

BSG LIVE'24

HEALTH & SAFETY REQUIREMENTS

Exhibitors are reminded that among the statutory duties which they have under Health and Safety law, Health & Safety Declaration Form and their Stand Risk Assessment form are most important and will be subject to verification prior to gaining access to the exhibition area for set up. Failing to return either form will result in you not being permitted to access the exhibition area.

It is the policy of the organiser 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 the exhibitors' responsibility to ensure that all their company personnel and contractors are fully compliant with the Health and Safety at Work Act 1974 and that the mandatory requirements are adhered to:

- A written company Health and Safety Policy should exist if the company employs 5 or more employees.
- One or more competent safety advisers must be appointed by an employer to assist them in discharging their health and safety responsibilities (Regulation 6 - MHSW).
- Every employer has a duty to co-operate with other employers, e.g. exhibitors when sharing a workplace, whether temporarily or permanently (Regulation 9 - MHSW).
- Every employer (exhibitor) must provide appropriate information to the principal of any outside contracting company the employer uses on the risks associated with the work they will be doing, and details of their health and safety policy (Regulation 10 - MHSW).
- Exhibitors must also ensure that any appointed contractor(s) and sub-contractor(s) abide by all regulations in the exhibitor manual together with all legal regulations under the Health and Safety at Work Act, 1974, and any other relevant legislation.

Exhibitors and contractors must also comply with the Health and Safety provisions in the Rules and Regulations and Terms and Conditions applying to the exhibition including the venue owners' requirements. Exhibitors and contractors duties under the Health & Safety at Work Act 1974 are in no sense reduced when an employer is exhibiting at a trade fair and those which are most relevant to exhibitors are described in this section, and must be complied with by EVERY exhibitor. Failure to do so not only creates problems for the venue and the congress organiser, but represents a clear breach of law, and could result in the prosecution of an employer (exhibitor) by the Health and Safety Executive (HSE) or the Local Authority.

It is our general duty as congress organiser - as well as our specific duty under the above regulations - that we request your co-operation by complying with the requirements that are described in this document.

Please ensure you fill in, sign and return pages 2, 5 and 7.

Health & Safety Declaration Form

Please complete the form, sign and return an electronic or scanned copy by **17 May 2024** to bsg.exhibition@tfilodestar.com.

Every individual, exhibitor, sub-contractor, supplier and their agents must comply with the Health & Safety at Work Act 1974 and all other government legislation at all times when onsite.

Please read the following declaration:

We have read and understood our Health & Safety responsibilities as laid out in this document and taken note of the most common areas of risk. We accept our responsibilities as laid out in the Health & Safety at Work Act 1974 and all other legislation covering the venue. In the event of the principal Health & Safety representative leaving the stand for any reason, a temporary Health & Safety representative must be nominated prior to their departure. The principal Health & Safety representative for our stand understands that they may need to produce a copy of our own company's Health & Safety Policy and the Health & Safety Policies of our contractors and sub-contractors, upon request by the appropriate authorities whilst onsite.

I confirm that I am in possession of my company's Health & Safety Policy.

I confirm that I have checked that our principal stand contractor has provided sufficient training for their employees to carry out their tasks safely and competently (if I require those services).

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Our principal Health & Safety representative for the stand is:

NAME:

JOB TITLE:

EXHIBITOR'S COMPANY NAME:

MOBILE NO:

If applicable, please list below any additional contractor working for you e.g. stand fitters (not official contractors), hazardous waste management contractors or any others.

CONTRACTOR'S COMPANY NAME:

SERVICE PROVIDED:

CONTACT:

MOBILE NO:

SIGNATURE:

NAME (BLOCK CAPITALS):

DATE:

Insurance/Public Liability

As an exhibitor, you must hold and are asked to provide proof of adequate public liability insurance by **17 May 2024**.

Neither the conference organisers, their official contractors nor the venue are responsible for any loss including theft or damage to the property of exhibitors or their contractors or for injury to any persons within the boundary of the venue.

Exhibitors are reminded that they are required to accept third party liability and produce evidence of suitable cover if required. It is also advised that exhibitors insure against abandonment.

The conference organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the property of any exhibitor from any cause whatsoever.

All exhibitors are required, as part of their contract, to insure their legal liability and are strongly advised to effect adequate insurance to include cover for all products and exhibits during the overall period of the exhibition including transportation.

Whilst every precaution is taken to protect your property during the conference, responsibility cannot be accepted for any loss or damage that befalls the personnel or property of any exhibitor howsoever caused. Exhibitors are reminded of their responsibility to carry adequate insurance both before and during the event.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this Exhibitors should protect their outlay against Abandonment and Cancellation or Curtailment of the conference due to reasons beyond the control of the British Society of Gastroenterology.

Should you require any assistance with arranging specialist insurance for your stand please contact bsg.exhibition@tfiledestar.com.

Risk Assessment

All relevant parties must undertake a suitable and sufficient Risk Assessment and submit it to the organiser by **17 May 2024**.

Exhibitor's risk assessments should cover what activities are being conducted on the stand e.g. third party catering, hazards of exhibited machinery and if they are constructing their own stand it should include hazards arising from the construction activities e.g. working at height, electrical work, lifting operations.

Contractors risk assessments should cover the hazards arising from the stand build activities e.g. working at height, electrical work, lifting operations.

All **Space Only** Exhibitors, Exhibitor's Stand Designer and principal Stand Contractor must also undertake a suitable and sufficient Risk Assessment together if they have any significant hazards arising from their work activities or exhibits that they intend to bring on-site.

If used, **Shell Scheme** Exhibitors should also undertake a Risk Assessment to confirm that they have undertaken a 'suitable and sufficient' Risk Assessment.

All exhibitors must fill in, sign and return the Risk Assessment Form on page 5 of this document. Shell Scheme stands will need to fill in, sign and return page 7 when applicable and all Space Only stands will need to provide detailed Risk Assessment for the build of their stand.

Risk Assessment Form

Please complete the form, sign and return an electronic or scanned copy by **17 May 2024** to bsg.exhibition@tfilodestar.com.

Please ensure you return pages 2, 5 and 7 of this document. These must be signed.

Stand Name:	Stand Number (if known):
Name of person responsible for health & safety:	
Mobile No:	
Email:	

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template has been designed specifically for the BSG LIVE'24 event. If you have any concerns over your risk assessment, please contact the organiser at the above email address.

Does your stand include any of the following?

	Yes/No
Fridges/monitors/laptops	
Display of anything containing liquid fuel	
Display of larger objects that may cause obstruction/harm	
Demonstrations/games of any kind e.g. Wii consoles	
Working electrical appliances other than simple display lighting	
Food service of any kind other than sweets, snacks and soft drinks	
Pressurised gases	
Popup banners	
Any other hazard not identified above which could be a risk	

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to all of the above please sign below and email it to bsg.exhibition@tfilodestar.com by **17 May 2024**.

If you have answered **YES** to any of the above, please complete the risk assessment form on page 6 and 7.

I declare that to the best of my knowledge there are no significant risks relating to this stand.

SIGNATURE:

NAME (BLOCK CAPITALS):

DATE:

Risk Assessment – Guidelines for Completing the Form

Injury to personnel		No or minimum injury	First aid treatment onsite	First aid treatment offsite	Major injury or hospitalisation	Fatality
Damage to property or equipment		No or minor damage	Moderate damage	Significant damage	Major damage	Catastrophic damage
Severity / Likelihood		1	2	3	4	5
Almost certain to happen	5	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Likely to happen at some point	4	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Conceivable	3	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK
Possible but	2	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK
Extremely unlikely	1	LOW RISK	LOW RISK	LOW RISK	MEDIUM RISK	HIGH RISK

Risk Rating

Risk Rating = Likelihood (1-5) x Severity (1-5)

LOW RISK

Action is required to lower the risk. Time, effort and expenditure must be proportionate to the risk

MEDIUM RISK

Action is required to control the risk. Immediate short term measures may be required

HIGH RISK

Action is urgently required to control the risk. Further resources are almost inevitable

Likelihood

Chance		Frequency		Probability
Almost certain to happen	5	Is expected to occur in most circumstances	Has occurred 9 or 10 times in the past 10 years at similar events, or under existing circumstances it will almost certainly happen	> 95%
Likely to happen at some point	4	Will probably occur in most circumstances	Has occurred more than 7 times in 10 years at similar events, or under existing circumstances it is likely to happen in the next few years	> 65%
Conceivable	3	Might occur at some time	Has occurred more than 3 times in the past 10 years at similar events, or is considered to have a reasonable likelihood of occurring in the next few years	>= 35%
Possible but	2	Could occur at some time	Has occurred 2 or 3 times over the past 10 years at similar events	< 35%

Extremely unlikely	1	May occur in exceptional circumstances	Has occurred or can reasonably be expected to occur only a few times in 100 years at similar events	< 5%
---------------------------	----------	----------------------------------------	-----------------------------------------------------------------------------------------------------	------

Stand Name:	Stand No:
--------------------	------------------

Exhibition Stands			
Risk	Risk Rating Likelihood (1-5) x Severity (1-5)	Action to prevent/reduce risk	Risk Rating
<i>e.g. A person tripping over extension cable wires</i>	<i>5 x 1 = 5</i>	<i>Tape down all wires so secure</i>	<i>1 x 1 = 1</i>
<i>e.g. A fire caused by faulty electrical equipment such as a laptop</i>	<i>3 x 4 = 12</i>	<i>All equipment is PAT tested and installed by a trained member of staff</i>	<i>1 x 4 = 4</i>

For any support or advice on completing the risk assessment form please contact the organisers at bsg.exhibition@tfiledestar.com or call +44 (0)207 808 5651.

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

SIGNATURE:

NAME (BLOCK CAPITALS):

DATE: