staff that, when reaching heights, they should ensure they use either an A frame ladder or kick stool (chairs and tables must never be used) and check this is done;
- Remind staff that stand space should be kept clean and tidy, removing all boxes and casing used to store display equipment and check this is done.

Security:

- Exhibition security will be handled by the event organiser. However, make yourself aware of any security issues and discuss any issues with the organiser.
- This should include a contingency plan for dealing with protest groups looking for publicity by targeting ICO exhibition stand.

Personal security:

- Ensure staff are contactable (either through their own or Facilities' mobile); and have left these contacts and hotel details with their individual line manager;
- Remind staff that they calendar all exhibitions in their electronic dairies, with details of where they are and where they are staying;
- If staff are travelling at night, remind them to take the safest method of transport available (in most cases this will be a taxi).

Electrical Equipment:

- When using electrical equipment on the stand, remind staff to take extreme care and check this is done;
- Ensure all electrical equipment carries a tested sticker.
- Remind staff to report any faulty equipment, connections, wiring, or cables to the appropriate authority, this is most likely to be the exhibition coordinator. If the electrical equipment is supplied by the ICO this should be reported to Facilities.

First Aid:

- Check who the first aider is and how to contact them in the event of an accident or illness. Inform staff.

In the event of someone suffering an accident or becoming seriously unwell, the most important thing for you to do is to keep calm. You should:

- Not move anyone who is injured, unless he/she is in a dangerous position which could lead to further injuries;
- Not give the injured person anything to eat or drink;
- Not move any object that might have contributed to the accident unless; considered dangerous;
- Telephone for an ambulance and inform a onsite first aider;
- Let the exhibition organiser and your supervisor or manager know what has happened;
- Await the arrival of the paramedic , and assist him/her if requested;
- If the injured person is a member of staff ensure personnel are informed of the incident.

Health and Safety walkthrough:

- Walk through the venue in advance of the day and on the day itself.
- Do a risk assessment. Record what you inspected and any actions taken. It should include:
 - Are the fire and emergency exits well marked and clear of blockages?
 - Are the doors easy to open? If not, who will help?
 - Are boxes, equipment etc put safely away?
 - Is display equipment safe – not wobbly, not protruding etc?
 - Is the speaking platform safe, easy to get onto?

- Is the catering eg hot water etc in a safe place?
- Are all wires taped down?
- Are there any loose carpets, rugs etc which could cause a tripping hazard?
- Are there any slippery floors or wet floors which could cause a slipping hazard?
- Are there stair rails?
- Are stair edges clearly marked?
- Can the staging comfortably sit all panel members safely?
- Is there a step up to the lectern?

I have read the Health and Safety procedure for exhibitions:

Name	Signature	Date

Walkthrough issues

Issue	Action
