INFORMA plc recognises the value of coordinated safety activities to reduce exposure to risk, adapting to change and establishing our duty of care to ensure safe conditions throughout the event delivery. We apply a cohesive approach to do everything reasonably practicable to protect the health, safety and welfare of our colleagues and others who may be impacted by our activities and services, creating a pathway to operational excellence.

Exhibitor and Contractor Responsibilities

1. Do everything reasonably practicable to protect themselves and others
2. Use appropriate Personal Protective Equipment for the required task
3. Coordinate activities with the organiser
4. Select competent sub-contractors
5. Control unsafe behaviour
6. Be aware of the Venue Emergency Escape plan
7. Report dangerous acts which may lead to serious injury or incident occurrences
8. Ensure no form of modern slavery, forced or coerced labour, human trafficking, or child labour

General Site Safety Guidance

a. Carry out Safe Working Practices, at all times
b. Display identification badge at all times
c. Follow all safety signage and venue information
d. Use the right equipment for the right job
e. Do everything reasonably practical to prevent falls from height or falling objects
f. No live edge work is permitted without suitable fall protection
g. Maintain a tidy area and dispose of waste appropriately
h. No speeding
i. No smoking
j. Not be under the influence of alcohol or drugs
k. All electrical installations must be done by a competent person
l. High risk activities may be subject to a Permit to Work system i.e. Hot Works

Unsafe practices will not be tolerated and repeat offenders who violate this guidance may be asked to Stop Work or Leave the Site.
Structural Safety

Structural Design
Any raw space stands within the Show are not permitted without the adequate ‘Permission to Build’ requirements:

- Defined structures checked by a competent person
- Stand technical drawing must be provided
- Structural calculations must be included (complex stands)
- A method statement should be provided prior to build (minimum requirement)
- A detailed risk assessment

Structures may be deemed unsafe until they are verified by a competent person.

Structural Verification
Onsite verification during the move-in to ensure core safety aspects are in place:

- Properly designed
- Built-in safety redundancy
- Erected correctly
- Used within design capacity and verified onsite

Stands may be deemed unsafe until the necessary approved by a competent person.

Personal Protective Equipments
Users of PPE made aware of and instructed in:

- Risk and why PPE required
- When PPE is to be used
- How PPE is used
- Check and report PPE loss or faults

MANDATORY AND REQUIRED FOR ALL CONTRACTORS AND EXHIBITOR DURING BUILD AND BREAKDOWN

RECOMMENDED FOR ALL CONTRACTORS AND EXHIBITOR DURING BUILD AND BREAKDOWN
<table>
<thead>
<tr>
<th>Safe Behaviour</th>
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<tbody>
<tr>
<td>Safe electrics</td>
<td>![Safe electrics]</td>
<td>Slip &amp; Trip hazards</td>
<td>![Slip &amp; Trip hazards]</td>
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<tr>
<td>Working on ladders</td>
<td>![Working on ladders]</td>
<td>Safe Lifting</td>
<td>![Safe Lifting]</td>
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<tr>
<td>Personal Protective Equipment</td>
<td>![Personal Protective Equipment]</td>
<td>Exposure to harmful substances</td>
<td>![Exposure to harmful substances]</td>
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</table>
1. In case of Emergency follow the direction given
2. Be aware of the Venue assembly areas
3. Identify the emergency escape route options
4. Ensure aisles and emergency exits are kept clear
5. Upon hearing the alarm, stay calm and follow security guidance
6. If a fire is discovered, inform Security immediately
7. Call for medical assistance, when required