

Health & Safety Proposed License Inclusions

- 1.1 The licensee and its guests and participants shall comply with all licensing and health & safety law relating to the health & safety at work act 1974 and all regulations made thereunder including all relevant published guidance and standards.
- 1.2 The licensee shall ensure that its exhibitors, contractors and sub-licensees comply with all requirements under health & safety law relating to the health & safety at work act 1974 and all regulations made thereunder, including compliance with any rules & regulations, eGuide and any reasonable requirements of Excel London in this regard. The eGuide guidance manual is set out by the association of event venues (AEV) of which Excel is a member and adopts as its rules and regulations along with any policies and procedures that it has put in place.
- 1.3 The licensee shall appoint a representative to manage all health & safety matters for the duration of all construction and de-construction periods of events. The representative will need to be a minimum of NEBOSH general certificate or equivalent qualification. The representative's details should be sent to the venue along with proof of qualifications no later than 28 days after the start of the licensed period. This representative's sole role is the management of all health & safety related aspects of an event and must not have dual roles or responsibilities that can take their attention away from health & safety related aspects.
- 1.4 The licensee shall appoint a representative to manage all health & safety matters for the duration of all construction and de-construction periods of events based on their assessment of risk for the space which will be reviewed and approved by the Excel Health & Safety Department. This organisers risk assessment should determine the amount of NEBOSH general certificate or equivalent safety representatives that an event needs in relation to the size and complexity of the event. The ratio and levels set will need to be approved by the venue 28 days prior to the start of the licensed period.
- 1.5 The licensee shall appoint a competent stand plan checking company to manage the stand plan checking process and collate and collect all relevant documentation from the stand build contractors. The stand plan checking company's sole role should be to manage the stand plan checking process and must not have dual roles or responsibilities that can affect the efficiency of the stand plan checking process.
- 1.6 The licensee shall ensure that all their clients and principal contractors building double decker stands must always employ a competent person to manage work activities for each stand during the build and breakdown periods under current

the Construction & Design Management Regulations 2015. Under regulation 8 any person who is responsible for appointing a contractor to carry out work on a construction project must ensure so far as is reasonably practicable that the contractor:

- Has received the necessary information, instruction and training; and
- Has appropriate supervision, to comply with the relevant statutory provisions and to secure the health, safety and welfare of persons affected by construction work.

The person shall be regarded as competent where they have:

- Sufficient knowledge of the specific tasks to be undertaken and the risks that the work will entail.
- Sufficient experience and ability to carry out their duties in relation to the project; to recognise their limitations and take appropriate action to prevent harm to those carrying out construction work, or those affected by the work.
- Specific knowledge about the tasks they will be expected to perform, and the risks associated with these tasks.
- Appropriate experience to adopt safe working practices, and experience of similar tasks.
- The ability to Communicate in English both verbally and in writing and have a good understanding of UK health & safety law.
- The management skills and authority to stop any unsafe tasks taking place until they are confident appropriate measures have been put in place to ensure the work will be carried out safely.

Proof of competence must be sent along with all stand build documentation. The competent person must read the documentation relating to the work activities taking place and sign or counter sign the permission to build form to confirm they are confident the information they have received is suitable and sufficient.

- 1.7 The licensee shall ensure that the stand plan checking company or show appointed safety representative signs a permission to build form submitted to them by the venue which lists every complex structure within an event. This should be signed and returned to the venue prior to the commencement of construction of any complex structure. Complex structures are any structure above 4m in height, any platforms or stages 600mm or above in height, any platforms or stages regardless of their height that are for public use, any structures that require the input of a structural engineer or any custom built bespoke suspended structures.
- 1.8 The licensee shall ensure that a competent chartered structural engineer with suitable levels of professional indemnity insurance has been employed to review

structural calculations for any complex structures, prior to the commencement of construction of any complex structure and issues a certificate to build which states, that they have undertaken a review of the drawings and details submitted and are satisfied that the structure appears adequately stable and presents no significant structural risk. The competent chartered structural engineer should then issue a sign off for every complex structure once it's been built or prior to the event going live or being accessed by any persons to state that the complex structure has been designed to competent standards in line with the paperwork and structural calculations provided and as far as can be ascertained from such an inspection on site that the structure has been erected in a safe and competent fashion and that no significant structural defects were identified during the inspection. A Complex structure is any structure above 4m in height, any platforms or stages 600mm or above in height, any platforms or stages regardless of their height that are for public use, any structures that require the input of a structural engineer or any custom built bespoke suspended structures.

- 1.9 The licensee shall ensure that a competent chartered structural engineer with suitable levels of professional indemnity insurance has been employed to carry out a visual inspection of any non-complex stands, stages or structures that do not fall under similar sign off's from other third party contractors to confirm that as far as can be ascertained from such a visual inspection on site that the structure has been erected in a safe and competent fashion and that no significant structural defects were identified during the visual inspection.
- 1.10 The licensee shall ensure that all event related documentation such as but not limited to Floor plans, Risk Assessments, Fire Risk Assessments, Construction phase plans, public liability insurance, details of Health & Safety representatives and details of any complex structures etc. are sent to the venue via e-mail or hard copy only 28 days prior to the start of the licensed period. Late submissions of documentation may put certain elements of the event at risk and late submissions of any complex structures may not be given permission to be built.
- 1.11 The licensee shall not permit more than the maximum number of people permitted into their tenancy space as set by the licensor within either the ExCeL London vital statistics book or the health & safety profile for the event as supplied by the health & safety department.
- 1.12 If the licensee wishes to vary the seating arrangements for a room, the licensor may agree to vary the maximum permitted number of people for that room.
- 1.13 The licensor shall have the right to require people more than the maximum permitted number to leave either the room or, at its sole discretion, the premises.

- 1.14 The licensee shall inform the licensor of any hot works that are taking place within their tenanted space so that any hot works can fall in line with the venue's hot work permitting system.
- 1.15 The licensee shall inform the licensor of any boulevard construction and de-construction taking place 28 days prior to the start of construction. All construction must fall in line with the boulevard build permit restrictions as set out within the permit.
- 1.16 The licensee should request any early access requirements 28 days prior to the date of the early access. Any early access requirements should fall in line with the content set out in the early access permit.
- 1.17 The licensee shall ensure that a minimum of 50% of the boulevard entrance shutters access width and 100% of the lorry shutters access width is always maintained for escape purposes during the whole tenancy period unless otherwise agreed by the venue. Any closed boulevard shutters during the live period of an event must be always manned by event security in line with the fire management strategy for the venue.
- 1.18 The licensee shall ensure that any dock edge activity directly related to their event, where dock edge railings are removed, regardless of if the area falls under their tenanted space, has adequate measures in place to protect members of the public from the water's edge.
- 1.19 The licensee should ensure that any emergency lighting that has been covered up or turned off within their tenancy space, as requested, must be replaced with equivalent and sufficient lux levels to safely evacuate the space in an emergency. A lighting test must be scheduled with the health & safety department at a suitable time in conjunction with the blackout sign off procedure before any venue emergency lights can be switched off.
- 1.20 The licensee shall ensure that a competent person carries out a suitable and sufficient assessment of the significant risk to health and safety to their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at Excel. The risk assessment shall cover as a minimum (but not limited to) the build-up, open period and breakdown of their event.
- 1.21 The licensee shall ensure that every Exhibitor carries out a suitable and sufficient assessment of the significant risk to health and safety to their employees or persons not in their employment.
- 1.22 The licensee shall ensure that a suitable and sufficient fire risk assessment is carried out.
- 1.23 The licensee under the Construction & Design Management Regulations 2015 has a duty to plan and coordinate operations between all parties involved in the construction and dismantle of any structures within their CDM site, without posing risks to anyone working within the space or affected by the work in

progress. A construction phase plan must be submitted to the venue 28 days prior to the first day of the licensed period. The document should include key dates, site rules, emergency procedures, welfare arrangements also listing the key risks and the key members of the team such as principal designer, principal contractor and other contract groups.

- 1.24 The licensee shall ensure the submission of accident reports to the venue in a timely manner for any such accident that should occur within their tenanted space. The report should include but not be limited to the details of the injured party, particulars of the accident, witness statements and details, photographs or evidence taken and what has been done to prevent a re-occurrence. Any Injuries reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that have happened within the licensee's tenanted space should be reported in a timely manner to the HSE via the quickest means necessary. Any reference numbers for such reports should be given to Excel's Health & Safety department. It is a legal requirement for employers or the responsible persons in control of a work premises where the accident occurred to report the accident under these regulations.
- 1.25 The licensee shall ensure that notification is given to the venue 28 days prior to the first day of the licensed period, of their intention to use LPG or other pressurised gases at their event. Any person carrying out work involving the installation, maintenance or checking of gas appliances (or associated fittings) must be competent under the Gas Safety (Installation and Use) Regulations 1998. Competence is necessary whether the person is required to be Gas Safe registered, and it applies to the person doing the work.
- 1.26 The licensee shall ensure that notification is given to the venue 28 days prior to the first day of the licensed period, of their intention to use drones at their event. Any drone activity must meet the requirements set out in the guidance issued by Excel for the operation of drones.
- 1.27 The licensee shall ensure that a competent laser safety officer with suitable levels of professional indemnity insurance has been employed to manage the safe installation and use of lasers rated class 3 or above throughout their event. Notification should be given to the venue 28 days prior to the first day of the licensed period, of their intention to use lasers at their event. A laser installation summary should be provided to the venue by the laser safety officer detailing the particulars of the set-up of the laser and its intended safe use. This review of the set-up of the lasers should be done at a suitable time in conjunction with Excel's Health & Safety department.
- 1.28 The licensor will provide a trained fire safety officer who will be assigned to patrol the event during the tenancy hours. The role of the fire safety officer is to identify fire and safety hazards and take the necessary action to prevent and/or mitigate any potential effect. This level is set to comply with fire regulations and

Excel's Fire Management Strategy and may be subject to revision by the licensors operations department. Any significant fire risks being introduced by the licensee may be subject to further protective measures being put in place such as additional staff and/or equipment that may be at an additional cost to the licensee. Prior to the commencement of the license period a fire risk assessment must be carried out by the licensee.

- 1.29 The licensor will provide several fire extinguishers of such types in key locations as shall satisfy applicable regulatory requirements. Hose reels will be provided within the boulevard of the venue along with sprinkler systems in the halls and conference spaces. Where a foam or CO2 type fire extinguisher is inappropriate to the fire risk involved the licensee must submit details of such materials or equipment to the licensor in order that the appropriate type and capacity extinguisher can be made available. Included services do not cover the cost of other types of extinguishers required for specialised exhibits or activities.
- 1.30 The licensor will provide medical cover for all event related tenanted hours with a minimum level of competency of first response emergency care or a first person on scene representative. The role of the medical representative is to attend to any ill or injured persons within the venue. This level is set to comply with the national guidelines, considering the event specific risk assessment. The licensor will also provide two fully equipped medical rooms including diagnostic 12 lead electrocardiogram and defibrillation units placed at strategic locations around the venue. Any significant additional risks being introduced by the licensee may be subject to further measures being introduced, such as additional staff or equipment that may incur further costs to the licensee.
- 1.31 The licensee shall cooperate with the Local Safety Advisory Group (SAG) where required and comply with any advice and guidance originating from the SAG.