

**Construction, Design & Management  
2015  
Exhibition, Trade Fairs and Conference Sector**

Resource Pack\_1.0

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## Intro - What's in this pack?

Together, the Event Supplier and Services Association (ESSA), the Association of Event Venues (AEV), and the Association of Event Organisers (AEO) have worked with their members and the wider industry to drive towards minimal impact from CDM regulations.

After almost 4 years of working closely with the Health & Safety Executive (HSE), via cross-association member working groups, sector committees, one-to-one meetings and industry forums, we're very happy to be at a stage where we can now inform and educate via a process of information documents, roadshows and, in the near future, a CDM specific mobile and web application, all geared towards giving people and their businesses the information and tools necessary to understand and operate in the same efficient manner as always, while complying with Construction, Design & Management (CDM) 2015 regulations.

The industry specific guidance you will hear about and read today seeks to map and recognise current industry practice, using existing regulations and best practice to meet the new CDM regulations.

The following guide is intended to help you understand the responsibilities of the various stake holders in the event industry. The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you meet the requirement and helping you understand your obligations.

These documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, HSE's exhibition specific guidance on CDM 2015 and also the HSE's official L153 guidance on CDM\*.

The legals:

\*The AEO, AEV and ESSA trade associations are managed by the EIA secretariat. EIA advocates that members of all three associations work within or beyond the requirements of UK law. Where a British Standard, HSE Guidance, Approved Code of Practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or HAZOP activity that is required, advise members of their specific duties and liabilities and where requested publish their findings, typically within the eGuide. The EIA cannot and does not, however officially, advocate any standard or working practice other than those produced by HSE, BSI or other Government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work related injury and ill-health.

## Organisers - What they need to do\_1.0

Organisers need to ensure that participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you meet the requirement and helping you understand your obligations.

These documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, HSE's exhibition specific guidance on CDM2015 and also the HSE's official L153 guidance on CDM.

### Understand your responsibilities:

- a. Under CDM you are defined as the **Client, Principal Designer and Principle Contractor** (see appendix1 organogram) and your duties are:
- b. You will be required to notify the HSE if the construction phase exceeds 500 person days or in the more unlikely event that the construction phase exceeds 30 working days and has more than 20 workers working simultaneously at any point in the project – <https://www.hse.gov.uk/forms/notification/f10.html>

You will be required to submit the following:

- Local authority of the venue
- Address of site
- Project type
- Brief description of project and construction work
- Client details
- Principal designer details
- Principal contractor details
- Timeframe of works
- Maximum number of people at any one time onsite
- Number of contractors on site

- c. Produce and manage your own H&S file and draw up a construction phase plan. In essence, you are running a single CDM site that may contain other CDM sites within it.

### Site Rules and Site Information

- i) Make Site Rules and Site Information the FIRST thing an exhibitor or contractor sees in any communication.
  - From there on it is the exhibitor's responsibility to pass that down the chain.
  - From there, we are simply re-enforcing the message throughout pre-show communications and following up with onsite monitoring.
- ii) Make sure exhibitors are informed that they are responsible for.
  - Appointing a competent contractor.
  - Ensuring they have all they need to create a structurally sound stand.
- iii) Ask contractors for a Construction Phase Plan.
  - Risk Assessments.
  - Method Statement showing how they will construct the stand in the allocated time.

## Organisers - What they need to do\_1.0

### Welfare Arrangements:

The majority of requirements required through CDM are already in place at most major UK Venues and this information should be detailed on the Site Rules & Information:

- Access to toilets.
- Access to seating
- Access to drinking water.
- Access to a retail food outlet or alternative source of sourcing food.

Over and above that, you should ensure that the welfare of your team is planned for. Think about:

- Working hours.
- Equipment required.
- What protective equipment (PPE) is required?

### Vehicles and Pedestrian routes:

It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown. Please be clear with any staff that you are bringing on site that care should be taken at all times. If your teams are operating in loading areas they should be aware of the movement of traffic and should wear hi-visibility clothing as a minimum. Where you are able to drive a vehicle within the event perimeter your driver should be made aware that pedestrians have right of way AT ALL TIMES and there will be speed restrictions in place.

- Identify site speed limit - in and outside the hall.
- Identify pedestrian routes in and out of the hall and consider if these should be demarcated.
- Brief logistics company with regard to site restrictions, speed limits, what is and isn't permissible according to your risk assessment, the use of banksmen, your load in schedule, pedestrian right of way.

Further considerations:

- Consider time as well as space in denoting what activity is taking place in which area.
- Consider emergency gangways.

### Access Control:

Organisers will need to control access to the site, in liaison with the venue. Within your fire risk assessment (or the venue's), look at the doors that can be restricted during the build up and break down phases.

Sample Site Rules	Sample Site Information
<ul style="list-style-type: none"> <li>● General safety notice - consideration of own self and others</li> <li>● Traffic rules</li> <li>● PPE requirements</li> <li>● Hot work rules</li> <li>● Working at height rules</li> <li>● Late working rules</li> <li>● Waste management rules</li> </ul>	<p>Contact numbers:</p> <ul style="list-style-type: none"> <li>● Organisers' Office</li> <li>● First Aid</li> <li>● Venue emergency contact</li> </ul> <p>Locations:</p> <ul style="list-style-type: none"> <li>● Organisers Office</li> <li>● First Aid</li> <li>● EXITS</li> <li>● Toilets</li> <li>● Access to hot water</li> <li>● Access to drinking water</li> <li>● Seating area</li> </ul>

## Exhibitors - What they need to do\_1.0

Exhibitors need to ensure that their participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

These documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, HSE's exhibition specific guidance on CDM2015 and also the HSE's official L153 guidance on CDM.

**Space Only Exhibitors:** Please read and take note of these guidelines, as they do apply to you.

**Shell Scheme Exhibitors:** These guidelines only apply to you if you intend to carry out any construction within your shell scheme stand (i.e. build within your shell scheme). Stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction.

### Understand your responsibilities:

Under CDM you are defined as the **CLIENT** (*see appendix1 organogram*) and your duties are:

- a. Make arrangements for managing a project. You **do not** need a specialised CDM co-ordinator. You **do** need to ensure that someone is named as responsible for ensuring all of the required roles are fulfilled. The majority of your responsibilities can be delegated to your space only stand builder/designer if you use one.
- b. Ensure construction work is carried out safely and that welfare requirements are complied with. This can usually be delegated to your Designer/Contractor.
- c. Ensure a Construction Phase Plan is drawn up. The responsibility here is to ensure that there is one. Your Designer/Contractor will do this for you and will run alongside existing Risk Assessments and Method Statements that they should be doing as part of their obligations under other legislation.
- d. Notify the project if above threshold. You will be required to notify the HSE if the construction phase exceeds 500 person days or in the more unlikely event that the construction phase exceeds 30 working days and has more than 20 workers working simultaneously at any point in the project – <https://www.hse.gov.uk/forms/notification/f10.htm>

### Appoint a Principal Designer, Principal Contractor & Contractors:

- a. The Principal Designer would be the person or company who is in control of the 'designs' of your stand.
- b. The Principal Contractor would be the person or company who is in control of the 'build' of your stand.
- c. The role of Contractor is often provided by the same company who fulfill the Principle Contractor role. However, should the Principal Contractor employ a third party to actually deliver on-site, the third party would take this responsibility on.
- d. The above roles may be carried out within your own business, by one external party or by 2 separate parties. They can also be carried out by the same person – the important thing to remember here is that you appoint parties to fulfill the below elements and the parties you appoint are competent, understand their responsibilities and liaise with each other.

The Principal Designer must:

- Ensure that all planning and design, pre-construction, is carried out in compliance with the law.
- Ensure that risks are identified, eliminated and controlled at the design stage.
- Ensure that a Construction Phase plan is drawn up and a Health & Safety file is prepared and revised where necessary.
- Ensure that pre-construction information is provided to contractors.

## Exhibitors - What they need to do\_1.0

The Principal Contractor must:

- Plan, manage and co-ordinate the construction phase (build-up & breakdown).
- Ensure work is carried out without risks to Health & Safety.
- Draw up site rules for the stand area (these will often mirror the Event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities.
- Restrict access to your site as and when required by the work being carried out at the time.

The Contractor must:

- Plan, manage and monitor the way construction work is carried out. This includes ensuring it is safe to construct and remove within an event environment.
- Plan construction in such a way that it has little or no impact on the neighbouring constructions or contractors.
- Provide information, instruction and training.
- Liaise onsite with Event Operations team.

### Site Rules and Site Information:

The Event Organiser should issue Site Rules and Information prior to coming onsite. This is a key part of your induction process so it is essential that anyone coming onsite – this includes your staff, temporary staff, contractors etc. – has a copy of these and has read them.

Your Principal Contractor should consider these rules when formulating their Construction Phase Plan and your own site rules.

### Construction Phase Plan:

A Construction Phase Plan is similar to a Risk Assessment but with the following additions:

- a. Who are the duty holders? (particularly Principal Contractor)
  - What training/experience do they have?
  - What do they need?
  - How will they be monitoring progress & safety?
- b. How will site rules, changes of information, Construction Phase Plan, Method Statement, Risk Assessment, Accidents & Incidents be communicated?
- c. What consultation process is in place with your contractors?
- d. Who is responsible for what?
- e. What are the site rules?
- f. What are your Welfare Arrangements?
- g. What are the main dangers in your construction process and what controls are in place?

The Event Organiser may be able to provide you with a template which you may use, although the style with which you provide the plan is not mandated. Included within this guidance is an approved CPP template.

## Exhibitors - What they need to do\_1.0

### Welfare Arrangements:

The majority of requirements required through CDM are already in place at most major UK Venues and this information should be detailed on the Site Rules & Information:

- Access to toilets.
- Access to seating.
- Access to drinking water.
- Access to a retail food outlet or alternative source of sourcing food.

Over and above that, you should ensure that the Welfare of the team carrying out the construction is planned for.

Think about:

- Working hours.
- Equipment required.
- What Protective equipment (PPE) is required?



## Venues - What they need to do\_1.0

Venues need to ensure that participation at an event is carried out safely.

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### Understand your responsibilities:

Under CDM you are defined as a **Contractor** (primarily the building facilitator and service provider):

- a. The event organiser (This could be the Client, Principal Designer (PD) or Principal Contractor (PC) (*see appendix 1 organogram*)) should be provided with an Event Manager by the venue:
  - The Event Manager would be the coordinator and the main communication link between the venue (all services) and the event organising team.

The following points are a matter of best practice but are not currently a minimum requirement of CDM:

- B. Make arrangements to provide the event organisers with the appropriate and up-to-date venue site plans and technical plans:
  - These plans should all have the correct technical information covering areas such as height restrictions, operational fire exits, fire safety services and servicing ducts or electrical bus bars.
- c. To provide the venue's H&S Policy:
  - This should be up-to-date and signed by a senior member of the executive team.
- d. To provide the venue's operational risk assessment:
  - This is a live document and should be amended as and when required in relation to the individual use of the venue.
  - The document should be signed and dated.
- e. To provide the venue's current Insurance document:
  - Public and Property owner's Liability Insurance Cover.

### Appoint Service Partners (Secondary Venue Contractors):

- a. Service providers who solely supply secondary services via the venue (normally Mains Electrics, Rigging, Cleaning or Catering Services) should supply the following to the event organisers:
  - Their H&S Policy, this should be up-to-date and signed by a senior member of the executive team.
  - Their operational risk assessment, this is a live document and should be amended as and when required, the document should be signed and dated.
  - A method statement should be provided if required.
- b. If any task is undertaken by any of the service providers which requires, design and planning, then the following points must be taken into account:
 

Prior to work commencing:

  - Ensure that the risks are identified, eliminated and controlled at the design stage.
  - Ensure that the installation plan is drawn up with the H&S RA being revised if necessary.
  - Ensure that pre-installation information is communicated to all employees/contractors.

## Venues - What they need to do\_1.0

- Plan, manage and co-ordinate the installation phase (build-up & breakdown).
- Ensure work is carried out without risk to health & safety.
- Implement site rules as per the venues safety regulations, ensure suitable inductions and welfare facilities are provided.
- Where required restricted access to the working area must be put in place.

### Venue Site Rules and Emergency Procedures Information:

- a. The Event Manager should issue site safety rules and venue specific emergency procedures prior to event organiser coming on to site. This is a key part of the H&S induction process implemented by the event organiser's, within their own safety induction/briefing documents.
- b. The venue and secondary venue contractors should also receive/attend the event organisers' site safety induction and abide with the organiser's on-site regulations.
- c. Permission to access into the events operational area by a third party (ie site visit/non-event contractor/business guests etc) must be sought from the event organisers. The site safety rules must be passed on to all third party members, permission may be given by the event organiser either verbally or by completing an access authority form. (This procedure may be venue specific)

### Show Floor Plan/Stand Checks:

The event manager should ensure that the event organiser provides the venue with a copy of all of the relevant show plans, so that they can be checked and approved accordingly:

- Event floor plans (a new plan must be provided whenever an amendment has been made to the plan)
- Complex Structure Plans.
- Feature Plans.
- Any comments made by the venue must be passed back to the event organisers at the earliest opportunity.

### Welfare Arrangements:

The majority of requirements required through CDM are already in place at most major UK Venues and this information should be detailed on the organiser's site rules & information:

- Access to toilets.
- Access to seating.
- Access to drinking water. (This will be provided by the individual contractors, as not all venues may be able to provide access to free drinking water)
- Access to a retail food outlet or alternative source of sourcing food. (This may be provided by an internal catering outlet or from external catering outlets within a 1 mile of the venue)

The venue must take into consideration the requirement of their operational staff.

Think about:

- Working hours.
- What personal protective equipment (PPE) is required.
- The provision of operational personnel for late/overnight working.

## Venues - What they need to do\_1.0

### Vehicles and Pedestrian routes:

It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown.

- The venue will be responsible for the marshalling of all traffic within the external vehicle maneuvering areas and loading bays.
- The event organisers will be responsible for the marshalling of all traffic within the hall areas.
- Vehicles have priority in the external traffic maneuvering areas (pedestrians must give way), and venues must provide protected pedestrian routes for all external access.
- Pedestrians have priority with in the event halls (vehicles must give way).
- Safety signage will be in place in all vehicle maneuvering areas (this will include vehicle speed restrictions and the requirement for PPE).

## Stand Builders - What they need to do\_1.0

Stand Builders need to ensure that their participation at an event is carried out safely.

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These documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, HSE's exhibition specific guidance on CDM2015 and also the HSE's official L153 guidance on CDM.

### Understand your responsibilities:

- a. Space only exhibition stands will be classed as **CDM "mini-sites"**, with a separate management hierarchy for the shell scheme, feature areas, flooring, logistics and other "main contractor" services procured and managed centrally by the exhibition organiser.
- b. Under CDM, your role is defined as that of the **Principle Designer** and **Principle Contractor** (*view appendix1 organogram*)
- c. Both of these roles require the Stand Builder to ensure that the **CDM "Client" – ie the exhibitor** – is aware of their own duties within CDM, which are effectively to provide resources to the project, appoint the other CDM roles, manage their coordination and ensure that these other organisations fulfil their duties such as producing a **Construction Phase Plan, Risk Assessment and Method Statement** and providing welfare.
- d. In exceptional circumstances, where a stand build exceeds 500 person days, the Client will need to notify HSE.
- e. As well as educating the exhibitor, as a Principal Designer a Stand Builder will be responsible for controlling the pre-construction design and planning phase of the project, using exhibitor and venue provided information (*eGuide*), coordinating in-house and external technical designers including a structural engineer where relevant, designing out fabrication and assembly risk before production starts, assembling a Health and Safety file (this part described as generally unnecessary in draft HSE guidance) and Principal Contractor liaison (if not taking this role on themselves).
- f. As Principal Contractor, the Stand Builder will then manage and monitor the construction and de-rig safely, documenting their approach in a **Construction Phase Plan**, will coordinate and manage freelancers and subcontractors, undertake an induction talk and provide relevant health and safety information, instruction, training and supervision to all personnel, including emergency and first aid arrangements. Draft HSE guidance suggests that Stand Builders should undertake due diligence on their own suppliers and also on those suppliers appointed by a venue or an organiser.

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## Stand Builders - What they need to do \_1.0

### Welfare Arrangements:

The majority of requirements required through CDM are already in place at most major UK Venues and this information should be detailed on the Site Rules & Information:

- Access to toilets.
- Access to seating.
- Access to drinking water.
- Access to a retail food outlet or alternative source of sourcing food.

Over and above that, you should ensure that the Welfare of the team carrying out the construction is planned for. Think about:

- Working hours.
- Equipment required.
- What Protective equipment (PPE) is required?

### Vehicles and Pedestrian routes:

It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown. Please be clear with any staff that you are bringing on site that care should be taken at all times. If your teams are operating in loading areas they should be aware of the movement of traffic and should wear hi-visibility clothing as a minimum. Where you are able to drive a vehicle within the event perimeter your driver should be made aware that pedestrians have right of way AT ALL TIMES and there will be speed restrictions in place.

## Main Contractors - What they need to do\_1.0

Main Contractors need to ensure that their participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you meet the requirement and helping you understand your obligations.

These documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, HSE's exhibition specific guidance on CDM2015 and also the HSE's official L153 guidance on CDM.

### Understand your responsibilities:

- a. The provision of Main Contractor duties including (but not exclusive to) the supply of shell scheme, feature areas, flooring, electrics, graphics, AV and logistics etc. direct to the organiser are "**Designer**" and "**Contractor**" roles (*view appendix1 organogram*). As expanded on below, these roles change little in the Main Contractors' existing remit, effectively managing the planning and execution of their own work in the same way they do now other than to place them under additional scrutiny – they will report to and be coordinated by the exhibition organiser who will be fulfilling the CDM roles of Principal Designer and Principal Contractor.
- b. These roles require the main contractor to ensure that the CDM "Client", "Principal Designer" and "Principal Contractor" – i.e. generally the organiser in all three cases – is aware of their own duties within CDM, which are effectively to provide resources to the project.
- c. Plan, manage and coordinate the health and safety of all work directly procured by them (exhibitor stand builds not included).
- d. Appoint and coordinate Designers and Contractors for this work.
- e. Produce a Construction Phase Plan and provide welfare. The organiser will also need to notify HSE in circumstances where these directly procured parts of the event's overall construction work is notifiable – typically where it exceeds 500 person days.
- f. The Main Contractor as Designer will then be responsible for the pre-construction planning of its own work with appropriate coordination of any technical design, using organiser and venue provided information (*eGuide*), designing out fabrication and assembly risk before production starts.
- g. As a Contractor, the main contractor will then manage and monitor the construction and de-rig safely, documenting their approach in Risk Assessments and Method Statements as is currently the case, coordinating and managing freelancers and subcontractors, undertaking an induction talk and providing relevant health and safety information, instruction, training and supervision to all personnel, including emergency and first aid arrangements.

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## Main Contractors - What they need to do\_1.0

### Welfare Arrangements:

The majority of requirements required through CDM are already in place at most major UK Venues and this information should be detailed on the Site Rules & Information:

- Access to toilets.
- Access to seating.
- Access to drinking water.
- Access to a retail food outlet or alternative source of sourcing food.

Over and above that, you should ensure that the welfare of the team carrying out the construction is planned for. Think about:

- Working hours.
- Equipment required.
- What Protective equipment (PPE) is required?

### Vehicles and Pedestrian routes:

It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown. Please be clear with any staff that you are bringing on site that care should be taken at all times. If your teams are operating in loading areas they should be aware of the movement of traffic and should wear hi-visibility clothing as a minimum. Where you are able to drive a vehicle within the event perimeter your driver should be made aware that pedestrians have right of way AT ALL TIMES and there will be speed restrictions in place.

# CDM2015 Template Pack

The following section contains CDM2015 industry templates which are ready to be printed and used and if completed correctly they will help you comply.

All templates and guides will be available via the soon-to-be launched Association app. The ability to save and send documents will also be available via this app.



**Construction Phase Plan\_1.0**

<b>Name</b>	
<b>Company</b>	
<b>Event/Stand</b>	<i>Give a description</i>
<b>What has the venue/client made you aware of?</b>	<ul style="list-style-type: none"> <li>• <i>Site rules</i></li> <li>• <i>Aesthetic Rules</i></li> <li>• <i>Schedule</i></li> </ul>
<b>Who else is working on the job with you?</b>	<i>What is the structure and who is responsible for what?</i>
<b>Who is the principal contractor?</b>	<i>How have you chosen your contractors?</i> <ul style="list-style-type: none"> <li>• <i>What training have they had?</i></li> <li>• <i>What do they need?</i></li> <li>• <i>Are they experienced?</i></li> <li>• <i>How will they be monitoring progress and safety?</i></li> </ul>
<b>Is it notifiable to HSE?</b>	
<b>How will you communicate?</b>	<ul style="list-style-type: none"> <li>• <i>Site rules</i></li> <li>• <i>Changes to information</i></li> <li>• <i>Method statement (stand) or Event Safety Plan (Event)</i></li> <li>• <i>How will you consult with your contractors?</i></li> <li>• <i>Accidents and incidents</i></li> </ul>
<b>What are your welfare arrangements?</b>	<i>Minimum welfare requirements:</i> <ul style="list-style-type: none"> <li>• <i>Toilets</i></li> <li>• <i>Washing facilities</i></li> <li>• <i>Drinking water</i></li> <li>• <i>Boiling water</i></li> <li>• <i>Microwave</i></li> <li>• <i>Seating</i></li> </ul>
<p><b>Please list the major risks or hazards</b> (<i>for example falls from height, collapse of structure, supervising members of public who may be at risk, waste, mechanical equipment, electric/gas/water, noise and vibration, stability, control of lifting operations, maintenance of plant and equipment, rigging, pyrotechnics, lasers and similar special effects, traffic routes and the segregation of vehicles and pedestrians, storage of materials of work equipment, manual handling, hazardous substances, non-iron radiation</i>)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p><b>PLEASE NOW COMPLETE A RISK ASSESSMENT AND METHOD STATEMENT FOR THESE AREAS.</b></p>	

**Method Statement - Example Document\_1.0**

**Details:**

Company Name, Address and telephone number: .....  
 Prepared by ..... (Name & Title).....  
 Exhibition: .....  
 Stand No: .....  
 Venue:.....  
 Hall: .....  
 Date: ..... (Build-up and Pull Out).....  
 Plans/Drawings: ..... (N/A or Sent/Attached).....  
 Structural Calcs: ..... (N/A or Sent/Attached).....  
 Valid: .....

**On Site Personnel:**

Manager/Supervisor: ..... (Name and Mobile Number) .....  
 Number of staff: Employees and any Sub- Contract Labour Staff - (3 Chippies, 1 labourer etc)  
 .....  
 Others:  
 Sub-Contractors:  
 Furniture.....  
 Carpets.....  
 Electrical.....  
 Ceilings.....  
 Floral.....  
 Responsible for Health & Safety: .....(Name).....

**Stand Build Procedure:**

Arrive Site: .....(Date).....

- Lorry unloaded using lifting contractors and/or by hand
- Materials sited around stand area
- Wooden platform laid
- Carpet put down
- Walls erected –erect company logo, graphics
- Ceiling fitted
- Electrics installed
- Exhibition products fitted/installed
- Stand features added
- Completed stand size 20 x 20, walls 3:9 metres
- Furniture delivered and positioned
- Floral added

The design, manufacture and construction of the stand, will ensure its stability for the duration of the exhibition, under normal exhibition conditions. The stand design and construction as far as is reasonably practicable, complies fully with the Equality Act 2010. To this end we have sought to achieve in the stand layout "Access For All " and tried to ensure any Artwork and/or Furniture meets fully with the spirit and intent of the Act.

## Method Statement - Example Document\_1.0

### Stand Demolition

Exhibitor's products removed  
 Floral and furniture removed  
 Electrics disconnected  
 Stand features moved to Transporter outside, Exhibitor to organise  
 All walling and flooring saved and taken away from site  
 Carpets removed and taken away from site  
 No significant waste/debris will be left on site

### Special Equipment/Expertise

Scaffold Tower (hired)  
 Normal fitting tools and equipment  
 All hand drills battery operated

### Materials

All materials comply with venue regulations, flame retarded, BSI Standard  
 Paint - water based  
 Hazardous substances –small quantity of thinners for cleaning purposes

### Additional Information

XYZ Exhibitions have been trading 10 years. We erect exhibition stands worldwide and installed this stand at the show last year.  
 We are Members of ESSA.

### Addendum for Double Decker Stands

*Describe the step-by-step build sequence for the structure including whether or not it be built at ground level and then lifted into place complete:*

*What are the weights to be lifted and heights to be lifted to; what equipment will be used (crane, fork lift, Hiab, etc):*

*How will the structure be lifted safely:*

*Who will undertake the tasks (own work force; sub-contractors):*

*When will the handrail be completed (prior to lifting)? Will the floor be complete; if not, what means of edge protection has been designed:*

*What equipment is to be provided for working at height:*

*What do you foresee are the hazards created by the task (work at height, dust, scaffolds, etc):*

*What are your proposed solutions to the above hazards (scaffolds, barriers, fall-arrest equipment, etc):*

*What specific control measures will you use (codes of practice, safe systems of work, etc):*

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## Method Statement - Example Document\_1.0

*What are the predicted noise levels of your work:*

*What specialist work is required (scaffold erection, woodworking machines, hot work, etc) and proof of competence of those undertaking this work:*

*What plant and tools are to be used (power drills, saws, compressors, etc):*

*What physical precautions are to be used including details of the supplier (barriers, screens, warning signs, fire extinguishers, etc):*

*What PPE is to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs, etc):*

*Provide details of the working platform (mobile tower, trestles, ladders, steps):*

*What access will be required by other contractors to locate services or undertake an installation; who; when:*

*When will the structure will be signed off by an independent structural engineer:*

*Describe your arrangements for safe dismantling:*

*Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed.*

**Risk Assessment - Example Document\_1.0**

\*\*Company Name\*\*

<b>Date:</b>	<b>Assessed by:</b>	<b>Location and task:</b>	<b>Relevant standards:</b>	<b>Review date:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Month/year or sooner if:  
 (a) there are reasons to believe the assessment is no longer valid, or  
 (b) there are significant changes in the matters to which it relates.

**Scope of risk assessment:**

**Number and description of employees involved in the activities covered by this assessment:**

**Description of non-employees potentially at risk from the hazards identified within the assessment:**

**Risk rating system**

Risks are rated a) with existing control measures in place and b) once additional recommendations are implemented. Severity and likelihood of harm are estimated:

**Severity of harm most likely to arise from the hazard:**

**1** = Minor or no injury      **2** = Time lost injury      **3** = Major injury or worse

**Likelihood of the potential incident:**

**1** = Unlikely/infrequent      **2** = Possible/occasional      **3** = Likely/frequent

**Risk Rating = Severity x Likelihood** (as shown in the table on the right)

The priority of actions arising from the assessment depend on the overall risk rating.

		Likelihood		
		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

**Risk rating of:** 6 or 9 = High priority  
 3 or 4 = Medium priority  
 1 or 2 = Low priority

**Risk Assessment - Example Document\_1.0**

Hazard	Person(s) at risk	Existing measures to control risk	Risk rating Likelihood x Severity	Additional risk control measures required

**Risk Assessment - Example Document\_1.0**

<b>Ongoing monitoring/management required</b>				

<b>Action plan</b>				
<b>Activity/premises element/Issue</b>	<b>Further action required</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Initials and date completed</b>

# CDM2015 Appendix 1



**Roles & Responsibilities**

Organiser (Client) - make arrangements for managing a project, ensure SFAIRP construction work carried out safely, Ensure welfare requirements are complied with, Ensure construction phase plan drawn up, Notify project if above threshold

Operations Team (Principle Designer & Contractor) - Plan, manage, monitor & coordinate pre-construction & construction phase, Assist client with their duties, identify, eliminate & control risks SFAIRP - pre-event and onsite, Ensure designers comply with their duties, Provide pre-construction information to designers and contractors, Prepare and revise H&S file, Draw up a construction phase plan, Ensure suitable inductions, Draw up Site Rules, Ensure welfare facilities, Prevent unauthorised access, Make arrangements for worker engagement and consultation.

Contractors Pre-event (Designer) - Ensure client aware of client duties, Take account of pre-construction information, Eliminate risks SFAIRP, Provide information with design to assist others

Contractors onsite (Contractor) - Ensure client aware of client duties, Plan, manage and monitor way construction work is carried out, Provide information, instruction and training, Comply with direction of Operations Team, Ensure general requirements - stability/fire etc.

Exhibitors (Individual Client) - make arrangements for managing a project, ensure SFAIRP construction work carried out safely, Ensure welfare requirements are complied with, Ensure construction phase plan drawn up, Notify project if above threshold

Core contractors

Venue services

Plan checks

Core contractors

Structural checks

Venue services

Agency / Designer (Principle Designer) - Plan, manage, monitor & coordinate pre-construction phase, Assist client with their duties, Identify, eliminate & control risks SFAIRP, Ensure designers comply with their duties, Provide pre-construction information to designers and contractors, Prepare and revise H&S file, Draw up a construction phase plan, Liaise with PC

Contractor (Principle Contractor) -Plan, manage, monitor & coordinate construction phase, Ensure work carried out without risks to health and safety, Ensure suitable inductions, Draw up Site rules, Ensure welfare facilities, Prevent unauthorised access, Make arrangements for worker engagement and consultation, Liaise with PD

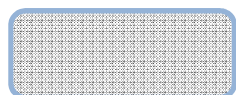
Subcontractor (Contractor) - Ensure client aware of client duties, plan, manage and monitor way construction work is carried out, Provide information, instruction and training, comply with directions of Operations Team, Ensure general requirements - stability/fire etc.

## Organograms

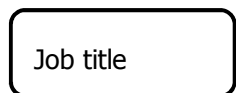
The following section shows some sample organograms used to illustrate how CDM roles and functions could be applied to existing management arrangements.

Note: roles will vary according to the particular arrangements for an event/production.

### Organogram key



An organisation/company



Denotes a typical Entertainment Industry job title / function



Denotes CDM Client/PD/PC role holders

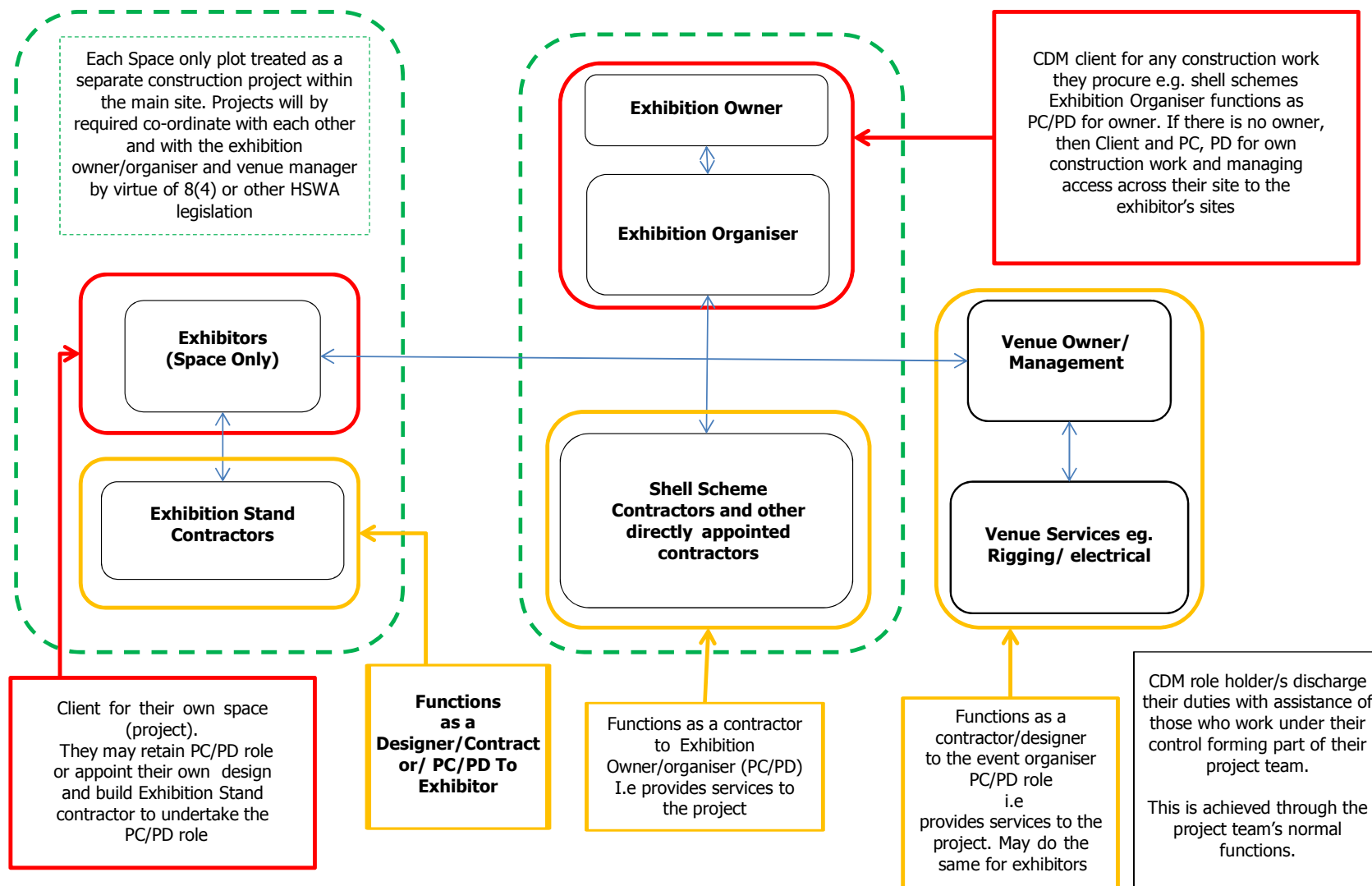


Denotes CDM Designer/contractor role holders



Denotes separate construction project

**Exhibitions, Trade Fairs and Conference Sector Organogram**



Note: Not all roles may exist in all arrangements e.g. Exhibitions owner/Organiser may be one organisation