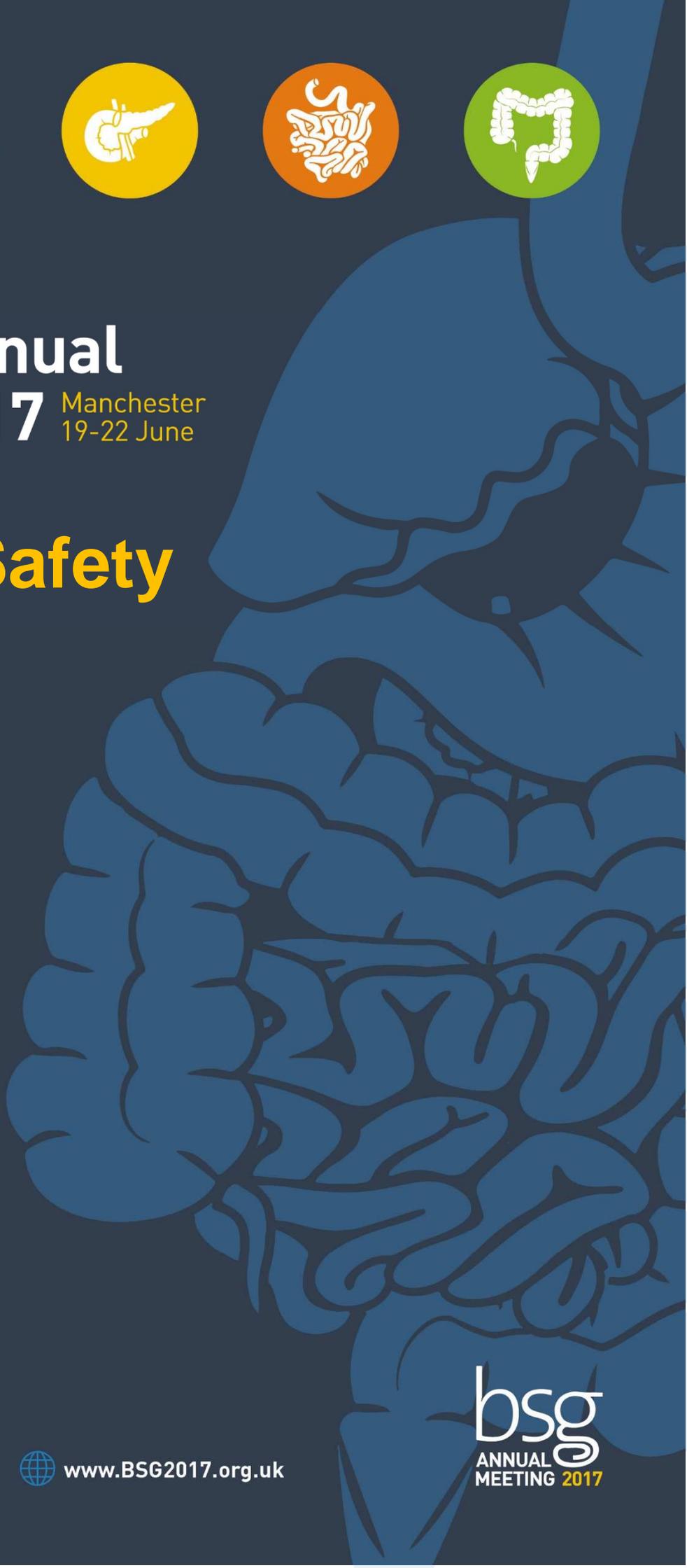




# The BSG Annual Meeting 2017

Manchester  
19-22 June

## Health & Safety



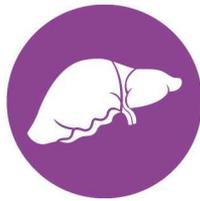
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# Health & Safety

## Construction, Design and Management (CDM) Arrangements

CDM Regulations and related requirements became enforceable within the exhibition sector on the 6 April 2015 and requires exhibitors and contractors to provide a range of information to ensure compliance. Based upon this regulation Carol Macinnes (Onsite Exhibition Services Limited) has been appointed to manage all Health & Safety requirements at the BSG Annual Meeting and will be supporting and enabling you in ensuring your responsibilities are met.

Amongst other things, Carol will produce a Construction Phase Plan for the event, establish and collate an event safety file on our behalf which will incorporate all specific requirements of CDM including feature and space only stand sign offs, risk assessments for all aspects of the event, completed induction and project management forms and additional required information from our contractor partners and suppliers, details of which are highlighted below.

Together we will strive to ensure that all event timescales are met in order to avoid unnecessary delays during the build and dismantle processes.

This manual includes all rules and regulations for the event together with required forms introducing clients to CDM and related requirements. All forms must be returned by the deadline date seen below to avoid unnecessary delays.

| Requirements  | Shell Scheme | Space Only | Deadline Date       |
|---|--------------|------------|---------------------|
| <b>ALL EXHIBITORS</b>   |              |            |                     |
| Exhibitor Contact Form  | Yes          | Yes        | Friday 7 April 2017 |
| Exhibitor Health & Safety Form<br>(including Health and Safety Declaration and Risk Assessment)   | Yes          | Yes        | Friday 7 April 2017 |
| Public Liability Insurance (PLI)<br>The insurance must be provided by the employed stand contractor and be valid for the duration of tenancy.   | Yes          | Yes        | Friday 7 April 2017 |
| <b>SPACE ONLY principal contractors must provide:</b>   |              |            |                     |
| Stand Design<br>The visual of the stand must include total stand dimensions i.e. height (floor to top of stand), width and length (including any rigged elements)   | N/A          | Yes        | Friday 7 April 2017 |
| Construction Phase Plan (CPP)<br>Under CDM Regulations 2015, space only sites are CDM sub-sites and as such you are required to produce and submit a CPP. A pro-forma has been produced for your completion and return. | N/A          | Yes        | Friday 7 April 2017 |





## IMPORTANT INFORMATION

All Contractors are informed that CDM 2015 is now in force in the UK and as such site safety principles including but not restricted to site rules, site induction and the mandatory wearing of hi-visibility jackets, safety footwear and hard hat (where appropriate) during the build and dismantle processes will be rigidly enforced by Venue and organiser staff. Arriving on site without the aforementioned PPE may be costly as contractors will not be allowed into the Hall. This policy is extended to exhibitors required to enter the Hall during construction/dismantle phases. Please note that the event organiser will not carry any stock of this equipment so please ensure that your staff/contractors are aware of this mandatory policy.

All SPACE ONLY exhibitors/stand contractors are required to submit the following information by Friday 7 April 2017 to [carol@onsitex.co.uk](mailto:carol@onsitex.co.uk) and [BSG2017AV@mci-group.com](mailto:BSG2017AV@mci-group.com).

- Completed Exhibitor Health & Safety Form
- Proof of PLI (Public Liability Insurance); must be in date for the entire period of tenancy
- A visual of the proposed stand design (including dimensions)
- Completed Construction Phase Plan

### Costs for approval of your stand

1. For the stand audit and approval service for non-complex space only stands and for installation elements on complex stands, there is a charge of £50 (plus VAT)
2. For approval of a single level complex structure that is over 4 metres in height (from the floor to the top of the stand) a structural engineer will be required to approve the build for which there will be a charge of £270 (plus VAT). (Please be advised that in accordance with Venue procedures independent structural engineer sign off is a requirement in line with eGuide recommendations)

Onsitex will receive and inspect all required documentation prior to issuing a provisional approval to build certificate on receipt of payment. A final inspection and sign off will occur on site and be managed by Carol McInnes in liaison with your principal stand contractor.

All contractors are informed that there is a mandatory requirement for hi-vis and appropriate footwear to be worn during build and break down and that this will extend to any exhibitors coming into the exhibition if construction is still taking place at the point of entry. Further details can be found on page 30-33 of this document. **Please note** the event organiser will not carry any stock of hi-vis vests so please ensure that your staff/contractors are aware of this mandatory Venue policy.



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All required forms must be submitted by the deadline date, Friday 7 April 2017, to [carol@onsitex.co.uk](mailto:carol@onsitex.co.uk) following which provisional issuance to build will be granted and an invoice of £50 plus VAT for the stand audit will be levied. Payment must be received and cleared before the first day of tenancy in order to avoid any unnecessary delays.

If you are unsure of any of the above requirements then please contact the Health & Safety Officer, Carol Macinnes.



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