

The New Blue Book

National Exhibition Centre

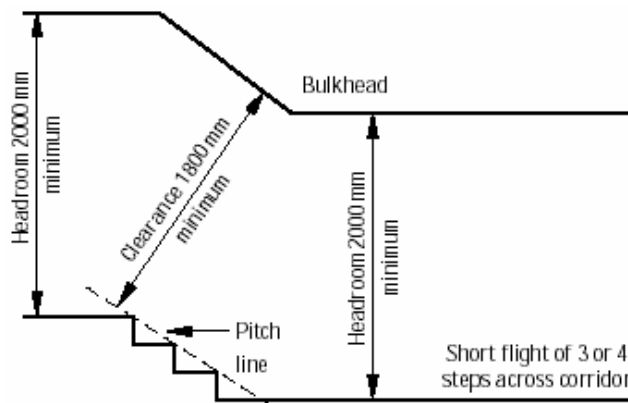
Self-Regulating Process Handbook

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Stepped Access, Ramps & Balustrades

1.1 Any stepped access having a total rise of more than 600mm shall comply with the following requirements.



- a. The headroom shall not be less than 2000mm over any part of the stairway or landings and there shall be a clearance of at least 1500mm.
- b. Additional headroom must be provided where short flights of three or four steps occur across a corridor. There is a tendency for some persons using such a flight to jump down all the steps at once. In these circumstances, the clearance should be at least 1800mm (see illustration). A bulkhead should be incorporated rather than a down-stand beam whenever a short flight occurs across a corridor.
- c. The width shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide.
- d. There shall be not fewer than 3 or more than 12 risers per flight.
- e. The risers between steps shall not exceed 170mm in height and must be infilled.
- f. Each step shall have an available tread, measured on plan, of not less than 280mm.
- g. The going of the landing shall not be less than the width of the stairway.
- h. Where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall not be more than 15°.
- i. Stairs and landings should be provided with protection against falling over the edge of the treads.
- j. Gaps in the guarding must not exceed 100 mm.
- k. Guarding should be designed in such a way as to discourage young children from climbing it.
- l. Triangular openings may be left between the treads, the risers and the guarding, provided that the bottom of the guarding is not more than 50 mm above the pitch line.
- m. Handrails must be securely fixed on any open side at a height of not less than 900mm nor more than 1000mm above the line of the pitch of the flight and balustrades not less than 1100 above landings.
- n. Where stairs are enclosed on both sides with a wall, a continuous handrail must be provided on at least one side of the length of the flight if the steps are less than 1.0m and on each side if the width is 1.0m or more.
- o. A suitable handrail should be rigid and strong enough to provide adequate support for users, be comfortable to grip and provide adequate resistance to hand slippage.
- p. In areas open to the general public all handrails and balustrades must have vertical railings at 100mm c/c maximum or solid infills and shall be capable of withstanding a horizontal force of 3kN per metre of length.
- q. In private areas with controlled access, handrails and balustrades must be fit for purpose and capable of withstanding a horizontal force no less than 1.5kN per metre length.
- r. The treads and landings must be level and shall not be constructed of slats or perforated material.
- s. Consecutive tapered treads shall each have the same going and rate of taper.

1.2 Cupboards formed beneath steps and ramps shall be lined throughout with non-combustible material.

1.3 Steps shall discharge onto the ground floor of the hall at a point where unimpeded access to a public gangway is achieved. If the occupants of the raised area have no choice but to make their way to single escape steps, the travel distance from any part of the upper area to those steps must not exceed 10m.

1.4 Any ramp having a total rise of more than 600mm shall comply with the requirements of 1 above. The slope of the ramp shall not exceed 1 in 12.

1.5 Balustrades shall comply with the recommendations of Approved Document K to the Building Regulations and BS 6180. Balustrades must be provided to protect exposed edges of landings, balconies including any change in level exceeding 360mm and must comply with the requirements of 1. (j) and (k) above.

1.6 *Purpose built access steps provided as a product, to gain access to boats, motor homes, static caravans and other similar exhibits are required to comply with BS 5395-1:2000 generally as follows:

- a. The headroom shall not be less than 2000mm over any part of the stairway or landings.
- b. The width of the steps and platform or landing may not be less than 450mm, provided that the width is equal to or greater than the entrance width of the exhibit.
- c. The risers between steps shall not exceed 170mm in height and must be infilled so that the gap between the treads is not greater than 100mm.
- d. Each step must have an available tread, measured on plan, of not less than 280mm, and shall not be constructed of slats or perforated material.
- e. The depth of the clear area or "landing" at the top and bottom of the steps must not be less than the width of the steps.
- f. Open steps provided as a product must be temporarily adapted to provide solid treads and risers.
- g. Handrails on all stairs and platforms must be provided in accordance with the requirements of 1. (above).

***Note: This paragraph does not relate large/full-size access stairs to, for example, very large boats etc which are required to be designed in accordance with 1. (above).**

Non-Structural Items Exceeding 4.0m in Height

The following arrangements may be certified by a competent person registered with NEC.

2.1 General

- All signs, notices, flags, balloons etc, must be confined within the stand area allocated and may not project into or over any gangway without the consent of the show organiser.
- The minimum height within a gangway shall in no case be less than 2.3m.
- No suspension may be made from the roof of the exhibition halls, nor may any fixings be made to the structure of the building.
- The quality of materials and standards of workmanship of any supporting structure shall be sufficiently fit for purpose and condition in which it is used.
- Individually made letters and signs are required to be of a suitable nature and quality in relation to the purposes and conditions in which they are to be used and fixed adequately so as to perform the functions for which they are designed.

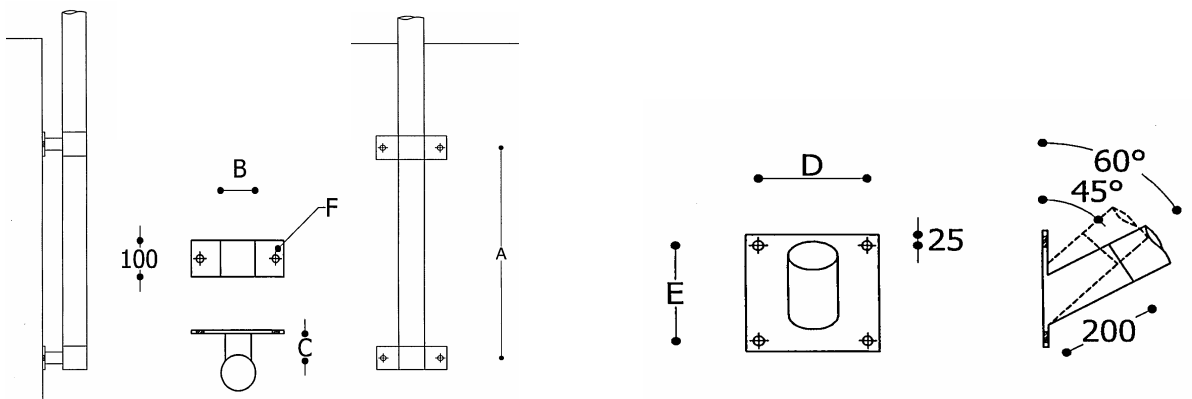
2.2 Helium Balloons (Blimps) & Toy Balloons

- Any fixing to a stand structure shall be of such nature as not to cause excessive stress on the structure and shall be of sufficient strength and durability to ensure continuous safety and stability.
- The arrangement for tethering shall be of such a means as not to allow accidental or inadvertent escape of the balloon(s).
- Spare gas cylinders are required to be stored in a suitable secure area outside the exhibition hall. (Refer to NEC Guidance Note No.3 - Requirements for Compressed Gas Cylinders).
- Refilling the balloon(s) with compressed gas may not take place during the time an exhibition is open to visitors.

Organisers are advised that they will be held responsible for any costs incurred for repairing damage to the air-handling units within the halls due to gas filled balloons being drawn into the units, and for removing balloons from the roof structures.

2.3 Flagpoles

- Any supporting structure must be of a strength and stability sufficient to carry and distribute the weight of the flag and pole having regard to any cantilever effect if mounted at an angle.
- Refer to following illustrations and table for technical installation requirements for standard flagpoles.



Standard Flagpole Mounting Bracket

Unstayed Flagpole Mounting Bracket - 45° or 60°

	Timber Flagpole			Aluminium Flagpole			Glass-fibre Flagpole			
	3m	4m	6m	3m	4m	6m	3m	4m	6m	
Overall flagpole length	3m	4m	6m	3m	4m	6m	3m	4m	6m	
Maximum dia. Of flagpole	90mm	95mm	130mm	114mm	114mm	114mm	100mm	100mm	120mm	
Maximum flag size	1.4m ²	1.6m ²	2.0m ²	1.4m ²	1.5m ²	1.6m ²	1.0m ²	1.5m ²	1.5m ²	
Centres between brackets	A	1.0m	1.0m	1.5m	1.0m	1.0m	1.5m	1.0m	1.0m	1.5m
Twin Bracket hole centres	B	250mm	250mm	250mm	250mm	250mm	250mm	250mm	250mm	250mm
Bracket offset	C	75mm	75mm	75mm	75mm	75mm	75mm	75mm	75mm	75mm
Unstayed hole centres	D	250mm	250mm	250mm	250mm	250mm	150mm	150mm	150mm	
Vertical hole centres	E	250mm	250mm	250mm	250mm	250mm	150mm	150mm	150mm	
Pre drilled hole dia.	F	22mm	22mm	22mm	22mm	22mm	22mm	22mm	22mm	
Tube length	G	300mm	350mm	450mm	300mm	350mm	450mm	300mm	350mm	450mm
Bolt dia.		M12 rawlbolt	M12 rawlbolt	M12 rawlbolt	M12 rawlbolt	M12 rawlbolt	M12 rawlbolt	20mm	20mm	20mm
Steel plate thickness		10mm	10mm	10mm	10mm	10mm	10mm	10mm	10mm	

To be read in conjunction with Guidance Note 4 Working Machinery & Apparatus

3.1 Dangerous & Noxious Substances

1. Details of any substances being brought onto site are required to be included in the organiser's Show Risk Assessment and submitted to NEC Event Manager at least 2 months prior to tenancy.
2. Organisers should collate the appropriate COSHH Risk Assessment and Material Safety Data Sheets for each substance. All control measures; precautions and emergency procedures detailed in the Risk Assessment must be maintained by a named responsible person. For this purpose a sample of a COSHH assessment template is included in Section 5.
3. No substances, which in the opinion of NEC are of a dangerous, explosive or objectionable nature shall be brought onto the Premises without the formal approval of NEC.
4. Where it is proposed to use toxic material or fluids, the disposal of which requires notification to statutory authorities, the NEC shall be advised in writing at least two months prior to the start of the tenancy of the nature of the material or fluid and the quantities involved.
5. Not more than one day's supply shall be stored on the stand in its original container or within the halls at any time, the remainder being stored in closed containers in a location agreed with the NEC Fire Operations Manager.
6. When on site transportation of such substances is required to be managed as detailed in the suppliers Material Data Sheet.
7. Toxic wastes shall be placed in closed containers, marked accordingly, and special arrangements made with NEC regarding their disposal.
8. Any person suffering an injury or ill health as a result of chemical use while on site must go to the NEC Medical Centre with the completed COSHH Assessment and related Material Data Sheet (which should be attached to the Risk Assessment). When the Medical Centre is closed the documents must be taken to the hospital facility with the injured person requiring medical attention.
9. The show organiser should make arrangements to collate and centrally store copies of COSHH Risk Assessments and associated Material Safety Data Sheets for the exhibition to be used by a medical practitioner in the case of emergency.

3.2 Hot Surfaces & Naked Flames

See also Guidance Note 4.1 Working Machinery & Apparatus

1. General

- a. Full details of the proposed equipment are to be submitted to the NEC for approval prior to any demonstration under working conditions.
- b. Where a boiler, stove, furnace or similar heat generating equipment is being displayed, in operating conditions, precautions are required to be taken to prevent the transmission of heat to any combustible part of the stand including the downward transmission of heat to the floor of the hall.
- c. Suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures.
- d. The ceiling of the stand shall be well ventilated and be constructed from non-combustible material conforming to BS 476 (Class 1).
- e. Hot areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- f. A sign or notice must be prominently displayed to avoid persons becoming accidentally burned.
- g. NEC Guidance Note No.7 also applies when food is being offered for human consumption.

2. Candles, Oil Lamps, Wood Burners & Barbeques etc

(Refer to Guidance Note 4.2 – Gases, Vapours, Liquids, Fumes, Dusts and Fibres)

- a. Where a naked flame is present arrangements must be made to adequately monitor the burning period to ensure continued stability and safety.
- b. All burning materials must be properly extinguished when the stand is unattended.
- c. A suitable fire extinguisher must be readily available on the stand.

3. Welding & Similar Processes

Where welding, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an exhibition, or as part of a demonstration, organisers must ensure that adequate precautions against damage to property or injury to persons by fire or hot metal are taken. The show organiser shall advise the NEC in advance of the nature of the work or demonstrations and must obtain a hot work permit by applying to The NEC Fire Operations Manager. The organiser shall be responsible for any charges made by NEC for the provision of additional fire fighting equipment, extinguishers and surveillance by the NEC fire staff necessitated by the additional risk.

4. Halogen Lighting

Lighting fittings installed at low level or within reach of visitors must be sufficiently protected to prevent burn injuries.

3.3 Flammable Oils, Liquids & Gases

See also Guidance Note 4.2 Gases, Vapours, Liquids, Fumes, Dusts and Fibres

1. General

- a. No flammable oil, liquid or liquid petroleum gas shall be used within the NEC without the prior written consent of the NEC.
- b. Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in accordance with BS 5410. Paraffin and other mineral oils shall not be used without the consent of the NEC.
- c. Flammable liquids and gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002, and the Petroleum Regulations Acts 1928 and 1936.
- d. Where flammable spirits are used for cleaning machinery and other apparatus, provide metal bins with firm fitting lids for cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the exhibition, at the expense of the exhibitor and separated from the normal waste collection service.
- e. Only provide on the stand sufficient of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored in a suitable flammable materials store, with the agreement of the NEC Fire Operations manager.
- f. Provide suitable warning notices on the stand drawing attention to the flammable nature of the materials.

2. Flammable Store

Oil, liquid or gas needed for replenishing the working appliances shall be stored in a suitable flammable store and will be issued and distributed with the agreement of the NEC Fire Operations Manager.

3. Conditions of Use:

- a. Detailed specifications of the working of such exhibits and appliances together with a plan, showing their location on the stand, shall be submitted to NEC at least two months prior to the beginning of tenancy, giving details of the materials, quantity and purpose for which the materials are required.
- b. Not more than one of each model or type may be exhibited in a working demonstration.
- c. Each working exhibit shall only have sufficient oil, liquid or gas for one day's use only.
- d. The oil, liquid or gas shall only be replenished at times when the public is not present in the Halls.
- e. No spare oil, liquid or gas may be stored on the stand other than that already in a working exhibit.
- f. Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned.
- g. Where working exhibits are within reach of exhibition visitors, notices shall be displayed stating that the appliance is working and should not be touched.
- h. Each stove shall be manufactured in accordance with BS 3300.

3.4 Compressed Gases - Acetylene/ LPG

1. General

All stands intending to use compressed gases must submit details to the NEC showing the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.

- a. Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the NEC and only those cylinders required for immediate use shall remain on a stand.
- b. All such materials in excess of the requirements for one day's demonstration or exhibition shall be stored away from the stand in a properly constructed flammable materials store.
- c. Cylinders and other vessels shall not be connected or disconnected during the time that an exhibition is open to visitors.
- d. A sign or notice prohibiting smoking must be prominently displayed within the stand area.
- e. Compressed gas cylinders shall be constructed and stamped in accordance with EN 1089-3 and the cylinders shall be painted with identifying colours in accordance with the BS 349; 1973, "Identification of Contents of Industrial Gas Cylinders".
- f. Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection on each stand where such a vessel is used.

2. Liquid Petroleum Gas (LPG)

NEC Safety, Health & Environment Department must be notified at least 14 days in advance of any proposed use of LPG using the form included in Section 5.

- a. The use of LPG inside the building halls is prohibited unless it is being used as part of a special effect or to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.
- b. LPG may only be used with the consent of the NEC Safety, Health & Environment Department.
- c. Only one bottle of LPG, sufficient for one days use, can be inside at any one time; all other bottles are required to be kept in a secure environment outside the building.
- d. There shall be no connections to or disconnection of LPG whilst the exhibition/event is open to visitors.
- e. All empty cylinders must to be removed from the venue.

To be read in conjunction with Guidance Note 3 Dangerous & Noxious Substances

4.1 Working Machinery & Apparatus

The NEC reserves the right to terminate any equipment demonstration at any time.

- All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- Exhibits must be positioned so that they do not intrude into the gangway or cause a hazard to visitors at any time.
- Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
- The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the halls.
- All supplies of fuel are to be kept outside the Show in a controlled store for flammable items in a position agreed by the venue.

4.2 Gases, Vapours, Liquids, Fumes, Dusts and Fibres

1. Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the halls shall be so constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended). For this purpose a sample of a COSHH assessment template is included in Section 5.

Definitions:

Gases: Formless fluids usually produced by chemical processes involving combustion or by the interaction of chemical substance. A gas will normally seek to fill the space completely into which it is liberated e.g. nitrogen gas widely used in vessels due to its chemically inert properties.

Vapours: The gaseous form of a material normally encountered in a liquid or solid state at normal room temperature and pressure. Typical examples are solvents, e.g. thinners that release vapours when the container is opened.

Liquids/Mists: A state of matter with definite volume but no definite shape, like water. The routes of entry for liquids could be ingestion and skin contact. If finely dispersed, they become a mist and therefore inhalable.

Fumes: Solid particles formed by condensation from the gaseous state e.g. lead fume.

Dusts: These are solid airborne particles, often created by operations such as grinding, crushing, milling and sanding e.g. mdf dust. The size of the dust particles is important as there is a difference between inhalable and respirable dusts and the nature of the hazards they present.

Fibres: Dust may be created that is made up of tiny fibres e.g. textile fibres. The fibres may become airborne during certain processes. The fibres may be so small that they fall into the respirable range and as such may be inhaled deep into the lungs.

Smoke: A substance made up of small particles of carbonaceous matter in the air, resulting mainly from the burning of organic material, such as wood or coal.

2. Full details of the hazards arising, how they are harmful to health and the range of control measures which will be implemented must be provided to the venue at least 28 days before the event by the submission of a suitable and sufficient COSHH assessment carried out by a competent person.

See also Guidance Note 9.6.1.b Legionella

3. The show organiser must ensure the level of risk is reduced to as low as is reasonable practicable and to this end eliminate exposures to substances harmful to health.
4. Where appropriate the show organiser must provide the venue with written information regarding the monitoring procedures they plan to implement (e.g. fume monitoring arrangements).
5. Full responsibility of compliance to the COSHH Regulations rests with the show organiser.

4.3 Ducting, Extraction & Local Exhaust Ventilation

1. A stand containing such an exhibit, process or feature giving rise to any of the above defined hazards must be so arranged where appropriate to have an effective local exhaust ventilation system to the outside atmosphere. It shall be sited adjacent to an external wall of the venue and the erection and support of such exhibit or process shall be independent of the permanent structure and fabric of the venue.
2. Full details of the exhibit or process and proposed local exhaust ventilation system must be submitted to the venue for approval at least 8 weeks prior to tenancy.
3. The venue at the expense of the person requiring these services shall make any attachments or fixings to the building structure or openings through the fabric of the buildings for an exhaust flue.
 - a. All ducting, including gas flues exhausting into the halls, must be of rigid metal construction. Flexible ducting is not permitted.
 - b. All runs of ducting must be hung at a height no less than 5.5 metres above floor level.
 - c. Drop wires will be provided by NEC at 3.0m intervals.
 - d. Termination of the drop wires onto the ductwork will be the responsibility of the contractor and must comply with DIN 1142 standard by the use of the correct type and standard of wire rope grips.
 - e. Ducting exiting to the outside atmosphere will follow exhibition gangways to the nearest convenient exit port. The contractor must ensure the exit point is suitably sealed.
 - f. Ducting emitting heat must comply with the appropriate standard and be suitably clear of combustible materials. Drop wires must be fitted with hanging collars where heat emission exceeds 100 degrees centigrade.
 - g. The contractor is responsible for the provision of all plant and equipment and for the removal of all materials, equipment and rubbish before the opening of the exhibition and at the end of tenancy.

4.4 Internal Combustion Engines

The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the Halls. At other times when the use of internal combustion engines is permitted, all such vehicles and plant must be fitted with a suitable fire extinguisher.

4.5 Diesel Engines

All diesel (compression ignition) engined vehicles must comply with Ministry of Transport exhaust emission regulations, as applicable to public highway going vehicles, when operating within the halls. I.e. Test results are to be obtained using a smoke meter that conforms to the following international standards: EC 72/306, CUNA 005/11, UK Vehicle Inspectorate Specification, Category A. Compliant results are: Opacity level of 2.5m⁻¹ or less for non-turbocharged engines, 3.0m⁻¹ or less for turbocharged engines.

4.6 Motor Vehicles in Halls

1. No vehicle propelled by an internal combustion engine shall enter any building in which an exhibition is taking place during the time that the exhibition is open to visitors.
2. No motor vehicles used for delivery of materials or exhibits are permitted to remain in the Halls overnight. If required to remain at the Centre the Security Staff are to be advised and the vehicle parked where agreed by the Security Staff.

4.7 Petrol Fuelled Motor Vehicle Exhibits

All petrol fuelled motor vehicles or other petrol-engined equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

1. The Event Manager must be advised by the Show Organiser of all areas where these exhibits will be shown.
2. The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle out of the hall.
3. The fuel tanks on all other petrol-engined equipment must be empty.
4. The fuel tank must be sealed with a locked cap.
5. All batteries within vehicles must be removed, disconnected on all terminals or permanently isolated and made safe before the public is admitted to the Hall and not reconnected until after the final closure of the exhibition.
6. All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.

NEC Safe Exhibition Process - Guidance Note 4

7. The running of internal combustion engines during the open period of an Exhibition is strictly prohibited.
8. For vehicles required to operate as part of a presentation, "parked" positions must be clearly defined and agreed with the Event Manager. Suitable fire extinguisher(s) must be provided at each "parked" position.
9. Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.

4.8 Vehicles in Public Circulation Areas

No vehicles, hand propelled or motorised, are permitted to traverse the Piazza, Atrium, Registration, ICC Mall, and Quayside areas or NEC/NIA Arenas except those fitted with rubber or similar tyres and with a wheel loading of less than 250kg (5 cwt) laden.

The display of vehicles on the Piazza, Atrium, Registration, ICC Mall and Quayside areas or NEC/NIA Arenas is subject to approval of written details by the Event Manager. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position. No more than 3 cars may be displayed in the ICC Mall at any one time.

No vehicles are allowed to traverse the Piazza, Atrium, Registration, ICC Mall and Quayside areas or NEC/NIA Arenas when area Hall is open to the public.

4.9 Refuelling

Vehicles and plant using liquid fuel must be refuelled in the open air, away from the building. (Refer to Guidance Note No.3 Flammable Oils, Liquids & Gases).

4.10 Pyrotechnics (Fireworks etc)

1. **All activities must be carried out in accordance with the guidance contained in HSE Document – "Working Together on Firework Displays".**
2. **Any person proposing to use pyrotechnics must be registered with the venue and is required to send a completed NEC Safe Exhibitions pyrotechnics checklist (contained in section 5) to the Safety, Health & Environment Department at least 14 days in advance of the show.**

4.11 Smoke Effects

1. Any smoke generating apparatus shall be operated in such a way that the effect cannot be mistaken for a real fire.
2. Written application must be made to NEC at least 2 months prior to tenancy in order to arrange for the necessary test and checks to be arranged.
3. Suitable arrangements are required to be made to ensure that the smoke generated does not interfere with permanent smoke sensors or sprinkler controls within the building.

5.1 Audio Visual Displays & Films

Please also refer to Exhibition Floorplan Regulations - Feature Areas (Live Action and Public Participation etc.)

1. General

Where self contained cabinets are used for audio-visual displays, the placing of the equipment shall be arranged in such a way that trip hazards or the obstruction of gangways is not caused by equipment cables, or persons viewing the display.

Minimum lighting level

The illumination provided in escape routes and by emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level along the centre line of defined escape routes should not be less than 0.2 lux.

Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

2. Noise Level (Exhibitions)

- a. The show organiser is responsible for ensuring any music or other sources of noise are sufficiently managed so as not to cause harm.
- b. Entertainment features likely to exceed the first action level of 80dB(A) as specified in the Control of Noise at Work Regulations 2005 must be sufficiently assessed to determine suitable noise management arrangements and control measures.
- c. Where noise levels are monitored this will be metered from any edge of the stand boundary. Noise levels may be assessed and monitored by the venue.
- d. Noise levels of all pyrotechnic effects are subject to evaluation and approval by the venue at all times.

3. Peak Sound Pressure Levels (Arenas)

- a. Arrangements must be in place to ensure that all persons working within the area are wearing appropriate personal protective equipment.
- b. Linear noise levels must comply with current legislation and remain at peak levels below 137dB (linear).
- c. Noise levels of concussion pyrotechnics may be monitored pre-show and will be subject to approval at this time.
- d. Music sound level may be monitored during performances, where these exceed venue levels the Production Manager must comply by lowering the level.

4. Broadcasting of Music

- a. Organisers, exhibitors or other persons requiring music to be publicly performed, whether live or from tapes or discs through the public address system or on stands or other areas, are advised that the NEC holds a licence for the performance of music from The Performing Right Society Ltd, which has rights under the Copyright Design and Patents Act 1988.
- b. Any person wishing to have music publicly performed at the Centre must inform the organiser who in turn will inform the NEC in writing at least 30 days prior to tenancy. The show organiser will pay to the Company all fees due to the Performing Right Society Ltd upon request.
- c. Any person wishing to publicly perform music from records, tapes, cassettes, discs or cartridges through the public address system or on stands or other areas must inform the show organiser who will apply for a licence direct to Phonographic Performance Ltd, which has rights under the Copyright Design and Patents Act 1988. This licence is required in addition to the licence from the Performing Right Society Ltd mentioned above.
- d. Any person wishing to publicly show video or DVD recordings must inform the show organiser who will apply for a licence direct to Video Performance Ltd, which has rights under the Copyright Design and Patents Act 1988. This licence is required in addition to the licence from the Performing Right Society Ltd mentioned above.

It is illegal to re-record and/or copy or otherwise duplicate sound recordings unless a license has been obtained from the Mechanical Copyright Performing Society Ltd.

5. Radio Transmission

Persons proposing to use radio transmitting equipment either for two way speech communication or for any other reason shall submit details of the equipment to the NEC, giving the frequency and power of the signal and a copy of the Transmitting Licence from the Home Office.

Radio transmitting equipment shall not be used until NEC has given written approval.

5.2 Laser Products

1. General

Any person demonstrating or using laser products must:

- a. Comply with BS EN 60825 Safety of Laser Products.
- b. At least 14 days prior to the first day of the License Period, submit to the Company for approval full details of the equipment that will be used (including in the case of display lasers an explanation as to how compliance with HS (G) 95: "Guidance on the Radiation Safety of Lasers used for Display Purposes" will be achieved) and provide a layout plan of the stand/event using the checklist contained in section 5.)
- c. A suitable and sufficient risk assessment must be undertaken to adequately identify hazards and risks and detail how these will be controlled and managed.
- d. Persons undertaking activities associated with laser equipment must employ safe systems of work during installation, use and removal.
- e. Suitable fire extinguishers and warning notices must be provided.

2. Display Lasers

- a. Audience scanning/specular reflection into the audience is not permitted.
- b. All display lasers must include an infrared filter.
- c. Display lasers within the 4-10 Watt and 11-30 Watt categories are hazardous and will not be permitted.
- d. 360° degree mirrors within a laser control system can affect safety. A repeatable system in which the beam direction is consistently monitored should be used.

3. Industrial Equipment, Machine Tools & Measuring Tools

All such lasers must be Class 1 or Class 2 for display or use on an exhibition stand and must comply with BSEN60825-1 (1994)

5.3 Radioactive Substances

Full details of radioactive substances must be submitted to the NEC for approval prior to being brought into the Centre including:

- a. Arrangements for the protection of persons.
- b. A copy of either registration under the Radioactive Substances Act 1960, or conditional exemption under the Radioactive (Exhibitions) Exemption Order 1961.
- c. There shall be compliance at all times with Ionising Radiation Regulations 1999 [Ref: 220 C]
- d. "The Code of Practice for the Display of Sources of Ionising Radiation at Exhibitions" published in 1973 by the National Radiological Protection Board.
- e. Suitable fire extinguishers and warning notices must be provided.

5.4 Electrically Generated Ionising Radiation

The management and use of equipment designed to electrically generate ionising radiation is required to comply with The Ionising Radiation Regulations 1999. Such equipment shall not be brought onto the Centre and operated without written permission from NEC.

Requirements Where Provision is Made for a Closely Seated Audience

(See also Temporary Demountable Structures – Guidelines)

6.1 These arrangements shall apply where provision is made for a closely seated audience of more than 15 persons within a stand or elsewhere within the NEC.

To ensure continuous integrity of arrangements seating areas must be inspected at least once a day or in some circumstances prior to each performance.

6.2 The maximum number of persons that may be accommodated shall be calculated in relation to the area utilised by such audience at a rate of 0.5m² per person.

Number and width of exits

6.3 Provided that any exit is remote from any other:

- The number of exits shall not be less than the number shown in the second column.
- The minimum width of exit shall not be less than the width shown in the third column.
- In each case having regard to the number of persons shown in the first column.

Number of persons	Minimum number of exits	Minimum width of exit
Up to 200	2	1.0m
200-300	2	1.2m
300-400	2	1.4m
400-500	2	1.6m
Over 500	1 additional exit of minimum width 1.6m for every additional 250 persons or part of 250 persons	

Location of exits

6.4 Each exit shall deliver to a gangway terminating at one or both ends at an exit door on the perimeter of a hall.

- The gangway shall not be of less width than the combined minimum widths of each exit discharging to that gangway.
- Doors forming part of an escape route must open in the direction of and shall be fitted with a vision panel of clear glazing at sight level.
- Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway.
- Every entrance and exit door shall be available for use while the area is open to visitors and shall be free from locks or fastenings other than panic bolts in accordance with BS EN 1125.

Exit notices and signs

6.5 Each exit shall be indicated by an exit notice above or adjacent to all exit doors and openings.

- Directional signs and notices shall be provided and sited to indicate the route of escape.
- Where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant British Standard.
- If the area is enclosed by a roof, battery maintained illuminated exit signs are required above each exit.

See also Guidance Note 5.1.1 Minimum Lighting Level

Backstage areas

6.6 Where a stage is provided (also refer to Temporary Demountable Structure Guidance in Section 1)

- Not less than half the exits for the audience shall be sited remote from the stage. In cases of a seating block having more than 12 tiers, arrangements must be made for the audience to escape at the rear of the seating block by means of appropriately sited stairways or by means of vomitory stairways discharging from a mid-level walkway.

- Where the travel distance from any point in a dressing room to the exit doorway exceeds 7.5m, or where there is direct access to a stage or platform or stage basement, two exits shall be provided from each room, one of which must be other than by way of the stage.

Travel distance

6.7 Seats and gangways in the auditorium shall be so arranged that free and ready access is direct to each exit.

- No portion of any gangway shall be more than 18m from an exit from the auditorium measured along the line of the gangway.
- The seating area assigned to each person shall not be less than 750mm in depth where backs are provided to the seats or 600mm in any other case, and, 500mm in width where arms are provided to the seats or 450mm in any other case.
- A clear seatway of at least 300mm measured perpendicularly from the back of one unit to the front of the unit immediately behind shall be provided.
- The number of seats in a row shall not exceed 12 if there is a gangway at one end of the row and 24 where there is a gangway at each end of the row.

Fixing of seats

6.8 All chairs or other single seats shall be secured together in lengths of not fewer than 4 seats.

When providing more than 250 seats provision shall be made for fixing to the floor the rows of seating flanking the front, back and cross gangways and seats near exits, but if all the seats in each row or length are secured together only the end seats of such a row or length shall be fixed to the floor.

6.9 Notwithstanding the provisions of paragraph 9. where it is impracticable to fix such seating and the seating is not of a permanent nature floor bars may be used. Such bars shall have a cambered top surface and shall extend from the row to be fixed to at least two adjacent rows but shall not extend across gangways.

6.10 Any material used for the wall and ceiling linings shall comply with BS 476 (Class 1)

6.11 No area beneath a stage, tiered seating, or a stairway to such stage or tiered seating, shall be used for storage purposes.

6.12 Audio-visual and presentation equipment, cabling and furniture etc. is required to be securely sited in a position so as not to cause an obstruction.

Requirements for food providers at NEC Group venues

NEC Group catering pride themselves in offering a high quality food and beverage operation. We are investing considerable funds in the development of the new food brand and the upgrade of our restaurants.

To ensure consistency of quality and service, we operate an official concessionaires list. For specific exhibition requirements however, there may be occasions where a show organiser requests permission for their own food retailers to operate in their exhibition.

Once permission has been granted and the relevant documentation completed, the food retailer must comply with the following information.

7.1 Documentation

On arrival at the NEC and during events the following documentation must be available for inspection;

- a. Portable appliance testing (PAT) certificates for any electrical equipment to be use.
- b. Business contact details – the name & address of person(s) or company undertaking the food business.
- c. Local authority contact details and registration number must be supplied on request.
- d. All current HACCP records and food safety procedures relevant to the food activity. Including food temperature controls for delivery, storing, thawing, chilling, cooking, re-heating and serving of items.
- e. All relevant safety and health risk assessments and safe systems of work.
- f. Detailed list of food supplier and products unless produced by the company represented.
- g. Copies of relevant food handling certificates or other qualifications relevant to employees undertaking food-handling activities.
- h. Copies of Employers Liability and Public Liability Insurance Certificates.
- i. The use of LPG Gas is not permitted within the halls. Any LPG gas to be used out-side of the hall on the NEC site must be authorised by the Hygiene Catering Department and the Safety, Health and Environment Department prior to use.

7.2 Food Legislation

The European Communities Act 1972, EC 852/2004, Food Safety Regs 1990 and Regulations made under them aim to ensure that all food offered to the public is safe to eat. Part of the NEC Hygiene's Departments role is to carry out checks of food safety and hygiene standards to ensure compliance with the legislation and safety of the stands.

A brief explanation in to the main requirements of the legislation for exhibitors who may be offering food for sale or by way of hospitality, to people visiting their stand.

a. The General Food Regulations 2004

This legislation requires that food shall comply with food safety requirements in that;

- It should not be injurious to health
- It should be fit for human consumption
- It must not be contaminated with harmful bacteria or foreign matter

b. Food Hygiene (England) Regulations 2006 and the EC852/2004

These Regulations apply to all food premises including moveable and temporary premises such as stands at exhibition centres and markets.

The purpose of these Regulations is to reduce the risk of contamination and to provide adequate facilities for the maintenance of hygiene, food safety and quality.

7.3 General

- a. The proprietor of the food business must identify any step in the food business, which is critical to food safety and ensure that adequate safety procedures are identified, implemented, maintained and reviewed. **These procedures must be written down and be available for food safety officers to check when they visit your stand.**
- b. Every stand must be kept clean and in such good order, repair and condition as to enable it to be effectively cleaned.
- c. Every stand must be designed and constructed so as to avoid the risk of contaminating foodstuffs and harbouring pests.

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7.4 Waste

Provision must be made for the enclosed storage of waste

7.5 Personal Hygiene

- a. All persons engaged in the handling of open food must wear clean, washable over-clothing.
- b. Food handlers must keep themselves clean and cover any cuts with a suitable waterproof dressing.

7.6 Training

It is a requirement that all food handlers are trained or supervised and instructed in food hygiene matters commensurate with their work activity.

7.7 Cleaning

- a. All equipment with which food comes into contact must be kept clean and in such good order and repair as to enable it to be effectively cleaned.
- b. An adequate supply of hot and cold water or water at a suitably controlled temperature must be available. This water must be clean and wholesome.
- c. Adequate provision must be made for the cleaning and where necessary disinfecting of work utensils and equipment.

7.8 Hand Washing Facilities

Any exhibitor or stallholder who is handling any unwrapped food must ensure that hand wash facilities are made available on the stand. The only exceptions to this requirement are if;

- a. Only teas, coffees and soft drinks are served,
- b. Only snacks such as crisps and peanuts are provided,
- c. If sandwiches or similar are provided pre-prepared and do not require any handling or preparation.

7.9 Hand Washing

All staff that work with or handle food must wash their hands properly:

- a. On entering the food handling area (after breaks, smoking or going to the toilet).
- b. Before preparing food.
- c. After touching raw food, such as meat, poultry and eggs.
- d. After handling food waste, waste water or emptying bins.
- e. After cleaning.
- f. After blowing their nose or touching hair or skin

7.10 Food

- a. Food must be protected from the risk of contamination.
- b. Adequate provision must be made for the cleaning/washing of foodstuffs.
- c. All raw food must be prepared, handled and stored separately from ready to eat food so as to avoid any risk of cross contamination.
- d. There must be adequate provision for the maintaining, monitoring and recording of suitable food temperature conditions.

7.11 Temperature Control

- a. Food must not be kept at temperatures that might cause a risk to health or allow the growth of harmful bacteria or toxins forming in the food. The cold chain must not be interrupted for foods that rely on temperature control for their safety.
 - **Frozen food must be kept at or below -18°C**
 - **Cold foods must be kept at or below 8°C**
 - **Cook/chill & high risk foods must be kept below 5°C**
 - **Foods must be cooked and reheated to 75°C or above**
 - **Hot held foods must be kept at 63°C or above**
- b. Cold food may, however, be displayed for a maximum period of 4hrs above 8°C, and hot food may be displayed for a maximum period of 2hrs below 63°C, but only if you can demonstrate that these time periods are adhered to. Any food remains after this time should be discarded.

Food temperature records should be recorded for every day of the event. To do this a sterilised food temperature probes and probe wipes, must be available at all times during the event

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7.12 Defrosting

Food must be defrosted in a manner that minimises the harmful bacterial growth, or toxins forming in the food. Whilst being defrosted food must be kept at a temperature that would not result in a risk to health. Any liquid coming off the defrosting food may present a risk to health. (e.g. from raw meat) Following defrosting food must be kept refrigerated until used.

7.13 Food Storage

All food must be covered to prevent contamination by pest.

- All food debris must be cleared up at the end of every day.
- Adequate food storage facilities must be provided to ensure food safety.
- If electricity is required to run refrigeration and food storage units a 24hr supply must be requested.

7.14 Wrapping, Packaging and Labelling

Wrapped or packaged food (inc. food sold to take away) must comply with the following requirements;

- a. The Labelling Regulations 1996.
- b. All food labelling must be clear and legible in English.
- c. Materials used for wrapping or packaging food must not be a source of contamination.
- d. Packaging materials must be stored so they are not exposed to risk of contamination.
- e. Wrapping and packaging must be carried out in a way that avoids contamination.
- f. Where appropriate containers must be clean and undamaged, particularly cans and glass jars.
- g. Reused packaging and wrapping materials for food must be easy to clean and disinfect.

7.15 Allergens

All food retailers must be able to provide allergen information to the final consumer, to include the name of any allergens and a full list of ingredients for all products to be sold or sampled.

The information given in this sheet is intended as a guide to legal compliance. Non-compliance may result in the closure of stand by the NEC Hygiene Department.

Further information may be obtained from: NEC Hygiene Department Tel: 0121 767 2430

Crowd Safety Management

The organiser must liaise with the Event Manager and provide all necessary information to ensure that the planning and management of the public during their exhibition is managed in a safe manner.

8.1 Pre-Show Planning for Crowd Safety

1. Preliminary negotiations and standard procedure - account manager/event manager/company secretary

- a. The maximum occupancy figures (as detailed in NEC Group Rules & Regulations) are the maximum total number of persons allowed in the specified areas at any one time. The occupancy figure may be reduced to provide additional visitor comfort.
- b. The calculated capacity for each Hall shall be: 1.5 m² per person based on the gross area occupied by the activity. INCLUDING gangways, stand areas, feature areas, catering, refreshment and seating areas. NOT INCLUDING unused void areas or storage areas.
- c. Should the expected visitor numbers exceed the hall capacity on any one day the suitability of Halls and dates should be reconsidered, taking into account any significant features which may lead to crowding in any one area of the show (potential 'hot-spots') and other concurrent tenancies.
- d. Arrangements must be tailored to the specific conditions prevailing at the time taking account of subsequent changes i.e. an empty hall that is originally identified for queuing being subsequently let.
- e. Specific arrangements may include:
 - Amendments to the layout plan to incorporate space for additional catering areas, wider aisles, empty areas for queues and viewing areas for feature activities.
 - Pre-sold ticket sales only, with a limit on ticket sales for each day.
 - Early opening time to avoid queuing in public circulation areas.
 - Separate ticketing arrangements for feature areas (theatres) and consideration of the general seating arrangements.
 - Considerations may apply to particular shows, e.g., where a large number of wheelchairs, prams and/or small children are anticipated.

2. Planning stage - event manager

The visitor numbers must be explored further with consideration for:

- a. Total visitor numbers and daily breakdown.
- b. The organiser is to send to the Event Manager the advance ticket sales or registration figure updates weekly in the last month prior to the tenancy commencing.
- c. The organiser is to advise the Event Manager of the number of complimentary tickets, special offers and marketing campaigns to ensure they have a full overview of the ticket sales.
- d. Mix of visitors - male/female, children, babies, senior citizens etc., any special groups - people with disabilities.
- e. Profile of ticket sales and 'turn around' i.e. how long do they stay and when do most of them arrive?
- f. Anticipated percentage of walk up compared to pre booked numbers.
- g. Catering and toilet facilities being adequate for the mix of visitors.
- h. Shuttle buses, location of car parks being used and general traffic arrangements.
- i. Visitor management plans for general circulation areas are set and agreed with the organiser. Additional manning to manage the queues at entry and at the ticket kiosks may be required at an additional charge. The plan reviews all exhibitions taking place to ensure queues are managed safely and that visitor flow within the public areas is unhindered.
- j. Visitor management within the hall - areas of interest where queues and crowds may form (potential hot-spots). These are to be identified in the planning stages and queuing areas for large theatres identified. When selling stands carrying out demonstrations the organiser must ensure they are not grouped together and that the stands have a viewing area within them.
- k. Location of catalogue points and kiosks to be used. (Cash/Credit Card/Box Office collect/Car Parks). Organiser to ensure that they have the appropriate number of ticket kiosk and registration staff on duty in relation to expected numbers.
- l. Opening times. Where it is anticipated that large queues may form prior to the open time it is necessary to open the kiosks as early as possible, at least a minimum of 30mins before show opening time. Also to ensure that tea/coffee is available and access to toilets for the general public.

8.2 Crowd Management During Tenancy

1. Pre-Show Period

Should the anticipated number of visitors be likely to exceed the hall capacity figure, the following course of action must be implemented: -

- a. Daily monitoring of pre-sold ticket sales.
- b. Discuss with the client the likelihood of suspending ticket sales in advance, if they wish to allow for a walk-up audience.

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- c. Prepare additional signage i.e. roadway, 'A' frames and pedestrian signage.
- d. Include information on the NEC Group Website and the show website.
- e. During the build period of an exhibition, final on-site discussions will take place with the client on the Visitor Management Plan.

2. During the Show

- a. The Event Manager will monitor visitor numbers within the hall. This must be achieved by a combination of counting systems, visual observation by staff and CCTV support from NEC/ICC control room.
- b. Visitor management arrangements must be constantly reviewed, increasing manning levels as appropriate.
- c. Queuing areas must be identified for different groups i.e.: - Advance ticket holders, tickets purchased on the day, people seeking to purchase tickets. Refer to Visitor Management Plan.
- d. Additional kiosks, when available, must be utilised to speed up the ticketing operation.
- e. Signage must be considered to facilitate the queuing process and keep visitors informed of the arrangements.
- f. Careful control of total occupancy must be maintained alongside the fastest possible entry processing.
- g. If it becomes necessary to suspend entry into the hall, arrangements must be made to inform the waiting visitors of the situation. Information leaflets must be distributed.
- h. A separate room must be used for handling visitor complaints and ticket refunds.
- i. Any complaints of a Health and Safety nature in connection with overcrowding within the hall must be recorded by the Event Manager.

3. Capacity on Show Days and Hall Suspension

- a. If the number of visitors in attendance reaches 85% of hall capacity, the Event Manager must make arrangements to suspend the entry of visitors into the hall.
- b. All operational staff should be put on standby to ensure that they are in the correct position.
- c. When the hall is closed security and stewarding staff must hold visitors away from the turnstiles/ticket points.
- d. The Event Manager must ensure suitable areas are available to safely manage any queues that build up outside or on the approach to the show. Once suspension is in place the external area can become the higher risk area and the Visitor Management staff will monitor.
- e. Arrangements must be made for ticket sales to be suspended as early as possible to avoid actual closure.
- f. Should the number of visitors still arriving for the show be too great for them to gain access within a reasonable time leaflets explaining the situation must be distributed to all vehicles entering car parks.
- g. The local Police will be advised of the situation and that there may be a need to close entry to car parks.
- h. Pedestrian and traffic signage must be positioned at strategic points to inform visitors of the situation.
- i. If the flow of visitors arriving at the entrance is considered to be too great, entry to car parks and the entry shuttle bus service must be suspended. Exiting must continue until the situation improves.
- j. The Event Manager must communicate the suspension arrangement to all relevant areas including; Box office, Switchboard, Information Points, Press Officer, Car Parks, Traffic (and others as appropriate).
- k. Once the suspension is in force it must remain for a minimum period of 30 minutes, to allow a full assessment of the situation to be made without immediate pressure to re-open.
- l. During this period assessments should be made with regard to the conditions inside the hall using CCTV and any other available method. Re-opening must be prohibited until it is safe to do so.
- m. When re-opening visitor entry into the show the operation must begin gradually under the close control, allowing small groups of visitors to enter as others leave. Priority must be given to pre-booked ticket holders and visitors who have already purchased a ticket on the day.
- n. Ticket sales must be restarted and normal access resumed into the car parks. Visitors should be "pulsed" in for the rest of the period while the hall is close to full capacity.
- o. When necessary visitors must have the car-parking fee refunded, or be allowed to leave the car parks without payment.
- p. When necessary local radio stations, media etc. must be advised to inform visitors about the situation.
- q. Any other organisers on site who may have visitors affected by this situation must be informed.
- r. The Event Manager must log details of the above decision-making process to enable post-event scrutiny

9.1 Livestock – Animals, Birds, Reptiles, Insects & Fish etc. including Pets

Animal Exhibits

- a. Written application to display livestock must be made to NEC at least two months prior to the start of the tenancy. The sale of livestock, such as birds or fish, must be in accordance with the requirements of the Local Licensing Authority.
- b. All potentially dangerous exhibits shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- c. A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- d. Where wild or dangerous animals are displayed on a stand they shall be contained within enclosures of such construction so as to avoid injury to exhibition visitors.
- e. A keeper must at all times ensure the continuous welfare of livestock and continued stability and safety of enclosures.
- f. Livestock exhibited outside an enclosure is required to be adequately tethered or otherwise suitably controlled to ensure safety of visitors.
- g. All livestock must be properly contained when the stand is unattended.

Domesticated animals (Dogs, Cats etc)

- a. Assistant animals will be allowed to accompany visitors with disabilities in public areas and into the halls during show open periods.
- b. All other pets are prohibited unless they form part of an exhibit or display associated with an exhibition.

There are no permanent animal welfare facilities - pets must not be left in vehicles

9.2 Fairground & Other Amusements

Fairground and other amusements shall conform where appropriate to *Fairgrounds and amusement parks: guidance on safe practice* HSG175 HSE Books 1997 ISBN 0 7176 1174 4.

Full copies of this information sheet are available from HSE Books. www.hse.gov.uk/pubns/etis5.htm

The operator of amusement devices should demonstrate "BEST PRACTICE" by utilising ADIPS (amusement device inspection procedure scheme). <http://www.adips.co.uk/>

a. Design

Carried out by suitably qualified and experienced designers with knowledge of the particular types of amusement devices being considered. Designers are responsible for drawing up the safety requirement specification based on a risk assessment within the design specification

Design review

Appraisal of a design by an inspection body to check the adequacy of a design specification and the assumptions on which it is based

b. Manufacture

Production and assembly of a ride or item of fairground equipment to a design specification

Assessment of conformity to design

A check carried out by an inspection body to ensure that the ride is constructed to the design specification

Initial test

A functional test carried out by a competent inspection body to verify if a ride or item of fairground equipment is capable of meeting functional design requirements when operated in accordance with the instructions in the operations manual

c. Operations manual

- d. Full instructions for safe use compiled by the manufacturer, importer or supplier and updated by the user containing documentary proof of inspections and records of any modifications as well as other records previously kept in the log book

e. Maintenance

Servicing and replacement or repair of components and protective materials to maintain rides and equipment in safe working order

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Daily check

Visual and functional check by operators and attendants designed to assess the condition and check for any deterioration of rides and equipment in service

f. Supervision

Management and overseeing of ride operation by trained operators and attendants

Thorough examination

The procedures, tests and investigations necessary for an appointed inspection body to decide whether an amusement device may continue to be operated for a specified period of time

g. Layout and emergency procedures

The setting out of a fairground site and emergency procedures by the organiser to ensure safe separation distances are maintained and emergency procedures are in place prior to opening the fair operations manual but they should be available for reference by inspection bodies and others.

9.3 Public Participation & Adventurous Activities

Anyone proposing to carry out activities of an adventurous or hazardous nature or involving public participation must apply in writing to NEC at least two months prior to the start of the tenancy. In case of doubt whether activities are considered to be adventurous contact the NEC Event Manager for advice. Public participation in any "adventurous activity" must be covered by a minimum of £5 million public liability insurance.

1. Simulators

A valid mechanical inspection certificate must be submitted to NEC at least 2 months prior to tenancy

2. Bungee Jumping

All arrangements must comply with The British Elastic Ropes Sports Association (BERSA) operating code.

A competent person is required to confirm the following principal control measures are in place:

- a. duplication of safety critical equipment;
- b. checking of safety critical actions - e.g. the fastening of a jumper's harness;
- c. close control of operations by those running the site;
- d. competence of all operators;
- e. suitability of equipment, including cranes where used.

9.4 Dangerous Exhibits (Weapons, Knives, Tools etc.)

a. General

Any exhibitor proposing to display dangerous items must carry out a risk assessment to ensure that suitable control measures are in place to avoid misuse by or injury to exhibition visitors.

b. Firearms

Any exhibitor proposing the display of firearms must provide a copy of their insurance documentation and a copy of their firearms certificate/certificate of registration (as issued under the Firearms Act 1968) which specifies the privileges granted under the individual's particular licence and therefore determines the limits on the firearms storage, use and transportation.

c. Starting pistols

Each individual event must have a designated approved and qualified starter employed specifically for this task. As part of the role each starter must apply for their own gun license as is the obligation under the Firearms Act. As part of this license it will be clear what firearms the license covers and that it is only permitted at Athletic meetings. The pistol must be kept secure or on the licensed person at all times.

d. Use of weapons for theatrical purposes.

Anyone proposing to use weapons as part of an entertainment production must apply in writing with full details of the arrangements at least 28 days prior to tenancy. Use of such weapons will require written permission from the venue.

This includes not only weapons controlled by the Firearms Acts but also includes those that discharge explosive gases (blanks), pellets by compressed gasses (air pistols/rifles), starting pistols, or any form of projectile including shotgun pellets, bullets, musket balls;

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- Other weapons include crossbows, catapults, sharp-edged instruments used in a fight sequence (swords and knives) or martial arts weapons (such as rice flails) and police batons, battering rams;
- Replica weapon means a prop designed to look like a weapon which, depending upon the material of construction, may or may not be capable of inflicting bodily harm;
- Deactivated weapon means one in which the mechanisms to cause harm have been removed or permanently disabled and has been certified as deactivated by a proof house

Information available from HSE Information Sheet No. 20 <http://www.hse.gov.uk/pubns/etis20.pdf>

9.5 Activities on Water

Written application to use Pendigo Lake must be made to NEC at least two months prior to tenancy to allow the necessary indemnity to be prepared and returned. Whenever the lake is used for exhibition purposes suitable life saving equipment shall be provided and maintained. Instructions for the use of this equipment shall be clearly displayed and access thereto shall be kept clear at all times. Any stand situated in or on the lake shall be effectively moored and any means of access or egress provided for visitors shall be of adequate strength and properly guarded.

9.6 Water & Water Equipment

Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of anyone in the hall.

Arrangements for filling and subsequent removal of water must be agreed with NEC.

See also NEC Group Rules & Regulations Part 6 - Pipework Stand Installations and Mains Supplies

1. Bathing Pools, Ponds & Other Large Vessels

a. Bunding

Event features involving water containment, such as swimming pools etc must include provision for spillage protection; in the instance of a swimming pool this must where practicable include bunding arrangements to 110% of the pool.

Suitable precautions, such as a sterile zone, must be in place to protect pools from collision, tampering or malicious damage.

b. Legionella

All equipment and/ or exhibits are required to conform to HSE approved code of practice L8 'The Control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6).

- a. The organiser shall advise NEC in advance of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray (e.g. fountain, whirlpool spa, humidifier etc).
- b. Identification and assessment of any source of risk including a written scheme for prevention and control of the risk is required to be submitted NEC prior to build up works commencing on site.
- c. The show organiser shall nominate a person to be responsible for ensuring that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme also to maintain and keep a record of the precautions taken for at least 6 months after the tenancy.

The NEC reserve the right to require the exhibitor to remove from site any equipment for which a foreseeable risk has been identified but is not fully compliant with HSE approved code of practice L8 'The Control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6).

10.1 Rigging Policy

All fixings or attachments to the permanent fabric or structure of the building will be carried out by the NEC at the expense of the organiser, exhibitor or contractor requiring the service. This shall include the provision of floor bolts, attachments to the structural steel work and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the halls. All rigging work must be carried out in accordance with the National Arena's Association Guidance for Rigging. **No other person may, under any circumstances, enter the roof to attach any wires or tackle to it or any other part of the Premises.**

1. Suspended Fittings

The suspension of stand fittings, banners, lighting fittings or other decorative materials from the structure of the hall roof or from the walls, columns or any other part of any building on the premises will be permitted provided that:

- a. The arrangement is agreed in writing by the show organiser.
- b. The show organiser must ensure that the company carrying out the work supply a suitable 'work at height risk assessment' identifying specific hazards and risks when installation and removal takes place.
- c. Initial enquiries must be submitted to the show organiser who will liaise with the NEC Event Manager for approval in principle. Exhibitors or contractors approaching NEC direct will be referred back to the show organiser.
- d. Application is made to the NEC Event Manager at least six weeks prior to the first day of tenancy.
- e. Requests for rigging will be dealt with by NEC on a first come first served basis, all orders must be accompanied by fully dimensioned plans giving precise weight loadings for each individual suspension point.
- f. Time is available within the beginning and end of the show tenancy for the NEC to fix and remove the suspension wires, with free unobstructed safe access at floor level for hoist vehicles, cranes, etc., as may be required.
- g. The show organiser must ensure that suitable safety arrangements are made for overhead working not to conflict or present a hazard to general ground level construction work etc.
- h. Suspended systems must be installed prior to the commencement of stand building.
- i. Installation and dismantling must take place within the official tenancy period.
- j. A certificate of integrity and/or structural report from a competent person and/or structural engineer registered with NEC must be supplied.
- k. NEC must carry out direct fixing of any item or system to the fabric of the building. Direct fixing between the hall roof structure and the hall floor is not permitted.
- l. Suspension will be prohibited if valid certification is not available or if a load or system is considered unsafe or unstable.
- m. NEC reserves the right to check all rigging services and arrangements and has the right to reposition or remove any banners or other items, which may cause a hazard, obscure NEC signage, appear to contravene regulations, or otherwise interfere with the safe and proper operation of the hall.
- n. The show organiser will be responsible for the cost of repositioning banners etc or providing equivalent supplementary signage, due to overshadowing or obstruction of permanent exit signs.

2. High Intensity Lighting Systems

- a. Specialist lighting designed to be portable and fully compatible as a system should be used.
- b. Textile fabric infills must comply with BS 476 Part 7 (Class 1) and shall be thoroughly porous so as not to inhibit the effectiveness of the permanent sprinkler system within the hall. Also fabric is required to be arranged in such a way so as not to inhibit the effectiveness of the permanent emergency lighting or heating/ventilating plant in the hall.
- c. Systems must at all times be used in accordance with the report relevant to the equipment.

NEC reserves the right to restrict or refuse proposals due to the loading limitations of the roof structure of the hall.

10.2 Building Works & Fixings

1. General

All fixings or attachments to, or penetration of, the fabric, structure or floors of any building on the Premises shall be carried out by NEC at the expense of the organiser, exhibitor or contractor requiring these services. This shall include the provision of foundations, pits, fixing of holding down bolts, attachments to the structural steel work, taking down or replacing removable Hall wall panels and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the Halls.

2. Fixings to the Hall Floors

- a. Nail fixings to the Latexfalt surface of the Hall floors to secure margin boards, cable clips and similar items of stand fittings will be permitted. These fittings must be carefully removed after use to prevent damage to the floor surface. Any fixings, nails, etc., left in the floor after the end of the tenancy will be removed by NEC and the organiser will be charged with the cost of removal.
- b. Any damage to the floor caused by fixings will be repaired by the NEC at the expense of the show organiser.
- c. Electrical contractors are required to use white cable clips, so that the colour contrasting with the Hall floors will enable them to be more easily spotted and removed. A higher rate will be charged for the removal of clips that are not of a contrasting colour with the Hall floor (such as grey) than for white clips.
- d. No fixing will be permitted to the floor duct covers, or to the floor above the tunnels or other subways.
- e. The organiser will be responsible for ensuring that adhesive tapes used to fix carpets or other materials to the Hall floor are removed after use without damage to the floor.
The NEC will be entitled to specify adhesive tapes of a kind that will be easily removable without damage to the Hall floor. The tapes specified by the NEC will be uniquely identifiable; a higher rate will be charged for the removal of tapes that are not supplied by the NEC. Single-sided tape specified by NEC must be used for securing carpet protection and for marking out stand areas, not plastic packing tape or drafting tape, which are difficult tapes to remove from the hall floors.
- f. The NEC examine the floors after the removal of the tapes and if the floor surface is found to be damaged, particularly from the use of tapes other than those specified by NEC, the organiser will be liable for the cost of repairs. Any tapes not removed by the contractor will be removed by the NEC at the expense of the show organiser.
- g. Persons proposing to erect brick, stone or block walls, etc., shall lay heavy duty building paper or similar material on the Hall floor under the walls, etc., to protect the floor surface from mortar damage. The cost of repairing any damage caused to the floor by the erection or dismantling of this work will be charged to the show organiser.

3. Floor Loadings

The hall floors, including duct covers and the floor above the tunnels or other subways, can generally withstand a loading of 20 tonnes per square metre (2 tonnes per square foot) with certain exceptions detailed in NEC Rules and Regulations. Base plates should be designed to limit the compressive stress on the floor of the Building to 200KN per sq m unless the total load on a base plate is 50KN or less, in which case a minimum 300mm square plate must be used.

10.3 Temporary Demountable Structures Specification

'Temporary Structure' means any temporary demountable structure assembled and installed for use at an exhibition or event at NEC, which is intended to remain in-situ for the event only, including grandstands, scaffold, timber and fabric structures, filming and lighting platforms but excluding exhibition stands.

1. General

- a. All Temporary Structures installed at the NEC and it's associated grounds shall be designed, installed, maintained and dismantled in accordance with the appropriate Regulations and Codes of Practice as follows:
 - i. Muta Code of Practice;
 - ii. NEC Group Rules & Regulations;
 - iii. Temporary Demountable Structures Guidelines issued by the Institute of Structural Engineers;
 - iv. Management of Health and Safety at Work Regulations 1999;
 - v. The Work At Height Regulations 2005.
 - vi. The following information is required to be submitted to NEC 6 weeks prior to installation:
 - vii. EITHER a full set of design drawings and calculations for the standard structure, stating any restrictions for use;
 - viii. OR a set of design drawings and calculations for the specific structure, stating any restrictions for use;
 - ix. A Method Statement;
 - x. A risk assessment for installation, removal and use of the Temporary Structure;
- b. Before commencing installation, the Supplier shall obtain a permit to work from NEC;
- c. The Supplier shall ensure that a competent person supervises the installation and dismantling of the Temporary Structure;
- d. On completion of installation the Supplier shall submit to the NEC:
 - i. A Certificate signed by a competent person stating that the structure has been installed in accordance with the design, certifying that it is safe for its intended use;
 - ii. If appropriate, an Electrical Completion Certificate certifying that the electrical installation has been installed in accordance with the NEC Group Rules and Regulations;
 - iii. The NEC shall be deemed to have accepted the Temporary Structure from the Supplier on satisfactory completion of a joint inspection between the NEC and the Supplier.

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- e. On dismantling and removal of the Temporary Structure, the Supplier shall return the Site to its original condition. The NEC shall carry out a Site inspection with the Supplier.

2. Design Considerations

- a. The NEC Site should be treated as an 'open' site for wind speed purposes.
- b. The Supplier shall visit the site and be fully familiar with all local site conditions. The Supplier's price shall be deemed to have taken into consideration all site conditions.

3. Particular Conditions

- a. The Materials used in the construction of a Temporary Structure shall be in good condition and clean and free from all deleterious material, marks and staining;
- b. Where fabric is used, this shall be not more than 3 seasons old and shall be clean and free from marks, staining, fading and other deleterious material. Unless otherwise stated, fabric will be white and of a uniform shade, opacity and texture, the mixing and matching of fabric will not be permitted. The Supplier shall submit a certificate stating the date of first use of the fabric.
- c. All structural members shall be in good condition and shall be free from damage. Structural members must not be more than 10 years old, all structural members shall be inspected at least once each year for obvious signs of damage and for structural integrity.
- d. Wall panels and all other non-structural members shall be clean and free from marks, staining and other deleterious material and shall be in good condition.
- e. The Supplier shall be responsible at all times for the structural integrity of the Temporary Structure. The supplier shall ensure that there is a qualified and competent technician available:
 - i. EITHER on site during all open periods (if required by the NEC).
 - ii. OR on 24 hour call during open and closed periods.
 - iii. The Supplier shall provide the NEC with emergency call out contact details.
- f. Where fixings to the ground or fixings to existing structures are permitted by the NEC, the Supplier shall:
 - i. Ensure that all holes are pre-drilled.
 - ii. Ensure that fixings are capable of withstanding the implied load(s).
- g. Where bolts or stakes exceeding 300mm in length are to be inserted into the ground, the Supplier shall take all reasonable measures to satisfy himself that there are no buried services within the immediate locality.
- h. The Supplier shall be responsible for the repair to any damage caused by the installation of the Temporary Structure. In the event that the Supplier does not repair the damage the NEC will carry out repairs at the expense of the Supplier.

11. Miscellaneous

11.1 Application for Dispensation With or Relaxation of Regulations

Any application for a direction dispensing with or relaxing any requirement of NEC Regulations shall be submitted to NEC in writing with the following details:

- a. The nature and the location of the proposed work, the requirement of the regulations sought to be dispensed with or relaxed and the grounds for the application.
- b. Drawings and particulars indicating the nature, extent and effect of the relaxation or dispensation for which application is being made.

11.2 Public Circulation Areas of the Centre including Hall Entrances

Applications to erect or place offices, desks, counters, signs or other structures in hall entrances or in the Piazza, Atrium, Station Bridge Link or skywalk areas outside the halls at the NEC, Arenas concourse areas also Mall, Registration and Quayside areas at the ICC are to be made to the venue at least two months prior to the start of the tenancy.

- a. Applications must be accompanied by three sets of plans, showing the locations of these structures with detailed drawings of individual units where necessary to show the proposals.
- b. No work is to commence in public circulation areas outside the halls until the NEC has given approval in writing.

No offices, desks, counters, signs or other structures are permitted in the Skywalk.

11.3 Early Access

Deliveries to the halls of exhibits, standfitting or any other materials required for the staging of an exhibition prior to the first day of tenancy is not permitted except in accordance with specific arrangements made in writing between the NEC and the show organiser. If such arrangements are made, organisers will be responsible for any charges NEC may make for extending the period of tenancy and for provision of additional services.

11.4 End of Tenancy

All exhibits, standfitting and other materials brought into the halls for an exhibition including materials scrapped at the end of the exhibition, must be removed from the halls by the owners in sufficient time for the NEC Cleaning Contractor to clear the floors by the end of the tenancy (unless specific arrangements to the contrary are made between NEC and the show organiser). The organiser will be responsible for any charges the NEC may make for extending the tenancy and for additional services required if the halls are not clear by the end of the tenancy.

11.5 Traffic Rules

Vehicles entering the road systems of NEC Group venues must conform to speed limits and road signs. Failure to display a valid pass or adhere to the site traffic rules may result in vehicles being removed. Instructions given by the Traffic & Security department must be adhered to at all times.

11.6 Passes

The show organiser shall issue passes valid for the build-up and breakdown period to all persons requiring admission to the halls for any reason in connection with building or breakdown of the exhibition stands. These passes must be carried by the holders at all times when entry into the halls is required and shall be shown on request to the NEC Security Officers on duty in the halls. Samples of these passes must be issued to NEC Security Manager prior to the commencement of the tenancy to enable him to brief staff on the passes that will be used. Unless a specific request in writing is made to NEC, identity cards issued by the NEC to its staff shall permit the holder's entry into the halls at any time to carry out their duties.

11.7 Children Under 16

The show organiser shall not issue passes for the build-up and breakdown periods to children under the age of sixteen. The NEC Security Officers have instructions not to allow children under the age of sixteen into the halls during these periods.

11.8 Crèche Facilities

Organisers, Exhibitors or other persons wishing to provide crèche facilities must comply with The Children Act 1989 and submit details to the Event Manager.

11.9 Fire Procedures

NEC Fire Department will provide fire extinguishers in designated areas to meet legislative requirements. Exhibitors should ensure that they are conversant with their use as well as acquainting themselves with the location of their nearest fire exit and alarm point in the building.

Exhibitors, who, because of the nature of their exhibits, require special extinguishers, should make their own arrangements.

Other types of extinguishers are available on hire and further details can be obtained from *The Fire Department, NEC Ltd, Birmingham, B40 1NT, Tel +44 (0) 121 780 4141, Ext 2474.*

The notice detailing action to be taken in case of fire and other emergencies should be read carefully. It is important that all Exhibitors' staff are made aware of and understand these procedures.

11.10 Delivery, Unpacking, Storage & Removal

- a. No vehicle will be allowed into any hall while the hall is open to the visitors.
- b. Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency pedestrian exit doors.
- c. Exhibits and similar materials shall only be delivered and unpacked, or packed and collected, at times when visitors are not present in the hall in question.
- d. Empty crates, cartons, boxes, shavings or other packing materials must not be stored on, under or behind any stand, but must be removed when the unpacking has been completed.
- e. Storage for packing cases, if provided within the halls, shall be to the satisfaction of the Authorities; packing cases thus stored must be complete with lids fixed back into place and must be stored at least 2m away from any stand.

If required by the Authorities "NO SMOKING" or other warning notices shall be displayed in conspicuous positions.

11.11 Website links

All show websites are required to link to NEC website and Disabled Go Website which both include valuable information on the venue, the facilities, parking and distances.

www.thenec.co.uk

<http://www.disabledgo.info/AccessGuide.asp?BusinessID=52348&TownID=86>

Organising Accessible Events (Summary)

Issued by the Disability Rights Commission, DRC Helpline, FREEPOST, MID 02164, Stratford upon Avon CV37 9BR

Please refer to Guidance Note 11.13 - Website links

12.1 About the Guide

The Guide does not attempt to list everything that will need to be done for every type of event. Instead, it outlines principles that will lead to the development of best practice and increase access for disabled people to a range of conferences and events.

12.2 Why think about access?

Access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service.

12.3 The Law

The Disability Discrimination Act (DDA) 1995 aims to ensure that disabled people aren't treated less favourably than people who aren't disabled by:

- making reasonable adjustments to services and premises so that disabled people can access them.
- removing or altering inaccessible features.
- providing a reasonable alternative or means of avoiding inaccessible features.
- providing a service by reasonable alternative means.

12.4 Event planning

Thinking inclusively means thinking about everybody each time a feature of an event is planned, such as publicity or the venue. This means thinking about attendees, staff, chairpersons, speakers, performers and exhibitors who may be disabled people.

12.5 The venue

At this stage it's necessary to think inclusively about criteria for a venue that's equally accessible for everyone.

Venues should only be considered if people can enter, exit and move around the building with ease. Adapted toilet facilities must be offered and ideally the event should take place on one floor only. The areas for performers, speakers and exhibitors must also be considered, as they may be disabled people.

12.6 Transport

Information about how to reach the venue and about public transport must include arrangements for disabled people.

a. Setting down

Arrangements for cars, taxis and coaches to set down passengers as close as possible to the entrance of the venue must be considered.

b. Car parking

The car park must be clearly signed with disabled car parking bays identified. Forty-five metres is the maximum recommended distance from the main entrance.

c. Getting Away

Arrangements for leaving must be considered especially if there are likely to be crowds and long queues. Some disabled people may not be able to stand for long periods of time.

12.7 Promoting the event

a. Access to an event

If disabled people know that accessibility has been planned for it could have an impact on their decision to attend an event.

b. Making promotion accessible

Disabled people including people who are blind or visually impaired, deaf or hard of hearing or who have learning disabilities will benefit from accessible information.

12.8 Tickets, booking and reservations

a. Selling tickets

It is important for disabled people to know what adjustments have already been made so that they can acquire tickets. This must be included in promotional information, especially for events such as music concerts that may sell out quickly.

b. Application and reply forms

Forms can let people know what adjustments are already in place such as sign language interpreters, deaf-blind communicators and large font text and give a description of any physical features.

c. Support workers (carers)

How support workers will be accommodated must be decided in advance. Each situation will be different but consideration must be given to; not charging admission, charging a reduced ticket rate or just charging to cover basic costs such as catering.

12.9 Accessible information

a. Written Information

There are a number of different formats for visually impaired people including large print, Braille and audiotape. Many visually impaired people welcome receiving copies of papers before an event; this gives them an opportunity to read them and to be able to concentrate on what is being said once they are at the event.

b. Information for deaf, hard of hearing and deaf blind people

Deaf and hard of hearing people can be supported by Language Support Professionals (LSP).

c. Videos

It's necessary to think inclusively about the commissioning of any video or film to be shown at the event and plan for it to be audio described and subtitled.

12.10 The Event Team

a. The organising team

Disability awareness training is available and can be tailored to meet the needs of organising staff.

b. Venue staff

Venue staff will need to know about any adjustments and changes to be made for people with disabilities.

c. Chairpersons, speakers and presenters

Conference Chairpersons, speakers and presenters need to be aware of the requirements of disabled people in the audience before the event. Chairpersons may have additional responsibilities like explaining evacuation procedures and need to be aware that they should describe exits in terms of left, right and north south rather than pointing or saying 'over there'.

d. Attitude

A positive attitude by staff can make all the difference on the day. It is important that the event team respond appropriately to requests for assistance and put things right if they go wrong.

12.11 Sound, lighting and other technology

a. Flash lighting, strobes and other special effects

People will need to know if the event involves the use of flash lighting, strobes and other special effects.

b. Dimming lights

If the lights are required to be dimmed it is necessary to ensure that speakers and any LSP's are suitably spotlighted and there is good light for reading.

c. Public Address systems

At conferences and seminars where only the presenters to have a microphone and members of the audience will ask questions from the floor it's necessary to provide portable microphones.

12.12 Additional Services

a. Catering

Staff must be available in self-service facilities to assist disabled people with their choice of food and carrying trays to the eating area also reserved seating should be considered. There must be room for everybody to manoeuvre safely between tables.

b. Accommodation

Information or booking services should be accessible for disabled people and it's good practice to provide information about hotels that are accessible.

c. Quiet Room

It is a good idea to provide a quiet room for rest especially if the event is going to be long and crowded.

d. Evening entertainment

It is important that associated events like evening entertainment are inclusive as this is part of the service being provided and is also covered by the DDA.

12.13 Further Information

- Contact the DRC Helpline by voice, text, fax, post or email.
- Telephone 08457 622 633 Text phone 08457 622 644 Fax 08457 778 878
- Speak to an operator at any time between 08:00 and 20:00, Monday to Friday.
- DRC website: www.drc-gb.org

Disabled Go Website includes information on the venue, the facilities, parking and distances:

<http://www.disabledgo.info/AccessGuide.asp?BusinessID=52348&TownID=86>

The Accessible Exhibition Stand

A Guide for Stand Designers and Builders

All stands or structures erected and or installed at the NEC/ICC/NIA must comply with the guidance contained in The Accessible Exhibition Stand Handbook issued by the Association of Exhibition Contractors - www.aec.gb.net

The Handbook provides guidelines on how best to present and arrange an exhibition stand to ensure everybody can get access to the information and products promoted.

13.1 Accessible Stand Design

These guidelines provide advice about how particular aspects of stand design can be made accessible to the broadest range of disabled people.

It is important to take account of health and safety legislation, which has primacy over the disability regulations.

13.2 Getting to the Stand

Circulation routes / guidance paths leading to the stand should be even, level and solid. Carpets and flooring materials must be well secured. Poor carpet seams or lifting corners can present a particular hazard to visually impaired people. Changes in color and tone of floor finish help to define circulation routes. Clearly demarcated areas in high contrast colours can help to improve visitor's awareness of possible obstacles and hazards

The access routes to the stand must remain free from unnecessary obstacles; products or marketing material should be kept within the stand area.

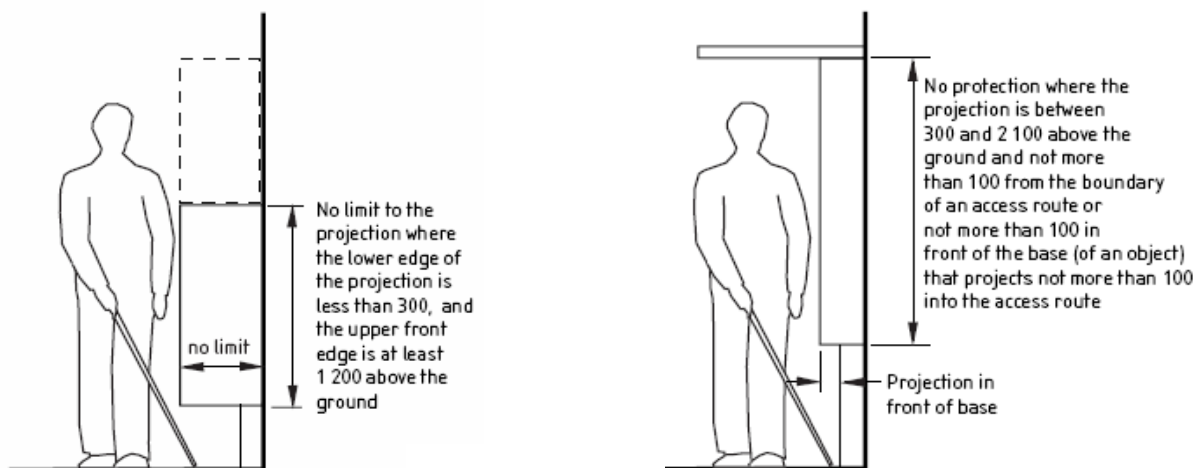
Listed below are the best practice widths for various access routes to the stand, which should be maintained up to a height of 2.1m above ground level:

Nature of access route	Best practice widths
Heavy use in both directions	1800mm
Moderate use with passing places	1500mm
Occasional use	1200mm
Minimum use	900mm

Passing places must be provided on extended access routes; these should be 2m long by 1.8m wide and located within sight of another passing place, or at maximum distances of 50m. Abrupt changes of level on access routes should be avoided and gradients should be 1:20 or less, with a cross fall of less than 1:50.

Freestanding posts or columns on access routes to the stand should incorporate a contrasting colour band 150mm wide positioned 1500mm above ground level. This will assist visually impaired customers to identify the obstacle.

In order to assist visually impaired customers who use a means of cane detection, a kerb or solid barrier should be placed beneath obstacles that are fixed to a wall above the floor where there is more than 300mm between the floor and the bottom of the obstacle and the obstacle projects more than 100mm into an access route.



13.3 Getting onto the Stand

The approach to the stand must be entirely flat and level. A vertical 'lip' or 'upstand' of more than 13mm will present a barrier to some disabled people. If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required. An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform.

Where a ramp is being incorporated onto or within the Stand, the following must be considered:

- Ramps should have a gradient or slope no steeper than 1:12, their ideal gradient is 1:20.
- A wheelchair will need a minimum clear ramp width of 1000mm. This should be measured at the narrowest part of the ramp, typically between the two sets of handrails.
- A zone must be provided at the beginning and end of a ramp of at least 1sqm to enable a wheelchair user to turn their chair around to negotiate the stand.
- A handrail should be incorporated on both sides of a ramp. Visually impaired visitors use handrails for guidance while those with mobility impairments rely on handrails for support. Handrails should extend 300mm beyond the bottom and top of a ramp. Providing handrails on both sides of a ramp ensures that people with limited strength in one side of their body can rely on the handrails when using the ramp.
- There should be a kerb on the open side of any ramp or landing at least 100mm high, which contrasts visually with the ramp or landing.
- Visual clues to identify a ramp should be used to alert partially sighted visitors to their presence. The use of identity strips in high contrast or high visibility tape is most advisable indicating the direction of ascent.
- Alternatively alert people to the presence of the trip hazard by placing planting, foliage or some other physical item such as a handrail corner, around the hazard.
- Larger ramps require a combination of sloped gradients or 'flights' and horizontal landing sections. Landing sections provide an opportunity to rest between flights when ascending a ramp and to control the speed of descent. Built in corners are required rather than a continuous straight line run, to prevent a build up of excessive speed on a descent.
- The following table and diagrams identify the maximum gradient that should be adopted for the 'going' or horizontal distance covered by a ramp together with an indication as to how the flights and horizontal landing sections should be incorporated. The steeper the gradient, the shorter the appropriate distance of the flight;

Going or distance of a flight	Maximum gradient
10.0m	1:20
5.0m	1:15
Not exceeding 2.0m	1:12

- If unable to incorporate a permanent ramp to a raised area, a portable ramp can be used to overcome the step.
- Portable ramps must be deployed by a trained member of staff and removed after use. Staff will also require training to give assistance to disabled people who need help in using the ramp.
- The maximum gradient for a portable ramp is 1:6, with the preferable gradient being less than 1:10.
- Portable ramps are required to be a minimum of 750mm wide with a load bearing capacity in excess of 300kg and adequate side protection to ensure that a wheelchair will not run over.
- A minimum of 1.2m square area must be available at the top and bottom of a ramp to ensure that a wheelchair can approach the ramp with ease.
- Clear signage is required indicating the availability of a portable ramp.
- Colour contrasting nosing must be incorporated on all steps, visible on both the front and top face of a step. This will ensure the step is visible for ascent or descent. Handrails must be highly visible for partially sighted people to find easily.

All steps within a stand are required to have handrails of the same configuration as those used for ramps. Stairs to access second storeys of a stand have regulations regarding their construction and minimum safety standards. All such regulations take precedence over any DDA requirement, however this should not prevent the consideration of alternative methods of access for multi storey stands.

13.4 Moving around the Stand and accessing information

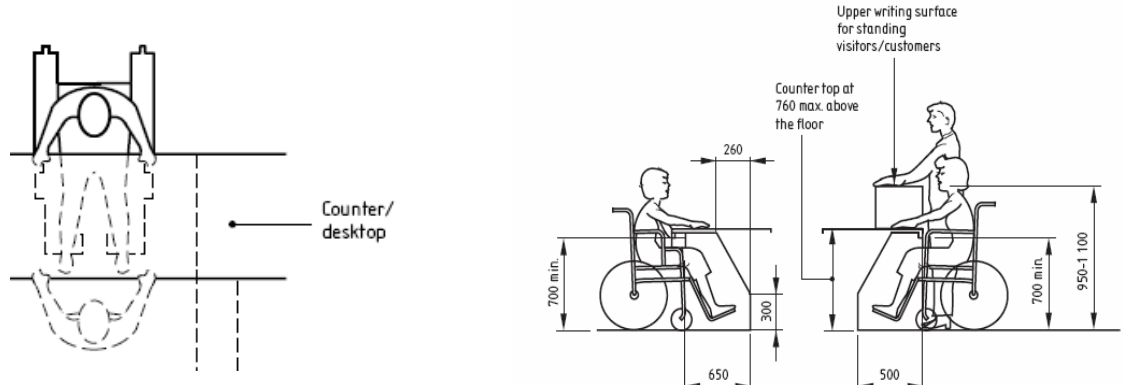
Information and products must be displayed in a position and at a height that can be reached by everyone and to ensure that people can move about the Stand with ease. Where it's impossible to follow the guidance below, staff on the Stand must be prepared and be proactive in assisting people to reach the information they want.

- The circulation areas between stand displays or products should be between 1200mm and 1000mm wide.
- To assist customers of short stature or who use wheelchairs, goods and products must be placed between 650mm and 1060mm in height.
- Information should be displayed at a height between 900mm and 1200mm.

13.5 Writing Surfaces

The typical height of a counter top is between 1000 and 1200mm from the floor. This provides very poor access to the writing surface for a range of disabled people.

- If customers fill in forms or pay for products using a counter, a low-level section must be provided at a height of 760mm. This assists both wheelchair users and people of short stature to write if needed.
- A clear 400mm horizontal depth is required under the low-level counter section and a gently raised edge to the counter to assist picking up objects like coins or paperwork.
- If a low-level counter section is not feasible, a lightweight clipboard or lap tray can be provided.
- Sufficient lighting must be provided at the service counter to assist someone who is lip reading. Avoid placing lighting behind stand staff as it silhouettes their face.



13.6 Seating

The position and design of individual chairs and seating arrangements can have an impact on access.

- Different size, shape and type of seating should be available. If a seat is too low or too high or if there are inappropriate armrests or side supports, customers may experience discomfort. A variety of seating enables customers to choose the most comfortable.
- Seating arrangement must not obstruct access for wheelchair users both when using tables, sitting beside someone at a table or in circulation around a seating area. Seating should have a varied pattern and seating type to accommodate those with differing mobility requirements.

13.7 Flooring surfaces

No single floor finish is universally suitable for all disabled people. Many types of finish can be used, including carpets, timber, stone, or rubber depending on the use. The following guidance highlights the key issues:

- Flooring should be slip-resistant even when wet.
- Glossy, highly glazed finishes, which create glare, can prove a hazard to partially sighted visitors.
- Carpets should give a firm surface to allow wheelchair passage without sinking in, therefore excessive use of underlay, as is the custom in the USA is to be avoided if at all possible.
- Ensure that the junction of flooring materials does not create a trip hazard.
- Complex patterns can cause confusion, though an element of simple floor colour change can assist giving directional information, such as the slope of a ramp. Where there is a change of texture or colour, the joint must be flush.
- Contrasting floor textures can also help partially sighted or blind people to identify different areas of the stand by the feel of the differences underfoot.

13.8 Information and Signage

The way information is presented can impact significantly on the ease with which people can access it.

Viewing distance	Type of sign	'x' height mm
Long distance	Fascia signs	200
	Location signs	90-120
	Direction sign	90
	Stand numbers	90
Medium range	Location and direction	60
	Identification signs	40
Close range	Room identification signs	35
	Wall mounted information	15

- Signs must not be an obstruction. Overhanging and projecting should be positioned high enough to avoid causing an obstruction – not less than 2300mm to the underside.
- Information is easier to understand if grouped together logically. Several small groups of messages are easier to read than one large list. Too many messages on a sign and random groupings of information should be avoided.
- Glare from lighting can create major discomfort. The most common causes are indirect glare from signage with a high gloss finish or direct glare from an internally illuminated sign.
- To minimise glare use materials with a matt or satin finish. Avoid placing suspended signs against a light source such as overhead light fittings and avoid positioning signs directly onto glazing panels.
- Localised lighting of the signs may be necessary, internally illuminated signs are not recommended. If possible, all light sources should be concealed or shaded.
- Clear colour contrast between the text and signage background must be used, avoiding similar shades of brown on red or blue on mauve. Colours can appear different under various light sources.
- The combination of upper and lower case text is much easier to read than large blocks of upper case text. Avoid using complex calligraphy and gothic style fonts; also avoid underlining large blocks of text.
- A full list of guidelines regarding font sizes and style for easy accessibility is available from the RNIB.

13.9 Alternative formats and Auxiliary Aides

A number of relatively small adjustments can have a major impact on access for people with sensory impairments such as vision and hearing.

- Hearing Induction Loops help to cut out background noise which hearing aids would otherwise amplify. The device is an important aid in noisy or busy environments. A hearing induction loop contains a microphone that picks up the spoken word from your staff and transmits it as an electronic signal to a hearing aid set in the 'T' position.
- The availability of the induction loop should be clearly signed.



Equipment to enhance microphone sound for people whose hearing aid is fitted with a "T" switch

13.10 Colour contrast

Differences between colours can be used to create a detectable contrast, for application to interior decoration. This contrast will assist visually impaired users in tasks of search, moving, and identifying objects, as well as creating an interior acceptable to all.

Often colors that appear to be very different from each other, such as green and brown or grey and pink, are very similar tonally, and therefore provide too little contrast to be useful. An easy method of determining whether a colour scheme provides an adequate contrast is to take a black and white photocopy or photograph of the colour scheme; good contrasts will show up as black/white, and poor contrasts will show up as grey.

- Colors should be chosen for each of the critical surfaces; then, secondary features such as trims and other areas should be considered.
- Many finishes such as carpets are composed of more than one colour. In this instance the designer may choose the most influential colour, relying upon a level of self-judgement, as the basis for an effective scheme i.e. either the colour that occupies the greatest surface area, or the colour that is perceptually prominent due to its level of intensity.
- There are a couple of 'natural' laws in relation to the distribution of colour in a space. The more yellow the colour, the higher it should go, towards the roof. The more blue the colour, the lower it should go, towards the floor.
- Matt finishes should be used for ceiling, floor and wall surfaces to prevent reflective glare.
- A colour scheme should be designed to help orientate visually impaired people. There should be a colour and luminance contrast between doors and walls and between the floor and walls. Ensure wall surfaces are non-reflective to sound and light. This is important for people with speech, hearing and visual impairments.
- Where practical the wall behind a reception desk should be finished in a plain dark colour to aid lip reading.
- Ensure routes are well lit for safety and to help guide people.

Part-time jobs for children

Employers of children must supply written confirmation to NEC that the following requirements have been met:

14.1 Children cannot work if they are under 13 years of age.

14.2 Children can work for a maximum of 12 hours in any week during term time; they cannot work after 7pm or before 7am even during school holidays.

a. 13 and 14 year olds can work:

- Up to 2 hours in one day outside school hours on a school day, this can be up to one hour before school.
- Up to 5 hours on a Saturday.
- Up to 2 hours on a Sunday.
- Up to 5 hours a day in the school holidays to a maximum of 25 hours in any week.

b. 15 and 16 year olds and above can work:

- Up to 2 hours in one day outside school hours on a school day, this can be up to one hour before school.
- Up to 8 hours on a Saturday.
- Up to 2 hours on a Sunday.
- Up to 8 hours a day in school holidays to a maximum of 35 hours in any week.

14.3 Work carried out by children must be light, must not interfere with the school day and must not be harmful to the health, safety or development of the child.

- Deliver newspapers/leaflets (but not collect money).
- Shop assistant.
- Waiting on/washing up in a café/restaurant (subject to certain conditions).
- Shampooing, sweeping in a hairdresser.
- Office clerical work.
- Agricultural and horticultural.

14.4 Children of school age cannot work:

- In a commercial kitchen (e.g. fish & chip shop or cooking area of a restaurant).
- Selling intoxicating liquor, medicines or lottery tickets.
- Telephone sales.
- A factory.
- Delivering fuel and fuel oils.
- Milk delivery.
- Preparation of food.
- In the personal care of residents in a residential care or nursing home.
- In any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery or the preparation of carcasses or meat for sale.
- On a fairground, amusement arcade or premises with gaming and gambling machines.
- Collecting or sorting rags and refuse.
- In work more than three meters above the ground.
- Involving harmful exposure to physical, or biological or chemical agents.
- Involving exposure to adult materials.
- In a cinema, theatre, disco, dance hall or nightclub.
- Collecting money, selling or canvassing door to door.

14.5 Within a week of the work starting the employer must provide the Local Authority with an application form stating

- The name and address of the employer.
- The name, address and date of birth of the child.
- The proposed working hours and days.
- The place of work.
- The job to be undertaken by the child.
- The name of the child's school.
- That risk and safety assessments that have been carried out.
- The child's parents are required to sign the application form to give consent and agreement that the child is fit to work.

14.6 Solihull Council will issue school children over 12 years of age a work permit stating what type of work the child can do and the days and hours that can be worked.

14.7 All school children are of compulsory school age until the last Friday in June in the school year of their 16th birthday.

14.8 All children must have at least 2 consecutive weeks off during the year.

14.9 There is no minimum wage for children of compulsory school age.

NEC Safe Exhibition Process - Guidance Note 14

For Further information on Child Employment contact:

The Education Welfare Service, Keepers Lodge, Chelmsley Road, Chelmsley Wood, Birmingham B37 7RS
Tel: 0121 788 1505 email: educationwelfare@solihull.gov.uk www.solihull.gov.uk

Noise in music and entertainment sectors (Reproduced from HSE myth buster)

15.1 Workers

So everyone will have to wear ugly ear defenders at concerts in future?

Not at all, It is perhaps worth reminding ourselves that the Control of Noise at Work Regulations 2005 only require hearing protection for workers and then only where, despite other controls in place, the worker's average daily or weekly exposure is at or above a particular threshold.

For workers, there are many discreet hearing protection options, including in-ear monitors, flat response earplugs specially designed for musicians or normal earplugs for those who do not need to hear the music. Headsets have their place e.g. for security, where this can usefully combine communications capability. By protecting workers' hearing they will hopefully have a long and prosperous career. With damaged hearing this will be more difficult to achieve.

Members of the public are at reduced risk from exposure to noise since they attend concerts relatively infrequently when compared to workers who may be exposed regularly to high noise over a lifetime.

It's a free country. I don't have to wear hearing protection if I don't want to

Often, if noise can be controlled at source or by other means, you won't need to. Under the Control of Noise at Work Regulations 2005, as an employee you have a legal duty to wear hearing protection in a hearing protection zone or where instructed by your employer. You may also have a duty to report any defects you find in the hearing protection provided. Failure to comply with these legal duties is an offence under the law.

I'll only be in this area for a minute or two

Everyone must wear their hearing protection before entering a hearing protection zone (e.g. the stage pit areas at pop concerts); no matter how long they intend to stay there. This applies to everyone; e.g. staff, managers, contractors. It is better to avoid having a thoroughfare through a hearing protection zone.

Foam earplugs are useless

Properly worn, earplugs have their place in protecting people's hearing, assuming exposure cannot be reduced by other means. If earplugs are needed, the important thing is to choose the right type, many of which are now specially designed for musicians so that the full range of frequencies can be heard. For example while compressible (disposable) earplugs may be OK for glass collectors where sound quality is less of an issue, uniform attenuation (flat response) earplugs are likely to offer more suitable protection for live music performers. We recognise that it takes time to adjust to wearing earplugs in an orchestra but the Association of British Orchestras recognises the possible need for them as a last resort.

I can't hear people speaking to me when I'm wearing earmuffs or earplugs

It should be easier to make out speech in a noisy environment, because much of the background noise is screened out. There are also flat response earplugs so that you can still hear all frequencies and, if required, earmuffs that block background noise but allow the sound from human speech to pass through.

Wearing hearing protection has given me ear infections

The wearing of ear defenders is unlikely to be the cause of ear infections if good hygiene is adhered to. This means that hands should be clean when inserting and removing plugs, disposable plugs should be discarded after each use and reusable plugs washed in warm soapy water and thoroughly dried before reuse. Earmuffs are less likely than earplugs to contribute to ear infections although the cushions should be periodically wiped or washed clean. Workers who are suffering from an ear infection or are susceptible to infections should wear earmuffs. Workers should be able to choose which hearing protection is most suitable for them and feedback from workers should be considered in purchasing hearing protection devices.

If I have hearing checks or admit to hearing loss I'll lose my job

As a worker, we would urge you to see hearing checks as a positive way of preserving your hearing at an early stage, and seeing how well any actions to control noise risks are working. For some the test will reveal no problems; for others that hearing is in the early stages of damage; and for some the results may confirm their own fears. However, any disciplinary action or dismissal cannot be based on the results of a hearing test.

Many in the music and entertainment industry are self-employed. While they are not required to provide themselves with health surveillance, it is strongly recommended that all freelancers have regular hearing checks e.g. through Musicians' Hearing Services or NHS Plus. Results would go to the freelancer rather than an employer.

There are new laws being introduced in 2008

No. It is simply that the Control of Noise at Work Regulations 2005, which have been in force since April 2006 for general industry, had a two-year delay built in before they came into force for the music and entertainment sectors. Exactly the same law will apply in the music and entertainment sectors as elsewhere, but you will have the benefit of sector-specific practical guidelines drafted by your industry representatives. This will not modify the law or the central guidance in 'Controlling noise at work' (L108), but will simply outline good practice in achieving compliance.

HSE is imposing yet more guidance on the music and entertainment industry

HSE has worked with industry representatives over the drafting of this practical guide that offers a wide range of helpful ideas, rather than being prescriptive. It is out for consultation until 12 October to share good practice and learn from others who have already solved some of the issues faced.

Orchestras regularly play at 90-95 dB - so no more Wagner then

The tighter noise exposure action values will not outlaw particular pieces from orchestras' repertoires but the loudest pieces may be played less often. The aim is to protect musicians' hearing so that they can continue in their profession and go on providing pleasure to the public. The Royal Opera House for example will still do the Ring Cycle, but schedule the performances to allow the musician's recovery time in what is anyway a physically demanding work. The draft practical guide offers other suggestions in relation to suitable venues, orchestra layouts and elevating the brass so that they can be heard without having to play through five rows of fellow musicians.

Surely there's no evidence of damage to hearing in orchestras

A study published in 2006 of hearing protection and hearing symptoms in Danish orchestras suggests more than 27% of musicians suffer hearing loss, with 24% suffering from tinnitus (ringing in the ears), 25% from hyperacusis (increased sensitivity to sound), 12% from distortion and 5% from diplacusis (ears hear two distinct tones).

Hearing aids can restore hearing

Hearing aids can be a great help to many deaf or hard of hearing people, but they cannot restore hearing that has been lost. About 2 million people in the UK use hearing aids.

15.2 Public

All loud leisure noise is dangerous noise

No. There is a tendency when talking about the risk, for the less well informed, to consider only the level of noise exposure and not the duration of exposure. There is also a tendency to sensationalise the risks of non-occupational exposure. For example, a story may warn that rock concerts are typically '130dB SPL' (sound pressure level). This is one of the highest levels reported for rock concert noise. The mean of published sound levels from rock concerts is closer to 100 dB.

There is also confusion over the annoyance and temporary effects of a loud exposure (e.g. TTS or temporary threshold shift), which are widespread, and the risk of permanent hearing damage, which is minimal. Studies show that most listeners sustain moderate TTS and recover within a few hours to a few days after exposure. The risk of sustaining permanent hearing loss from attending rock concerts is small, and limited to those who frequently attend such events.

So audiences will have to wear ugly ear defenders at concerts in future

No. The Regulations do not apply to members of the public. When attending concerts they are making an informed choice to do so. They attend relatively infrequently when compared to workers. However, members of the public can and do buy their own earplugs.

If I like music, it is less damaging to my ears

If your ears are regularly exposed to the equivalent of excessive industrial noise levels you are at risk of hearing damage, irrespective of whether music is enjoyable or not. While music we like may be less stressful, that in itself does not act as a mechanism to prevent hearing damage. The volume of sound and the duration for which it continues determines noise exposure.

Body Art, Cosmetic Therapies & Other Special Treatments including Body Adornment & Modification Procedures.

Further information <http://www.hse.gov.uk/lau/lacs/76-2.htm>

Individuals carrying out such activities involving public participation will require a minimum of £5 million public liability insurance.

17.1 Skin Piercing – includes Acupuncture, Tattooing, Electrolysis, Cosmetic Piercing, Micro pigmentation & Botox

The Local Authority bye-law regarding skin piercing, made under the Local Government (Miscellaneous Provisions) Act 1982 requires that anyone undertaking such activities at the NEC should be licensed.

It is the responsibility for each exhibitor carrying out skin piercing* activities to be registered with the local authority *in advance* of the show unless they are already a registered medical practitioner. Prior to registration officers will check the competence of applicants and will not register anyone who is not deemed to be safe to conduct the relevant procedures. It is up to each applicant to prove his or her competence for example, through the provision of training certification.

- Skin piercing activities include **all** cosmetic piercing, acupuncture, tattooing, electrolysis, micro-pigmentation and botox.

Individual stands **do not** have to be registered; for logistical reasons, however they still have to meet all requirements of the byelaws. For example it should be ensured that wash hand facilities with a constant supply of hot and cold water are provided.

The Local Authority will conduct checks during exhibitions, to ensure that registration has taken place, and that the necessary amenities are provided on stands. Failure to have registered or to have the correct amenities to ensure the safe conduct of procedures could result in activities being prohibited.

General details regarding skin piercing contact Solihull MB Council Safety Team

Telephone: 0121 704 6828 Email: environmentalhealth@solihull.gov.uk

Activities that are not acupuncture, ear piercing, tattooing or electrolysis are exempt from registration, however to comply with H&S legislation it is necessary to have safe methods of work and correct facilities.

Requirements on the stand

- a. Adequate constant supply of clean hot and cold water with sanitising soap or detergent and a nailbrush, also suitable provision for gas points and electrical socket outlets for the equipment in use.
- b. Adequate privacy in the treatment area for the customer dependent on type of piercing being undertaken.
- c. All tables couches and seats used by clients during their treatment must have a smooth impervious surface which is capable of being disinfected and must be covered with a paper sheet that is changed between each client. All other aspects of the stand should be in good repair and capable of being properly cleaned.
- d. There should be provision to ensure safe storage of used needles in a covered and leak proof, designed for purpose container. All waste materials should be placed in a washable, leak proof and covered receptacle.
- e. A sign or notice prohibiting smoking must be prominently displayed within the treatment area.

17.2 Massage Therapy

- a. Each therapist is required to have set guidance to ensure patient safety, usually through consultation, questionnaire and written consent.
- b. Certain illnesses and medical conditions such as open wounds and high blood pressure mean treatment cannot be carried out.
- c. Any therapist must be qualified by a reputable organisation and covered by personal liability insurance.

Information: International Register of Massage Therapists: www.irmt.co.uk

17.3 Tooth Jewellery/ Tooth Whitening

a. The Practice of dentistry.

Only registered dentists are permitted to apply materials and carry out procedures designed to improve the aesthetic appearance of teeth, as does the giving of clinical advice about such procedures.

b. Cosmetic regulations.

Tooth whitening products contain bleach and need to be handled with caution. Under the terms of the Cosmetic Products (Safety) Regulations it is illegal for tooth whitening products to be supplied that contain more than 0.1% hydrogen peroxide or for any associated products, which release greater than this level of Hydrogen Peroxide to be supplied.

17.4 Advice on Sale & Supply of Contact Lenses (including Plano contact lenses, or so called 'fun' or coloured lenses)

Contact lenses for visual assistance must be issued by a registered optician

a. The fitting of contact lenses:

It is a criminal offence to fit contact lenses (including Plano contact lenses) in the absence of a valid spectacle prescription. In addition to having a responsibility to ensure that a patient is suitable to wear contact lenses (including planos), the fitter must also give the patient instructions on the use and care of the lenses. The optometrist is advised to ask the patient to sign a consent form to indicate that the patient understands the advice and instructions about the wearing and care of the lenses.

b. The supply of contact lenses:

It is a criminal offence to supply contact lenses other than by, or under the supervision of, or under the general direction of a registered medical practitioner, registered optometrist or registered optician.

c. Aftercare

The law requires the supplier of contact lenses to make arrangements for the person to whom the lenses are supplied 'to receive aftercare, in so far as, and for so long as, may be reasonable in his particular case.' (If the fitter is the supplier, the fitter is responsible for the aftercare).

Further information: www.assoc-optometrists.org/1124882095.html

NEC Site Contractor Arrangements

17.1 Introduction

Contractors are required to adhere to all the relevant safety instructions contained within this information sheet. The Management of Health and Safety at Work Regulations 1999 will apply to all projects carried out by contractors.

a. Risk assessments

Contractors must be able to demonstrate that suitable and sufficient risk assessments have been conducted prior to work commencing. The results of the risk assessments should be in writing and must be readily available. There should be a process in place to ensure that risk assessments are continually reviewed, as required, during the working cycle of the project.

b. Method statements

The method statement will provide a structured approach to the work, identifying the sequence of operations, known hazards and risks associated with each phase, and the precautions that are required to work safely. The complexity of a method statement will be related to the scale and nature of the operations involved, and the level of risks identified.

17.2 Security, Fire & Medical Procedures

It's important that all contractors' staff are made aware of and understand the relevant security, fire and medical procedures. These procedures are designed to protect your safety, their safety and the safety of others.

Suitable identification must be carried at all times. If you see anything unusual or suspicious call the emergency number. Co-operate fully with any instructions you may be given. When leaving your area each night appliances must be switched off and potentially dangerous items made safe

In any emergency call 0121 644 6666 (ext 6666)

- Security enquiries 0121 767 2393
- Medical enquiries 0121 767 2494

Internal telephones are installed at key locations including hall entrances and exits.

a. Evacuation procedures

If circumstances make it necessary to leave the building an alarm will sound or an evacuation message will be broadcast. Everyone must leave the building by the nearest exit and gather at one of the designated assembly areas.

b. Medical emergencies

Contractors are responsible for providing adequate first aid facilities to comply with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice.

In cases of medical emergency call the emergency number giving details:

- Location of casualty;
- Medical problem;
- Is the person conscious;
- Are they breathing;
- Approximate age;
- Is there a chest pain;
- Is there severe bleeding.

Contractors are responsible for reporting incidents covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to the Incident Contact Centre. The Show Organiser and NEC Safety, Health and Environment Department should be informed immediately of any major injury, dangerous occurrence or injury that results in hospital attendance that occurs on the NEC site. All injuries, accidents and near misses must be reported to the NEC via the Show Organiser.

c. Fire procedures

Most areas at the NEC are protected by a sprinkler system and portable fire extinguishers. Contractors must ensure that adequate fire fighting equipment is provided for their own site. Contractors must be conversant with the use of fire safety equipment as well as acquainting themselves with the location of their nearest fire exit and alarm point in the building.

In the event of a fire emergency:

- Break the glass on the nearest manual fire alarm call point (coloured red). These are located at strategic points around the building.
- Telephone the emergency number giving the location and nature of the incident.

- Notify persons in the vicinity of the situation and, if safe to do so, tackle the fire with an extinguisher.
- Keep calm, follow these procedures and assistance will arrive as soon as possible.

17.3 Site Rules

a. Pre-Access

Contractors may only attend the NEC site to fulfil authorised pre-arranged duties, individual identity cards (passes) will be issued by the show organisers prior to entry. Access to the site will be denied to any person appearing to be under the influence of alcohol, non-prescribed, illegal drugs or banned substances.

b. Traffic

Failure to adhere to the NEC site traffic rules may result in vehicles being removed. Drivers of vehicles entering the road systems and delivery areas of the NEC must conform to speed limits, road signs and any instructions given by the NEC traffic and security staff.

- Maximum speed limit of 15mph/24kph must be observed at all times (5mph/8kph within the halls)
- Do not park on double lines or hatched areas unless authorised by NEC
- Do not park on pavements or pathways as this may obstruct pedestrians
- Slow down when approaching junctions and in areas of congestion
- Avoid obstructing points of access or exit
- Observe all road traffic signage and give way where specified
- It is an offence to use a hand held mobile telephone whilst driving a vehicle

c. General

- Don't interfere or misuse anything provided in the interests of safety
- Obey all restriction and instruction signs
- Only carry out work you are authorised to do
- Consider your personal safety and the safety of others

d. Work Control

Contractors must only carry out authorised tasks for which they are qualified and competent. They must read and understand all relevant risk assessments and safe working procedures and not carry out "hot work" within the halls until the necessary permit has been issued. Work areas must be kept tidy and free from uncontrolled hazards. Suitably trained and qualified persons must operate equipment and machinery.

e. Control of Substances Hazardous to Health (COSHH)

Such substances must be appropriately contained, labelled and stored and accompanied by a COSHH risk assessment. The NEC reserves the right to stop the use of substances, if suitable control measures aren't in place.

Any fumes, dust or fibre must be kept to a minimum and adequate steps taken to protect anyone who may be affected by exposure.

f. Asbestos

Work with asbestos is subject to specific legal controls and generally must only be carried out by a licensed operator. If you suspect that any material contains asbestos, even if the area has previously been declared 'asbestos free', stop work immediately and seek advice from NEC Safety, Health and Environment Department.

g. Environmental Information

The contractor shall ensure that all work under their control is carried out in accordance with relevant environmental legislation.

h. Waste Management

Contractors are required to dispose of waste in accordance with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 and any other relevant regulations.

Contractors must ensure that adequate arrangements are in place to dispose of liquid waste in a safe and environmentally sound manner. Discharges to any site drainage system must not be made without written permission from the NEC.

Any accident or spillage that could result in a substance entering a drain must be reported immediately as required by accident and emergency procedures.

i. Sub-Contractors

Contractors must declare the names of any known or potential sub-contractor prior to coming on site and as part of the registration process, any changes to a sub-contractor must be given, in writing, and agreed with the show organiser. The contractor will be responsible for ensuring that any sub-contractor is fully conversant with the contents of this guide. A sub-contractor must comply with any health and safety requirements that are relevant to the project.

The principal contractor will be held responsible for the actions or inactions of any sub-contractor engaged by them whilst working on the project.

Cleaning & Waste Removal

18.1 General

To comply with The Environmental Protection Act 1990 Part II, section 34, Duty of Care 1992, waste materials shall not be abandoned on site, or deposited in the NEC waste containers or skips

The exhibitor or its contractor must remove any packaging material or other litter brought onto site, and all debris arising from the construction or dismantling of exhibition stands from the premises.

18.2 Build Up Waste Removal

The organiser and their appointed contractors are responsible for the management of the halls. All gangways should be maintained and there should be a clear route for the venue's cleaning tractors. If there is no clear route the clearing of gangways cannot take place therefore potentially delaying the build of an exhibition/event. The organiser, in conjunction, with the exhibitors and contractors are to monitor the gangways ensuring that all stand fitting, product and equipment are not blocking access for the cleaning tractors.

Below summarises the service during the build:

- a. Gangway waste is removed as generated, excluding waste on exhibition stands or waste generated during the set up of a working demonstration of exhibits. Please refer to section on Production Waste.
- b. Any items left in the gangway will be deemed as rubbish and disposed of.
- c. Clean dry and leave in slip free condition any spillage of water, oil, paint etc.
- d. Position hazard signs as appropriate.
- e. Remove and dispose of in a safe manner any breakages of glass

18.3 Build Up 24 Hour Pre-Clean

By 1900hrs on the last day of build up all work in the nature of construction or erection of stands at an exhibition must be completed. All vehicles, plant, ladders, trestles, scaffolds, trolleys, spare material and other items used in connection with the construction and erection of stands at an exhibition must be removed from the halls. At the same time all exhibits and exhibitors' materials required for that exhibition must be removed from the gangways in the halls and placed on stand areas to allow the company's cleaning staff to sweep the gangways and clear refuse from the halls overnight.

The organiser must provide adequate access and freedom of movement to allow the cleaning operation to take place in reasonable time prior to the commencement of the open period. If sufficient time is not provided by the organiser and the exhibitors, cleaning may not be completed and therefore may lead to the opening of the exhibition being delayed.

18.4 Stand Cleaning Pre-Clean

- a. The company's cleaning staff will complete the cleaning of the exhibition stand's 60 minutes prior to first open morning. The company's cleaning staff will vacuum all carpeted areas. Hard floor areas will be swept and mopped. Locked areas or night sheets on stands will require a duplicate key left with the organiser. The cleaning staff will not remove any protective covering from stands or exhibits.
- b. The company's cleaning staff will not clean any exhibits, display cases, windows, walls, and kitchen unit's etc. on stands. Specialist cleaning arrangement can be made with the company's cleaning staff.

18.5 Double Decker Stands (Upper Tier)

Upper tier are additional to the cleaning services. A quotation can be provided for the cleaning of upper tier stands.

18.6 Cleaning During the Exhibition or Event

The organiser must provide adequate access and freedom of movement to allow the cleaning operation to take place daily with particular consideration to opening or performance times.

After an exhibition has closed each day, stand holders must place any dry refuse from their stand into plastic sacks. The plastic sacks must then be placed in the gangways following the closure of the exhibition for removal by the night cleaning staff. Under no circumstance must refuse be placed in the gangways other than in plastic sacks, or at other times than as stipulated above. Any other items left in the gangway will be deemed as rubbish and disposed of.

18.7 Stand Cleaning Open Nights

The company's cleaning staff will complete the cleaning of the exhibition stand's 30 minutes prior to each open morning.

- a. The company's cleaning staff will vacuum all carpeted areas.
- b. Hard floor areas will be swept and mopped.
- c. Locked areas or night sheets on stands will require a duplicate key left with the organiser.
- d. The cleaning staff will not remove any protective covering from stands.

The company's cleaning staff will not clean any exhibits, display cases, windows, walls, and kitchen unit's etc. on stands. Specialist cleaning arrangement can be made with the company's cleaning staff.

18.8 Waste Removal After the Exhibition

At the end of the exhibition or event the organiser must ensure that all contractors and exhibitors are aware of the process for removal of waste. The contractors and exhibitors are responsible for the removal of all waste, debris and stand fitting created in the dismantling of their stand.

Unless otherwise agreed with the organiser, the cleaning operation should not commence until the organisers' deadline has expired. This is to ensure the health, safety and welfare of the service provider's staff, and contractors working within the exhibition halls. This time also reduces the possibility of any items being inadvertently disposed of.

18.9 Additional Waste Disposal

a. Hazardous Waste

The venue must be notified at least 28 days prior to tenancy of any Hazardous Waste, as defined by The Hazardous Waste Regulations (England and Wales) 2005, that may be generated during the open period or left after a show. The disposal of such waste will incur additional costs. Clinical waste is also covered under the Hazardous Waste Regulations.

b. Production / Excessive Waste

The venue must be notified at least 28 days prior to tenancy of any waste that may be produced as the result of a working demonstration of exhibits or if a stand has excessive waste through the day where regular collection have to be made. The disposal of such waste will incur additional costs

c. Skip Hire

Skips can be provided on hire for the removing and disposing of crates, carpets, stand fitting materials, and other items by the exhibitor or its contractor, whether before, during or after the exhibition

Any skip brought into the exhibition halls must be ordered through the venue. Third Party Skips are not permitted into the exhibition halls

In the event of any materials being abandoned in the halls the show organiser will be liable to meet the costs incurred by NEC in arranging their disposal.