



EXHIBITION &  
CONFERENCE  
CENTRE

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# FARNBOROUGH INTERNATIONAL EXHIBITION & CONFERENCE CENTRE and Hall 5 HEALTH & SAFETY MANUAL.

## Health & Safety Venue and Site Rules:

Welcome to Farnborough International Exhibition and Conference Centre and Hall 5. We are delighted you have chosen our venue to host your event. The Health, Safety and Wellbeing of organisers, visitors and any persons who work on our site during build, break and live days is of paramount importance to us. As an organiser you will have legal obligations you will need to meet as an event organiser, equally we have legal obligations to meet as a venue. This document details the legal and moral obligations expected from all parties and all those involved in delivering a successful and safe event. This H&S manual covers both FIL internal venue space and any external areas around the FIL site that are also contracted to hold events. As a venue we receive help, support, and guidance from the AEO, AEV and operate in conjunction with the E guide.

**NB: A separate H&S manual has been produced to support filming activity.**

We are here to offer help, support, and guidance where necessary so please feel free to ask your FIL Venue Eventanager if you have any specific questions:

### 1. Site Rules

Organisers, contractors, and their staff are asked to adhere to our site rules. Contractors must address any concerns prior to arrival on site so that these can be clarified beforehand. Health & Safety information can be found within this document which should be forwarded to official contractors, exhibitors and any persons taking part in the event.

A summary checklist and a list of 'items requiring 28 days' notice and items of special risk' can be found at the back of this document. Additionally, risk assessments for all activities including those 'items of special risk' and feature areas must be submitted at least 4 weeks prior to the event so that they can be reviewed, and any potential amendments discussed.

NB: The venue reserves the right to halt any works being carried out by any persons where the work is, in the reasonable opinion of the venue staff being carried out in breach of our site rules and H&S regulations. In these cases, the event manager will discuss the issue with the organiser and reasonable adjustments made and agreed.

### 2. Event regulations will apply to all organisers, contractors, 3<sup>rd</sup> party contractors and exhibitors.

**2.1 Statutory requirements** – Organisers and contractors must comply with and ensure that their contractors, staff, and anybody acting on their behalf equally comply with all statutory requirements and regulations or other legal obligations applicable to their participation in the event.

**2.2. Health & Safety enforcement bodies** – Throughout the whole period of attendance at the event, the Health & Safety at work act 1974 and regulations must be observed. Build and break of each event falls under CDM 2015 regulations and enforcement falls under the local authority Health & Safety Executive. At all other times it is the responsibility of Rushmoor Borough Council through the Environmental Health Service. All organisers, contractors etc., who undertake work activities during these periods must supply on request a copy of all relevant health & safety documentation.

NB: Organisers employing contractors are responsible for ensuring that their contractors adhere to national, local and venue Health & Safety requirements.

### **3. General Safety**

Throughout all phases of the event, including construction and dismantling periods, organisers and contractors are responsible for ensuring that all their employees comply with statutory requirements for health & safety which are applicable to the type of work in which they are engaged on the exhibition site. The use of toxic or flammable substances or explosive gases is prohibited unless advanced notification is given to the FIL Event Manager so that the appropriate safety measures can be discussed. This would include items of special risk.

### **4. Organisers responsible for safety.**

Organisers are responsible for the safe demonstration of work exhibits and feature areas. All such exhibits/features which create a risk to visitors must be protected with guard rails or other suitable protection. Organisers must ensure that equipment being demonstrated does not emit radiations or gases which are potentially harmful. Any working machinery and or demonstrations must be set back at least 0.5 metres from the stage or stand edge. All statutory covers, guards and screens must be fitted as appropriated. Where covers are removed to demonstrate internal workings there must be replaced with either clear covers or screens or exclusion zones. Access to all parts of the venue must be always available for local authorities (Fire, Environmental) and FIL staff for inspection and safety purposes. Any feature areas where vehicles demonstrations take place must be adequately and safely cordoned off and marshalled to ensure the safety of spectators and any other persons in the area. All the above will be subject to suitable and sufficient risk assessment.

Organisers are responsible for ensuring that their contractors and staff comply with FIL procedures, particularly regarding carrying out risk assessments, the provision of suitable equipment and the training of staffing in the use of equipment provided.

The organiser must check with the venue the weight loadings for all areas in and around the venue. There are some areas within the conference areas where the floor weight loadings will differ from the exhibition hall always check the weight loadings and point loading (see attached) for the following areas before placing heavy items in those areas:

- Pedestrian corridors
- Conference rooms.
- Duct plates in external car parks and in the Exhibition hall
- Any external grass areas.
- Any pedestrian stairwells.

NB: It is important to note that the venue still reserve the right to exclude people from the site who are continually working in an unsafe way or creating unsafe conditions.

### **5. Fire risks and precautions**

The venue will supply the basic level of firefighting equipment for the building for its standard day to day occupancy. Organisers are responsible for assessing the current level of firefighting equipment and supplying additional units where necessary due to additional risks.

On arrival at the venue organisers will be given a H&S induction to site to include fire emergency arrangements. Organisers must then cascade this information to all staff, contractors and exhibitors to ensure they are aware of fire emergency procedures for the venue, the location of fire exits, fire call points, fire assembly points and firefighting equipment. Fire exits should be clearly identified and kept clean and clear especially during build and break periods when different

contractors are working on stands in the area. Organisers must show a plan with any additional firefighting equipment they have added. Firefighting equipment is not supplied by the venue for external feature areas or stands. The organiser must ensure the correct type and level of firefighting equipment is in place for any of these area

Smoking is not permitted in any internal part of the FIECC. Designated smoking areas will be communicated by the FIL Event Manager. It is the responsibility of the Organiser to ensure all contractors and staff are aware of the designated smoking areas.

Rubbish must not allow to accumulate in workspaces.

Hot works permits must be issued for any welding, grinding operations by FIL operations staff (contact event managers).

The use of compressors within the venue is restricted and special permission must be sought in advance by the client/organiser at the planning stage of the event.

Flammable materials used in events/exhibits or the construction of stands or decoration of stands are strictly limited. The organiser, event manager and venue safety manager must be consulted prior to use of such materials.

No explosives, compressed gasses, chemicals, flammable, dangerous, noxious, or harmful substances may be exhibited used or stored in the venue.

Where the above are being used on site the organiser must show evidence and provide sufficient, safe, storage, handling, use and disposal of the product.

Fuel bowsers can be used on site, but the venue must be made aware of their location so that we can ensure they are sited safely and have the sufficient bunding and spillage response procedures.

The cooking of food products on exhibition stands requires special permission from both a fire safety and environmental point of view. Gas bottles are restricted inside the venue and usage would require special permission.

The use of BBQ's and camping stoves is not permitted in any external areas of the site.

Crew kitchens during build are not permitted unless the full requirement has been discussed with the venue, you have completed a food hygiene form and a fire risk assessment has been carried out. The use of toasters, kettles and microwaves is not permitted without prior authorisation from the venue event manager.

Petrol tools and containers are not permitted to be stored within the venue. Petrol vehicles used for loading/unloading must be removed as soon as the task has been complete.

Firefighting equipment, Fire alarms, Emergency escape routes (internal and external) and exits must always not be obstructed and kept clear.

The unnecessary discharge of fire extinguishers is prohibited, and the organiser will be asked to cover the cost of replacing any venue damaged fire extinguishers.

## **6. Capacity figures**

Capacity figures will be set based on floor space, the width and number of fires exits and any other factors that need to be considered e.g., event demographic, working machinery, items of special risk, feature areas etc... Capacity figures must be discussed at the planning stages of the event and

must not be exceeded once agreed. You may need to use a 'clicker system' to check people in and out to monitor numbers and this may result in requests for additional security resource. Suspension plans will be implemented where risk assessment has identified the need to do so.

## **7. Medical and First aid.**

First aid and medical support can be supplied by the Venue at the planning stages of the event. The organiser can arrange for their own first aid and medical support, but this must be proven in writing and reflected in the risk assessments. Contractors involved in construction activities must endeavour to have their own first aid staff on site. It is the responsibility of the organiser to carry out a suitable and sufficient risk assessment of their first aid requirements and action them accordingly. Consideration must be given to demonstration/feature areas where the level of risk will be deemed to be high and require a higher level of first aid resource.

If any accident occurs on site an accident report form must be raised. If an accident occurs causing injury of sufficient severity to warrant time off or medical treatment or damage to equipment or property FIL must be provided with a copy of the accident investigation report.

In the event of a fatal or major injury to any person or dangerous occurrence as defined by the reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR), the local office of the enforcing authority must be informed by telephone immediately. In the event of a contractor's employee fatality or major injury this duty is placed on his/her employer. FIL must also be informed immediately, and they will ensure the enforcing authority has been notified.

## **8. Health & Safety File.**

Organisers under CDM regulations are required to collate all safety documentation from their contractors relating to the event. This should be held on file and be available for inspection on site. The documents required are as follows:

- Construction phase plan detailing contact details of Principal contractor and Principal designer.
- Overall event risk assessment including first aid requirements
- Fire risk assessment
- COSHH Safety Data Sheets
- Access equipment assessments
- Permits to work
- Items of special risk
- Risk assessments for feature areas.
- Floor plans including seating plans for theatre and seminar areas.

This is not an exhaustive list.

## **9. Hazardous operations**

In addition to the requirements of section 7 if a particularly hazardous task is being carried out on site, the area is to be adequately and securely protected from access by unauthorised personnel. The risk and a list of any personal protective equipment required should be displayed at all access points.

If contractors are carrying out works that may be hazardous to other persons on site, they must inform FIL and ensure that adequate safety precautions are in place to protect all other persons on site. The works are not to commence until such precautions are in place and until FIL have received and accepted risk assessments, method statements and any relevant compliance paperwork as deemed necessary.

#### **10. Exhibitors and contractors' personnel.**

All staff on site must be adequately trained, experienced, or supervised for the tasks which they are employed to perform. Hazardous tasks should only be carried out by experienced personnel. An assessment must be carried out as to what tasks an operative can perform, and they must work to those tasks only. New staff on site must receive an H&S induction on the site rules, emergency procedures and H&S practises.

Proof of training may be requested by FIL H&S Manager if there is any doubt as to the competence of the operative for the task that they are being expected to perform, particular attention will be paid to high-risk operations such as the use of scaffold towers.

Any contractors wishing their staff to operate MEWPS (mobile elevating work platforms) on site must obtain a permit for the operator concerned from the event organiser. Requests for permit must be in writing, in advance and accompanied by proof of training for the operator.

Craning operations require a permit from Farnborough Airport (via FIL) before commencing any works. Risk assessments lift plans and prove of competency must be submitted to FIL for any craning activities that scheduled to take place at least 21 days before the work is to be carried out.

Possession use or being under the influence of alcohol or non-prescribed drugs is prohibited and can lead to removal from site at the venue's discretion.

#### **11. Health & Safety information.**

Organisers are responsible for ensuring that risk assessments, method statements and COSHH assessments are provided on site and made available to persons concerned. Operatives are to be advised about any risks to their health & safety.

#### **12. Planning, Supervision, Co-ordination, and Co-operation.**

Organisers and Exhibitors must ensure that there is always qualified adequate supervision on site to ensure that the requirements of H&S law,, the contactors H&S policy, venue H&S manual and the specific site rules are always complied with.

Contractors and exhibitor's supervisory staff and representatives must always set a good example. The organisers and contractors will allow for co-ordination with all other operatives working in the area to ensure the health & safety of all personnel. Other operatives working in the area will include FIL cleaning operatives, FIL maintenance staff, FIL security personnel, FIL venue staff and FIL Event managers. Good communication with all parties is essential for a safe working environment.

Organisers and contractors must inform FIL of any unforeseen dangers that arise out of their own practises or the interaction with other operations. FIL will in turn alert all affected parties.

Any person working on site is free to consult with Venue FIL staff regarding their own queries or concerns about health & safety.

#### **13. Welfare facilities**

Organisers and exhibitors are responsible for assessing their own first aid requirements linked with the tasks being undertaken and discussing this with the event manager and the organiser.

Welfare facilities, toilets etc... Will be arranged by the organiser with the event manager. All welfare facilities being utilised at the venue must be kept clean and not abused. Not all toilets at the venue can be used by contractors during build and break. The venue reserves the right to designate toilets for build and break periods that may not necessarily be inside the venue but will be at an acceptable distance.

If any additional lighting is required, then it must be discussed between the organiser and event manager at the planning stages. Additional lighting must be placed in such a way as to not impact any surrounding residential areas or Airport operations.

Catering facilities must be discussed with the event manager at the planning stage so that our official suppliers can ensure your requirements are met. Organisers are not permitted to set up kitchens on site for crew unless this has been discussed with and agreed by the venue. The venue will ask for food hygiene paperwork to be completed and fire risk assessments carried out to ensure full safety compliance. The use of any cooking appliances e.g. toasters, microwaves must be authorised by the venue prior to use.

#### **14. Safety helmets and other personnel protective equipment.**

When the site is a CDM site the wearing of hi viz waistcoats and safety footwear is mandatory. If any overhead works are taking place e.g., rigging or the organiser has deemed it necessary then safety helmets must also be worn. For craning activities, work at height and overhead works the area must be cordoned off and signage displayed. Those working in the area and carrying out the task must wear safety helmets. If any of these works are taking place externally then traffic plans must be discussed with FIL event manager to ensure traffic can still flow safely around the site.

An assessment must be carried out to ascertain what other personnel protective equipment may be required. This will include harnesses for any working at height where guarded working platforms cannot be provided or work on cherry pickers. Other additional PPE may include gloves, dust masks or ear defenders.

#### **15. Plant, tools, and machinery.**

Clients and contractors are responsible for ensuring the suitable, selection and condition of all plant, tools, and equipment. All work equipment must be serviced, maintained, and operated in accordance with PUWER 1998.

Proof of inspection must accompany all plant and equipment brought onto site. Any equipment which is damaged must be withdrawn from use. All machinery and equipment must be stored appropriately so that it does not cover escape routes or points of access or egress.

No plant or machinery is permitted to operate in pedestrian corridors of the venue.

#### **16. Work at height.**

Any work at height will be subject to risk assessment and in some cases require a permit.

All equipment should be well maintained, fit for purpose and the operator must hold the appropriate licence in accordance with PUWER and LOLER 1998.



Under no circumstances are operators permitted to stand on cages of cherry pickers or scissors, feet must always remain in the caged platform.

Items must never be dropped from height.

All work at height should be well communicated and all areas cordoned off where necessary and the appropriate PPE worn.

Where operators are working at height and are attached to a lanyard then there must be an appropriate rescue plan in place.

Working from ladders should be for short duration lightweight tasks only and where possible the ladders must be fixed and footed. Work from ladders must be adequately assessed especially where forklift trucks are operating in the area. All ladders are to be inspected prior to use. The top of traditional step ladders is not designed to be stood on and operators should always maintain 3 points of contact.

## **17. Temporary structures including stages (internal)**

Organisers and contractors must take adequate steps to ensure the stability of structures during erecting and dismantling. They will remain entirely responsible for the design and adequacy of all temporary works required. Due regard must be given to access requirements for structures at a significant height above the ground. Any complex structures or structures over 4 metres in height must have sign off by a fully qualified structural engineer. Stages 600mm in height or over are also deemed complex and will need sign off by a fully qualified structural engineer. FIL reserves the right to check that all complex or 4 metre structures have received the correct level of inspection and sign off. Venue event managers can recommend a suitable structural engineer. Materials must never be thrown or dropped from height. Structures must not be collapsed unless the area below has been cleared, barrier off and all staff are wearing the correct PPE.

The venue will supply details of weight loadings within the exhibition hall and the conference rooms. We are not able to calculate point loading or variable loading for structures or equipment. We would expect the organiser to make those calculations and submit those to the FIL event manager as evidence that they have stayed within the weight loading parameters for that area.

### **17.1 Temporary structures including stages (external).**

The location of external structures in relation to Farnborough Airport airside fence must be discussed at the planning stages. Farnborough international borders Farnborough Airport and as such have a duty of care to ensure all structures do not compromise the operations of the airfield in any way. Therefore, some features or attractions may need not be permitted in certain areas and will need to be discussed at the planning stages of the event. See section 14 below pinning and staking.

Organisers and contractors must take adequate steps to ensure the stability of structures during erecting and dismantling in all outside spaces. They will remain entirely responsible for the design and adequacy of all temporary works required. Due regard must be given to access requirements for structures at a significant height above the ground. Any complex structures or structures over 4 metres in height must have sign off by a fully qualified structural engineer. Stages 600mm in height or over are also deemed complex and will need sign off by a fully qualified structural engineer. FIL

reserves the right to check that all complex or 4 metre structures have received the correct level of inspection and sign off. Venue event managers can recommend a suitable structural engineer.

#### **18. Pinning, staking and excavation.**

Under no circumstances should any persons attempt to stake or pin in any external areas around the Farnborough International site. This includes tent pegs/stakes or gazebos. Staking or pinning is only permitted once the ground has been scanned and deemed safe and permission granted by Farnborough airport. All the above would be subject to risk assessments and authorised permits from both FIL and Farnborough airport. Costs are incurred for scanning and this will cost will be passed to the organiser.

**NB: ATTEMPTING TO PIN OR STAKE WITHOUT PRIOR PERMISSION IS VERY DANGEROUS AND COULD POTENTIALLY RESULT IN MAJOR INJURY, SERIOUS FIRE OR DEATH.**

#### **19. Gazebo's tents, marquees, inflatables, and flags. (dressing, balloons etc..).**

As per item 13 (a) and 14 FIL do not encourage the use of gazebos, tents, self-build marquee, inflatables, or flags. All these items should be discussed at the planning stages. Due to our proximity to the airfield and the airside fence these items have the potential to blow across onto the runway and cause disruption to airport operations or even result in a serious accident. If any of these items are requested, we would ask that the design and wind loading of the structures are submitted to FIL to assess prior to consent being given. If consent is given there will be a set of clearly defined guidelines for the safe management of these structures throughout the event one of which may be to lower flags or dismantle a structure at the close of show day. Any dressings must be adequately secured and evidence of this must be provided as part of the risk assessment.

**BALLOONS ARE NOT PERMITTED AT ANYTIME IN ANY EXTERNAL PART OF THE SITE**

#### **20. Drones**

Drones are now becoming very common within the event/exhibition industry. However, the flying of drones is subject to very stringent guidelines and must be discussed at the planning stages of the event. Farnborough International need to apply for permission to fly drones from Farnborough Airport following the completion of all paperwork and submission of all relevant document as detailed in appendix 2. Farnborough Airport require 14 days' notice of any drone flights and have the authority to refuse permission for any drone flights that do not meet the CAA criteria.

Internal drone flying does not require permission from Farnborough Airport but must still meet the criteria as detailed in Appendix 2. Internal drone flights will require the area to be netted and this must be carried out in conjunction with advice and guidance from the FIL venue operations team.

#### **21. Roads, traffic, and vehicle feature areas.**

At the planning stages of the event the organiser will agree a traffic plan with FIL event manager. Exhibitors and contractors must adhere to the set traffic plan and not block roadways or go against the designated flow of traffic. The following rules always apply:

- 10mph speed limit on site and normal rules of the road apply when driving around site.
- Lorries and other large vehicles must not reverse without a banksman.
- Banksman should be supplied by the company responsible for the delivery.
- There is a 5mph speed limit in the exhibition hall.

- Drivers of FLT and MHE must not use mobile phones, walkie talkies, earphones, smoke drink or eat whilst driving.
- Pay special attention to metal duct plates on the car parks and within the venue and avoid them where possible.
- Ensure clear, safe designated pedestrian routes are highlighted and marshalled where applicable.

### **21.1 Vehicle feature areas**

Vehicle demonstrations and any ride and drive activities will be discussed at the planning stages of the event and suitable areas and routes designated for that purpose. Any vehicle movement or activity as part of a feature for the event will be subject to a suitable and sufficient risk assessment and FIL must be satisfied that the activity will be carried out in a safe and controlled manner to protect spectators, participants, pedestrian and other vehicle users.

FIL accepts no responsibility for vehicles damaged by abusing the rules or driving over duct plates at speed.

There may be times when multiple events are taking place and there is increased vehicular activity. If people are seen to be exceeding the speed limit on more than 3 occasions and where warnings have been issued FIL reserve the right to deny that person access to site on grounds of breach of health & safety.

### **22. Restricted areas**

The Farnborough International site borders Farnborough Airport to which there is restricted access. Aircraft areas are protected by a barrier fence. This barrier cannot be crossed or moved at any time. Work inside these areas is only by permission granted by Farnborough Airport who will issue a permit and monitor any works taking place.

Organisers are responsible for ensuring all staff, contractors and exhibitors are aware that are only permitted access to their own tenancy areas and are not permitted to enter any other areas of the site that are being occupied by other FIL tenants.

### **23. Electricity and Services.**

Portable generators of any voltage are not permitted on site without written permission and authorisation of the organiser in conjunction with FIL.

All electrical equipment is to be inspected and tested with an up-to-date PAT label attached before it is used on site.

It is preferable that power hand tools are battery operated or 110 volts. All 240-volt portable tools must be double insulated or fitted with an RCD.

All equipment which becomes damaged must be withdrawn from use, particular attention should be paid to leads and equipment casings.

Under no circumstances are trailing leads allowed to cross general traffic routes, either pedestrian or vehicle.

All electrician installations are to be carried out by the FIL venue preferred supplier. Our preferred suppliers are qualified electricians and checked in accordance with the requirements of the Electricity at Work Regulations.

Electrical supplies and requirements will be discussed with the official supplier and the organiser. The official electrical supplier will supply a completion certification for each exhibitor and the organiser.

Flash testing of circuits on a temporary electrical supply can only be carried out by the FIL official supplier. Only FIL facilities management staff and the official electrical supplier will have access to the power distribution boards (internal), temporary mains within the venue duct plates and Low voltage cupboards (externally). If any person attempts to override or tamper with electrical safety devices then their power supply will be cut, and a fee charged to check the system for faults and for reconnection.

If an event/exhibition or conference is expected to run beyond 5 days, then FIL official electrical contractor will check carry out weekly checks on their installations. Equally the organiser MUST ensure that weekly checks are also carried out on their own electrical equipment or if there is a break between the event the equipment should be checked before the close of the event and then checked again on the reopen day.

#### **24. Housekeeping/Sustainability/FOD (Foreign object debris).**

As a business we are very close to an operational airfield. Any rubbish, packaging, waste that blows onto the airfield could get caught in the engine of an aircraft and result in a serious accident. For this reason, it is very important that you do not allow any rubbish to be left to blow across to the airfield.

FIL also has their own commitments to sustainability and have a variety of waste disposal units for various waste streams on offer. We would encourage the use of reusable or recyclable products at as much as possible. If you require additional advice or support regarding sustainability in events and our sustainability pillars, then please contact the FIL Event Managers.

Please follow the instructions below:

All work and storage areas must be kept clean, clear, and tidy. A tidy workplace results in increased efficiency as well as reducing slip, trip, fall hazards.

All contractors must be aware that clear aisles are necessary to operate plant equipment and maintain a clear escape route in the event of fire emergency. No more than 50% of a designated emergency route can be blocked at any one time.

All contractors and staff are responsible for ensuring that all items are disposed of with care. Managers and supervisors must also ensure.

- All skips on site must be covered or always netted.
- Encourage the use of reusable or recyclable materials where possible.
- All packing materials are to be controlled and removed to the skip as soon as possible.
- All sheet material is properly secured down
- Periodic inspections should be made to ensure that all waste is being disposed of in the skips provided and not left outside where it can blow across the airfield.
- Waste and rubbish are not to be left outside the doors 'awaiting collection'
- Every person on site is responsible for keeping control of personnel litter.
- All chemicals must be stored safely and accordance with their chemical safety data sheets. Fuel bowzers must agree with the venue and must have sufficient bunding to cover spillages, correct spill kits and firefighting equipment must be always available.

Any openings in floors or access ways must be securely covered, guarded, or cordoned off with appropriate signage. This includes the duct plates within the main exhibition hall and car park areas.

Materials held on site must be kept to a minimum and storage will be discussed during the planning stages of the event with the organiser and FIL event manager. Materials must be stored in such a way so as not to obstruct access or egress.

BOMBING IS ILLEGAL.....Debris and material must never be thrown or dropped from scaffolds or structures. Provision must be made for a suitable safe method of transporting material to ground level.

## **25. Working time/Night working.**

Working time and night working should be discussed at the planning stages of the event between the organiser and FIL event manager so that appropriate security cover and risk assessments can be checked and agreed in advance. Contractors should not be permitted to work more than 12 hours in one working day. No persons are permitted to stay on site overnight.

## **26. COVID 19 Arrangements.**

To protect our staff, visitors, organisers, and contractors we must ensure the government guidelines on social distancing, PPE and hygiene standards are followed. We are consistently updating our guidance in accordance with the latest Government guidance. Details can be obtained from the FIL Event Manager.

Organisers will be expected to provide a risk assessment and COVID 19 processes detailing safe working practices for all their staff and contractors. FIL will work with the organiser to ensure both parties have acceptable working practises in place in line with current government guidance.

## **27. General responsibilities**

Exhibitors and contractors must make allowances for the cost of Safeguarding the Safety, Health and Welfare of their own staff and others. Children under the age of 16 years old are not permitted in the venue during build and break stages of the event. Animals are not permitted on site at any time unless express permission has been requested by the organiser.

If you have any further questions that have not been addressed in this document, then please contact us we will be more than happy to help.

Tina Bates – Group Health, Safety and Environment Manager – [tina.bates@farnborough.com](mailto:tina.bates@farnborough.com)

