

HEALTH & SAFETY

RESPONSIBILITIES & POLICY STATEMENT

Tarsus Plc takes their responsibilities very seriously and it is vital that Exhibitors and their contractors do likewise. COTTM should be a safe working environment for all personnel within the halls and as Organisers, it is Tarsus' policy to make the exhibition a safe environment as far as is reasonably practicable. The information below has been produced to provide Exhibitors with clear, simple suggestions for understanding & implementing a suitable & sufficient safety management programme to comply with Health & Safety procedures.

EXHIBITOR RESPONSIBILITIES

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

Among the statutory duties owed under Health & Safety legislation the following are particularly relevant, although this list is by no means exhaustive:

1. A "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business. Space only exhibitors are obligated to return a copy of their Stand Plans for this event along with their Health & Safety Declaration Form.
2. Every employer has a duty to co-operate with other employers (eg Exhibition Organisers) when sharing a workplace, whether temporarily or permanently.
3. Maintain emergency gangways through and to the centre of the halls in build-up and breakdown situations - i.e. do not leave items in the gangway.
4. All operatives must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
5. All operatives must wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
6. Ensure safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
7. Ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
8. Stacker trucks are not used by anyone other than fully trained personnel.
9. Disused fluorescent lights are placed in the collection bins in and around the halls, for safe and proper disposal.
10. Chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or tips.
11. Any work area is maintained free from general waste materials that could hazard operatives.
12. Only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilised and propped.
13. The Organisers' nominated contractor will carry out all electrical work within the Halls.
14. All materials used for construction or display are to Local Authority Standards.
15. The event, build up, breakdown and open periods are Non Smoking

SECURITY ADVICE FOR EXHIBITORS

Security

Security Officers will patrol the halls throughout the tenancy. However, security guards cannot solely watch your stand. It is advisable to remove portable valuables overnight. If this is not possible, we suggest you hire a security guard specifically for your stand. Please contact Claire Bassett on cottm@tarsus.com if you wish to hire a security guard. Security guards are available at a cost of around US\$40 per 8 hour shift, and will be supplied and under the control of the venue.

Exhibition halls are vulnerable places and your stand should be considered as an open shop without windows or doors. It is notoriously difficult to secure exhibition halls in China. Laptops, mobile phones and personal effects are most at risk – please ensure that these items are not left unattended or out of sight AT ANY TIME. The organisers cannot accept responsibility for items lost or stolen. Please consider how you can secure your products and belongings while on-site. The following tips should assist you.

- **Plan Your Arrival And Departure From The Venue During Build-Up & Breakdown.**
- Ensure that there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods.
- **Book Sufficient Staff for Your Stand During The Show.**
- This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand: they may become busy and not be able to keep an eye on your stand.
- **Order a Lockable Cabinet On Your Stand.**

Lock away brief cases, mobile phones, handbags, laptops, literature etc during the day even when you are on your stand. If you get busy, you may not notice someone taking them. **We recommend that you remove all valuables overnight, as locked cupboards do get broken into**

- **Do Not Position Desirable Items At The Front Of Your Stand.**
- You may not always be able to keep an eye on them and they may be easily removed.
- **Book A Night Security Guard Or Hire An Alarm Or Nightsheet.**
- Security can be hired using the form in the forms section of the exhibitor manual. If there are high value items on your stand, take them away each evening.
- **Avoid Leaving Your Stand Each Evening Before Visitors Are Clear Of The Show.**
- Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 0845 for all exhibitors and their maintenance staff.
- **REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE ORGANISERS OR SECURITY.**
- Leads can be followed up to avoid incidents of theft.

The doors will be unlocked at 08:45 each day. Exhibitors are responsible for ensuring their stand is manned when the doors are opened.