

General Site Information and Site Rules

Safe Site

Individual Exhibitors and Contractors working at the Showground are responsible for the health and safety of their staff, subcontractors, and others who may be affected by their works. Young persons and the general public will not be admitted to site during installation and dismantle phases. All Exhibitors will comply with any verbal instruction provided to them by the Site Manager or Event Safety Advisor.

Equipment, Plant, and Machinery

Contractors will ensure that work equipment, tools, plant and machinery, and any vehicles and/or lifting equipment are suitable for their intended use and have been properly maintained. Staff required to use any specific work tools or equipment should be appropriately trained and competent to carry out the activity. Lifting equipment may be subject to random spot checks onsite so please ensure any maintenance records and LOLER certificates are available where requested by the Site Manager or Event Safety Advisor.

Storage

All Contractors are responsible for the removal and safe storage of their event materials and equipment. Suitable storage locations must be identified and used, these must be located away from any site generators and arrangements for barriers and signage put in place to prevent unauthorised access by other contractors or members of the public. The Site Manager reserves the right to ask any Contractor to relocate or remove stored items from site where deemed arrangements are deemed unsuitable.

Safety Representatives

Outdoor Exhibitors are required to have an appointed Safety Representative(s) responsible for overseeing and managing health and safety during the installation and dismantle phases. They are responsible for ensuring staff and subcontractors comply with relevant health and safety legislation and guidance, along with event specific risk assessments and method statements.

Access, Restrictions and Vehicle Movement

Access to the Showground will be between 07:00 and 18:00 each day. On Thursday 19th October site will remain open until 18:30, with all vehicle movements to be completed by 18:00. Following this time, the site management team will be unavailable, and site will be closed. Any requests outside of this time must be made in advance and will be granted at the discretion of the Site Manager. Any unexpected deliveries outside of these times may be refused entry to the site by Security.

One-way systems are in place across each of the Avenues, these will be clearly marked. Reversing is to be kept to a minimum with Contractors required to use appropriately trained Banksman or Traffic Marshals for any required reversing manoeuvres within the site. A maximum speed limit of 10mph will be in place across the Showground and wider site. All vehicle activity will be monitored by the Site Manager and Event Safety Advisor and any restrictions enforced must be adhered to immediately. Vehicle movement restrictions will be in place onsite for both show days, the only exemption to this rule are emergency vehicles, show management buggies, and the event road sweeper.

Electrical Installations and Equipment

All site power must be provided by the show supplier. Functioning generators, other than those forming part of product displays or demonstrations, are not allowed on site. Any Contractor owned and operated generator approved for use by show management which is then deemed unsuitable or unfit for purposes by the Shows Electrical Contractor (Excell) will be removed from use.

All electrical appliances should be appropriately inspected and testing prior to use on site. Test certificates should be available on site or easily accessible online for review where requested.

Personal Protective Equipment

During installation and dismantle activities, Contractors will ensure that Staff and Subcontractors are provided with, and use, suitable PPE as dictated in their event risk assessment. As a minimum all staff and contractors working onsite during installation and dismantle must wear a high visibility vest/jacket. Sensible footwear must be worn at all times during installation and dismantle phases, and anyone carrying out work at height, banksmen activities, or manual handling tasks should wear suitable safety footwear.

Fire and Evacuation

All Outdoor Exhibitors are required to provide a suitable type and number of fire extinguishers for their structure/s and activities. The main Exhibition Hall will have provisions in place for firefighting equipment. Smoking is only permitted in the designated locations across site - these will be clearly identifiable within catering areas where ashtrays are located. In the event of a fire or emergency situation, for example a structural collapse, please contact the Event Safety Advisor or Site Manager, or call 999 where contact is not possible.

Work at Height

All work at height must be suitably risk assessed before these activities are undertaken on site. Suitable arrangements must be outlined in the risk assessment detailing operative requirements and those requirements for any persons affected by the works taking place. Any areas where work at height is to take place must be suitably segregated and secured to prevent any unauthorised access. Where persons are required to continue work within the immediate area, hardhats should be worn. Appropriate access equipment should be made available to staff and subcontractors, and where practicable the use of ladders minimised.

Protection of the Showground

Where it has been agreed with the Site Manager that any plant, equipment, or vehicle may be positioned on grass areas for any period of time, then it is the contractor's responsibility for providing and using suitable wood or metal pads under vehicle wheels.

Any damages to the Showground environment or infrastructure caused by Contractors may be deemed subject to additional penalty fees.

Any LPG gas being brought to site must be subject to approval from the Site Manager or Event Safety Advisor. Requests must be submitted at the earliest opportunity and no later than 48 hours before arrival on site.

Incident, Accidents and Near Miss Reporting

Any incidents, accidents, or near misses within individual exhibition spaces or the common site must be reported to the Site Manager or Event Safety Advisor at the earliest available opportunity. Any RIDDOR reportable incident will remain the responsibility of the individual contractor to notify the relevant enforcement authority.

Lithium Batteries

Exhibitors bringing products to site containing lithium batteries are to notify the Event Safety Advisor via email prior to the installation phase begins. This is to ensure that the Show can support and implement any additional firefighting arrangements which may be required.

Site Boundary and Security Infrastructure

The Showground will have an external heras fence site perimeter in place and Contractors must not form break lines within this fencing. Where it is necessary for these heras lines to be temporarily broken for any access or egress, then permission must first be requested from the Site Manager. The break must then be immediately closed after vehicle movement has been completed.

First Aid

Contractors are advised to arrange their own first aid provision during installation and dismantle activities. However, to supplement this, an event Medic will be available during all Installation, Live, and Dismantle phases and can be contacted via any of the site management team (including traffic or security) or via the site office.

Hot Works

Any hot works to be carried out onsite are subject to approval by the Site Manager and/or Event Safety Advisor. Exhibitors or their Contractors should notify the site office before commencing any works of this nature and ensure that they have the correct permissions in place from the Show.

Zero Tolerance

The use of alcohol, other intoxicants, or illegal substances by Staff or Contractors working on the site is not acceptable - the show operates a zero-tolerance policy. If show management witness or suspect a person/s of being under the influence of drugs or alcohol, they will be removed from the site.

Welfare

Existing site and additional portable welfare facilities (once installed) will be provided for Contractors and their Staff during all event phases.

Food Safety

Any exhibitors provided free food or drink as part of the Show's live phase are reminded that food safety considerations including allergen information is to be provided with any offerings. Where practicable, food should be packaged with ingredients labels attached. Where food platters (i.e., sandwiches) are provided by an external caterer, it is the responsibility of the exhibitor to ensure that they have the correct allergen data sheets available for review, and that internal due diligence checks have been carried out on the caterer/supplier to ensure that food safety requirements are met.

Show Dismantle (Restrictions)

To ensure the maintained safety of those visiting the show, the breakdown of stands and movement of equipment etc. through the main exhibition hall is prohibited until 16:00 on the 19th October.

**For any queries or further details on any of the information provided in this document, please contact Sophie Filer on
+44 (0) 7857381150**