

Brighton Centre: Conference & Exhibition Manual

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Introductory Letter

Dear Event Organiser

Here is your manual, which we believe should answer most, if not all, of your questions about organising a conference and/or an exhibition at the Brighton Centre.

Please read this manual carefully and take action regarding all sections relevant to your organisation.

This document should be used as a guide only. However please note that every event is allocated a dedicated Event Manager from confirmation stage and for all operational needs we would ask that you work with them as closely as possible in the delivery of your conference and/or exhibition.

Kind Regards

Brighton Centre Sales & Operations teams

Your venue contacts

Emma Thurlow Sales & Business Manager t. +44 (0)1273 292671 e. emma.thurlow@brighton-hove.gov.uk	Overall Manager for the Conference and Exhibition Sales Department. Responsible for new business, setting and negotiating hire rates and diary management
Louise Wyborn Senior Sales and Client Services Executive t. +44 (0)1273 292643 e. louise.wyborn@brighton-hove.gov.uk	Responsible for the negotiation and administration of contracts and multi-year contracts. The main point of contact between sales and operations
Don Hurley Operations Manager t. +44 (0)1273 292649 e. don.hurley@brighton-hove.gov.uk	Areas covered: Advances, full venue operations, CAD plans, rigging, issues arising / complaints and concerns
Michael Kirman-Marcham House & Event Manager t. +44 (0)1273 292693 e. michael.kirman-marcham@brighton-hove.gov.uk	Areas covered: Dedicated venue event manager for all event advancing
Tanya Ashdown House & Event Manager t. +44 (0)1273 292650 e. tanya.ashdown@brighton-hove.gov.uk	Areas covered: Dedicated venue Event Manager for all event advancing
Jonathan Morray-Jones Event Officer t. +44 (0)1273 292598 e. jonathan.morray-jones@brighton-hove.gov.uk	Areas covered: Dedicated venue Event Manager for event advancing
Ian Hardy Buildings Manager t. +44 (0)1273 292652 e. ian.hardy@brighton-hove.gov.uk	Areas covered: Venue facilities, electrics, mechanical, plant, rigging, H&S
Ashleigh Robinson Seasoned General Manager (catering) t. +44 (0)1273 292637 e. brighton.gm@beseasoned.co.uk	Main point of contact for all conference and exhibition catering requirements both contracted and retail



VENUE INFORMATION

Venue: Brighton Centre

Address: Kings Road
Brighton
East Sussex
BN1 2GR

Tel: +44 (0)1273 290131

Email bcconference@brighton-hove.gov.uk

Website: <http://www.brightoncentre.co.uk/conferences>

Equipment Access Address:

Brighton Centre
Russell Road,
Brighton,
BN1 2GR

Tel: +44 (0)1273 292666 / 2665

Location of Brighton Centre

The location of the Brighton Centre can be found in the links below. Please click on the website and input the postcode to view and print.

Useful information about getting to the venue is available here:

<https://brightoncentre.co.uk/your-visit#getting-here-parking>

For direction purposes the what3words guide for the back of the venue on Russell Road, where the loading bay and VIP Security Entrance (stage door access) is:

<https://w3w.co/dices.reader.trades>

Deliveries should be marked for the attention of your Event Manager and sent to:

Brighton Centre
VIP Security Entrance
Russell Road
Brighton, BN1 2GR

If you need to have a large number of items delivered to the venue, please discuss with your Event Manager in advance so that suitable storage can be arranged.

Travel

We encourage you to think about how you can reduce your carbon footprint as much as possible as travel is one of the biggest factors in sustainable event planning. Brighton is a 15-minute city so once here you can leave the car and take advantage of our city bike scheme or enjoy walking the city with everything you need on the doorstep. Please talk to our colleagues at VisitBrighton (link in appendix) for further information.

Getting to the Brighton Centre

By Road – From M25 take M23, which later becomes A23 to Brighton Seafront.

By Rail – Trains leave London every 30 minutes – takes 1 Hour – Brighton Station is 5 minutes by taxi to the Show.

By Air – Gatwick is 40 minutes away by car and 25 minutes away by train – Heathrow is 70 minutes by car.

Visitor Information

VisitBrighton is the official tourism body for the city. Please see link in the appendix for details on local attractions, hotels, shopping, bars and restaurants.

You can also access a VisitBrighton Delegate Deals Card (link in the appendix) to get discounts across the city from VisitBrighton partners on evidence of your conference or exhibition pass.

Car Parking

Brighton is a green city and as much as possible we encourage you to take advantage of the fantastic access by rail into the city. However, if this is not possible there are several multi-level car parks located near to the Brighton Centre including Churchill Square and The Regency Square Car park.

Loading Bay

The loading bay is located at the back of the venue on Russell Road next to the VIP Security Entrance (stage door). For Sat Nav purposes the postcode is BN1 2DX / The what3words link is <https://w3w.co/dices.reader.trades>.

Google Plus Code: RVC3+MH Brighton.

The VIP security entrance is manned 24hrs a day, t. 01273 292666 / 292665.

The address for parking is:
Brighton Centre
Loading Bay
Russell Road
BN1 2DX

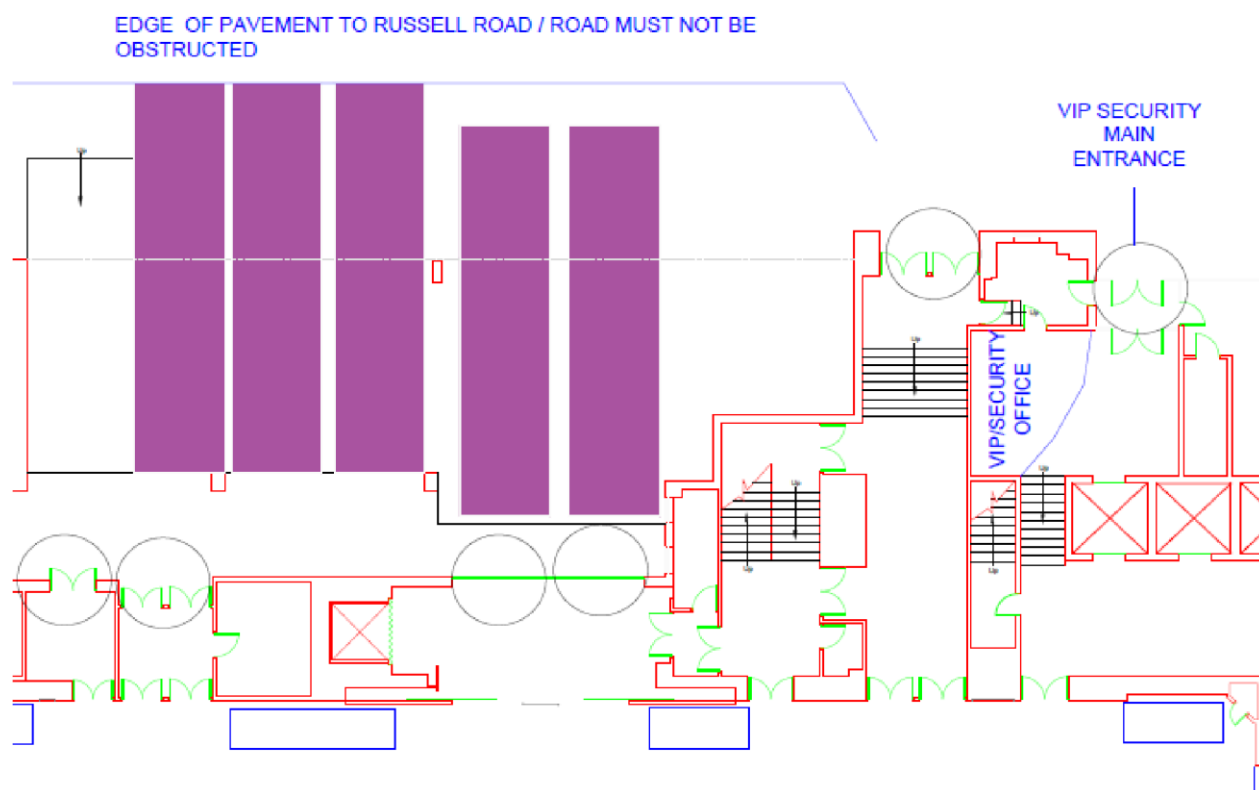
The loading bay is located at the rear of the Auditorium and has space for 5 x 40ft trucks, and 2 x cars / runner vehicles adjacent to the VIP entrance area. A security personnel can advise on arrival.



Additional parking offsite is available by arrangement with your Event Manager at Madeira Drive Coach Park.

There is a local charge to park your coach on Madeira Drive, but you must inform your Event Manager if you wish to park trucks at this site as arrangements have to be made with Brighton & Hove City Council. A local charge to park will still apply.

Direct loading access: width 22.8m / 74'10" | height 5.2m / 17'1" | depth 13m / 42'8"
 Height of raised loading deck: 1.04m / 3'5"



There are 4 x 16A and 2 x 32A single phase supplies to the loading dock for buses, no power lines are to go beyond the venue loading dock perimeter. Doors circled on the plan above denotes fire exits and must not be blocked under any circumstance.

Access Times

The standard hours of hire are Monday through Sunday between the hours of 08.00 and 23:00. Earlier load-in times are by prior arrangement only. Late load out penalties may be applied unless there are exceptional circumstances beyond the hirer's control or there is a prior arrangement, please refer to your contract of hire for further information.

Venue Furniture

Please speak to your Event Manager to discuss stock numbers. If you require additional furniture, we can assist you in hiring from local companies. See appendix for website link on stock information.

Venue & City Branding

There are plenty of opportunities to fully brand and promote your conference both within the venue and wider city if required. For full details please see appendix for website link.

Sustainability

We are proud to be owned and operated by Brighton and Hove City Council and are guided by their clear frameworks to be a green city. You can read about the city plan in the appendix website link. We are happy to signpost delegates to sustainable projects/initiatives in the city if requested, please ask the Sales Team for further information if required.

We ask for your support with our sustainable commitment by encouraging sustainable practice in our venue and city and thinking about how you can reduce your carbon footprint. This could include:

- Reducing and re-using exhibition materials as much as possible
- Reducing or avoiding paper-based signage or delegate information
- Re-filling your water bottles using our mains connected water fountains
- Using sustainable travel while in the city such as the Brighton Bike scheme

For further information please see our current sustainability statement in the appendix website link.

Accessibility & Personal Accountability Policy

The Brighton Centre strives to be a welcoming and safe space for all who engage with us, whether as a member of staff, client, or customer.

Accountability can differ in meaning for each individual person. Our policy is designed to create a supportive framework and therefore, in this context, accountability is described as a strategy used to create a welcoming and safe space. It also outlines that we should take responsibility for our actions and our understanding of others. Please take time to read the venues Personal Accountability Policy in full as it applies to all touring staff:

[Personal Accountability Policy](#)

Brighton is a city renowned for its diversity and prides itself on ensuring that everyone can access (in full) everything the city has to offer, and the Brighton Centre is no different. Our team has received full Equality and Diversity Training and venue-wide disabled accessibility training.

We have a Gold standard accessibility award for 'Attitude is Everything' and we are a 'Dementia Friendly' accredited venue.

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We have spent time working hard to improve the facilities and service we offer to our clients to ensure every visitor at the Brighton Centre feels welcome.

As an exhibitor and delegate you can expect the following access facilities at the Brighton Centre:

- Extra wide entrance doors which are operated by a push button
- Disabled accessible toilets
- Genderless **'toilets for everyone'**
- A Respite Space is offered as standard within our venue hire for anyone needing to escape the highly sensory experience of events
- A Changing Places facility as standard for our guests with additional needs
- Accessible lifts to all floors, with spoken messages indicating which floor the lift is on and whether the doors are opening or closing. Additionally, all lifts have grab bars for delegates with impaired mobility
- Lift facilities to our stage for speakers
- Fully staffed information Desk with low level counter
- Digital Induction loop
- Assistance and service dogs are always welcome
- Recognition of the Sunflower Lanyard scheme and our trained staff to support visitors wearing one

We are committed to continually improving accessibility for the venue and always welcome feedback from our visitors, so please speak to your Event Manager if you have any concerns or have any comments or suggestions.

Catering

Seasoned, our on-site contracted caterers, provide all food and beverage to events here at the Brighton Centre both contracted and retail (minimum agreed spend or sale and return required). If you have a set budget or would like more locally produced/fair trade, vegetarian or plant-based options for example, then you can discuss this with the team and they will work with you to create a bespoke menu to suit your needs.

Recommended Suppliers

Please contact your Event Manager for recommended suppliers. For sustainability reasons we would always recommend you use local suppliers where possible and available.

Exhibition Layout

A plan of the exhibition must be provided to the Brighton Centre four weeks prior to the event to ensure that the layout complies with Brighton Centre Health and Safety Policies and Fire Regulations.

Maintenance and Late Working Hours

Normal working hours in the venue are 08:00hrs to 20:00 hrs. Late working is permitted providing it is not noisy work. For security reasons permission must be obtained for late working.

All late working must be confined to the designated exhibition areas. Maintenance work will not be allowed when the show is open.

Stand Construction and Design Regulations

Brighton Centre works in compliance with the AEV e-guide and all references below are in accordance with the guide.

All Stands

We would ask that you and your contractors familiarise yourself fully with the following regulations in this section.

Construction and Finishing

The construction of stands, signs & facias shall be of the following materials:

- Non-combustible Material (in accordance with the tests prescribed in the current BS 476: Part 4)
- Inherently non-flammable material - the standard "flameproof" in accordance with the provisions of BS 5438: 1976 or the standard of Class 1 when tested in accordance with the provisions of BS 476: Part 7: 1971
- All painting must be carried out with, water-based paints. Finishes having an oil or cellulose base are not permitted to be prepared on site

- Plywood, hardboard, pulp board or fireboard rendered flame-retardant by a process of impregnation acceptable to the Licensing Authority and bearing a distinguishing brand mark to indicate that it has been so impregnated
- The use of plastic of a grade less than Class 1 whether in standard construction or display arrangements is prohibited
- Durably, flame proofed fabric (flame proofed fabric which after being submitted to a washing treatment remains flameproof as determined by the method of test prescribed in BS 5438)
- Doors & gates forming part of an escape route should open in the direction of escape, clear of any steps, landings or public way, and should if necessary, be recessed so as not to obstruct the required width of the gangway. All doors must have vision panels

Platforms & Edges of Stands

The general height permitted for platforms on stands is 100mm but areas may be super-elevated for display purposes. Details of super-elevated platforms above the height of 600mm to which delegates have access must be submitted to your Event Manager for approval along with the relevant calculations.

Flooring must be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, staff, visitors and exhibits with regard to the loading limits of the floors.

Any stand featuring an overall platform should ideally have a gently sloping; non-slip ramped edge to avoid any trip hazards.

Bolting and Fixing

Please note that bolting and fixing to any floors or walls in the venue is strictly prohibited.

Electrical Installations & Supplies

All electrical work at the Brighton Centre needs to comply with the regulations set and advised by the Technical and Operational teams at the venue and within the 18th Edition IEE wiring regulations.

All portable mains powered electrical equipment brought into your event for display purposes must have been inspected and tested by a qualified electrician within 12 months of the event and must comply with all Health & Safety & Electrical Requirements & Standards. Proof testing may be requested prior to a supply being made available. The Brighton Centre has the right to refuse use of any equipment failing to meet approved standards.

Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.

All appliances for heating purposes (including kettles, cookers or heaters) must be thermostatically controlled.

All electrical equipment must be suitably guarded with proper consideration for its use.

Stand switch fuses and distribution boards must be accessible at all times and must not be constructed of plastic materials.

Floor Loadings

The permitted floor loading for Auditorium 1 & 2 is as follows:

- 250 lbs/sq. ft (1,220 kgs/m²)
- Staging 100 lbs/sq. ft (488 kg/m²)

Stand Construction & Design Regulations – Space Only Stands

Space Only sites are floor space only. When planning your exhibition, you must conform to the following regulations:

Height Restrictions

All height restrictions written in this manual must be strictly adhered to. The height restrictions are as follows:

Please note the following are ceiling heights therefore please allow for this when planning your exhibition:

- Auditorium One: 12.12m
- Auditorium Two: 2.99m
- Auditorium Two: 4.38m
- Foyer (x 3 heights) 2.33m (min) 3.14m (max)

- Syndicate Wing 3.49m
- Skyline 2.35m
- Meeting Room 1 2.80m



Where the ceiling height permits no stand shall be over 4m in height unless prior written permission has been obtained from the Brighton Centre.

Width Restrictions

- The minimum width of aisles serving public exhibitions and displays is 3m
- The minimum width of aisles serving booths and exhibit displays at trade shows is 8 feet (2.4m)
- A minimum clearance of 18 inches (45 cm) is required under sprinkler heads

Ceiling Hanging Facilities

Rigging of any kind must be approved by the Brighton Centre at least 2 weeks prior to the event before permission will be given. Refer to the Brighton Centre Policy on rigging and flying.

Stand Structures

All stand structures, signs, notices, lighting etc must be confined within the area allocated and should not intrude into the gangways. Under no circumstances may any stand fitting, nails, screws or pins be fixed to any part of the venue or into any furniture, fittings or fixtures. Nothing may be placed on or fixed to the outside or inside the venue without the specific permission.

Enclosed Stands

Approval from the Brighton Centre must be obtained for partially enclosed stands. Solid runs of stand walls along gangway edges are forbidden. Walls should have natural breaks. These should be placed at regular intervals to ensure that there is no more than a 5m run of solid walling and that at least one third of each open side is kept open.

Stand Design Approval

All Space Only Exhibitors must send plans of their Stand for approval at least four weeks in advance to the venue Event manager to ensure stands comply with Health & Safety, Local Authority & Venue Rules & Regulations.

Please submit your drawings to your Event Manager. These drawings must include a plan and elevation views showing the position of all major exhibits, logos, all walling, AV equipment and any other features on the stand. Please also show the orientation of the stand.

Open Topped Stands

All open topped stands that are viewable from an upper level must be finished to a neat, acceptable standard. All other stands are to be open topped as far as possible.

Scaffolding

Scaffolding must be used during the construction of any buildings within the Auditoriums; any tower scaffold in use must be properly stabilised. Any scaffolding, which is built, must not be used until a final test and inspection certificate has been issued.

Stand Contractors

Must comply fully with all legal requirements that are relevant to their operations, and in particular:

- Health & Safety at Work Act 1974
- Construction (Health, Safety and Welfare) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- LOLER (Lifting Operations and Lifting Equipment Regulations)

Additional Regulations & Information – All Stands

Compressed Air & Gases

The use of compressors in respect of gas and compressed air is prohibited by Exhibitors, their Contractors and Subcontractors.

Demonstrations & Working Exhibits

All running machinery and other working apparatus should be efficiently guarded to the satisfaction of the venue to prevent injury. Exhibits must be positioned so that at no time will they intrude onto the gangway or pose a hazard to visitors.

Any exhibits or process that exhausts fumes of any kind shall be so arranged as to have an effective exhaust system to the outside atmosphere.

The venue reserves the right to terminate an equipment demonstration at any time.

All stand personnel should be fully aware of the rules & regulations referring to Fire Precautions and ensure they are fully conversant with the fire extinguishers if provided.

Damage/Flooring

Any damage incurred to the venue during the event will result in the cost of repair or, if specialist cleaning is required, this will be charged to the Organiser. Please note that the Brighton Centre will only allow NEC M310WHI double-sided tape to be used in the venue.

Storage Arrangements

Venue rooms covered by the organiser's contract may be allocated by the organisers for storage. Please speak to your dedicated Event Manager for details.

Exhibits should not be sent on-site until exhibitors are informed by their contractor that they are ready to receive them. Transport contractors should not leave goods without a signed receipt and therefore please arrange for a representative to be on the stand to receive them.

Please make adequate insurance arrangements concerning any articles placed in temporary storage at the venue. The venue accepts no responsibility for any lost or stolen articles.

Vehicles within the Venue

Organisers shall give the venue at least four weeks' notice in writing of their intention to exhibit or demonstrate vehicles within the venue and consider them in the event risk assessment.

Vehicles shall not enter any building in which an exhibition is taking place during the time that it is open to visitors.

Water Supply to Stands

Organisers requiring water facilities on stands should make this requirement known on submission of exhibition plan to ensure that they are within easy reach of an outlet.

Internet Services

The venue has 2 x 500mbps internet download speeds, offering free delegate Wi-Fi throughout the venue, suitable for browsing, your social media, live voting and checking emails however, this service is not suitable for event management requirements and you should therefore request dedicated services for these purposes.

Hardwire connections for exhibition stands, registration, office space and streaming services are available.

If you have specific requirements, we encourage you to speak to us as early as possible so that we can create a bespoke package for you.

Stand Cleaning

The venue does not operate individual Stand cleaning. The public areas are cleaned on a daily basis throughout the Exhibition open period.

Fire Extinguishers

Fire extinguishers are provided at the request of the organiser. These will be both CO² Extinguishers. Exhibitors who require the hire of any special extinguishers should speak to the Event Manager directly.

Fire Precautions / Pyrotechnics and Smoke

Fire Points, Fire Alarms, Exit Signs etc. must not be masked or obstructed. Under no circumstances are Pyrotechnics or naked flames allowed in the venue unless approved in writing.

Fire Alarm & Evacuation Procedures

A copy of venue evacuation procedures shall be supplied to you.

Emergency Exits

Organisers must ensure that their staff, exhibitors and contractors are fully conversant with the venue's emergency procedures issued to them.

Take note of all exits within the exhibition especially the ones closest to your stand.

Children & Animals

No one under the age of 18 years will be allowed into the working areas during Build up or during Breakdown.

No animals (apart from assistance / service dogs) should be off lead throughout Build Up, when the Show is Open and during Breakdown.

Insurance

All Exhibitors must make sure that they are fully covered by insurance. The venue accepts no responsibility for any lost or stolen articles.

Medical Cover

Please note, a minimum of 2 x medical staff will be required during your tenancy; times to be agreed with your event manager.

The principle responsibility for assessing the risk and identifying the appropriate level of medical cover for each event lies with the organiser. As above, a basic level of medical first aid cover is recommended at the venue. It is important that all staff, stewards, security personnel, exhibitors and contractors are made aware of the location of the medical centre and how to request assistance if required.

Tannoy System

The Tannoy System in the venue is to be used by the venue only. It is not available to Exhibitors for publicity purposes.

Security

The venue has been running high profile, high security events for over 45 years. We take security extremely seriously in the venue and would ask that you work closely with us on this. All our staff have taken the Action Counters Terrorism training as standard. We would also ask that as Organisers you ensure that your staff and delegates remain vigilant at all times and report any suspicious or concerning issues to venue staff immediately.

Whilst every precaution is taken, the venue cannot be held responsible for any loss or damage to person or the property of the Exhibitor or Conference Organiser.

We advise that throughout Build Up, when the event is open and during Breakdown that if you have small valuables which you wish to leave on your stand that you should provide yourself with a lockable steel cabinet and take out adequate insurance. Please do not leave briefcases, handbags, mobile phones, laptops etc lying around on your stand when unattended.

For events where alcohol is consumed SIA trained security are a condition of hire and your Event Manager will discuss with you further.

If the loading bay is kept open for Build Up and Breakdown or for any other reason during events. Security will be required on the loading bay doors this will be re-charged to the organiser and is for the security of your event.

For additional security advice and booking of additional security for your event please speak to your Event Manager and you can read our Security Statement on the website.

When the Protect Duty (Martyn's Law) comes into effect it will carry responsibilities for both the venue and the organiser. We are working with our industry colleagues to keep ahead of changes that may be required to our procedures and will update on the latest legislation regarding this as soon as it becomes available.

Health & Safety: Responsibilities & Policy

The venue takes its responsibilities as laid out in accordance with the Health & Safety at Work Act etc 1974 very seriously and Organisers must do the same. The Build Up, open period & Breakdown of the show is covered by these mandatory requirements:

- Anyone who has a level of health and safety responsibility must be competent to fulfil that role; this is a key requirement of HSG 65 (Managing for Health and Safety), published by the Health and Safety Executive (HSE). The definition of competence is 'the correct level and balance of experience and formal training in relation to an individual's scope and level of responsibility'
- The following information has been produced to provide Organisers & Exhibitors with clear, simple suggestions for understanding and complying with Health & Safety

Health & Safety: Exhibitors Responsibilities

It is a condition of entry into the venue that every Organiser, Exhibitor, Contractor, Sub-contractor, and Suppliers comply with the Health and Safety at Work Act etc 1974 and all other legislation covering the Venue.

The Organiser & Exhibitor accepts that it is their legal and moral responsibility to ensure that due thought and consideration is given to their own, and others, Health, Safety and welfare throughout the event, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Organisers can best manage Health & Safety on-site by appointing a representative from their company. This "Health & Safety Supervisor" will have specific responsibility for managing Health & Safety - including provision of proper information and instruction, training, guarding and supervision of all parties concerned throughout the event.

Your Health & Safety Supervisor will be responsible for undertaking a Risk Assessment and Method Statements from your contractors before Build Up. Please note that if the Health & Safety Supervisor will only be present during Build Up and Breakdown, then a senior responsible person must be appointed to control Health & Safety matters during the open period.

Your Health & Safety Supervisor will be responsible for ensuring that the following conditions will be met:

- The Exhibitor will ensure that its principal Contractor has undertaken a Risk Assessment of this event in accordance with the Health and Safety at Work Act etc 1974 and he has trained and notified his staff and sub-contractors in all areas identified as being of risk
- The Exhibitor will ensure that its principal Stand Contractor has a suitable and sufficient Method Statement prepared for the event and that this
- Contractor has satisfied you of his competence to undertake the tasks required of them
- The Exhibitor will ensure that its Stand staff will be sufficiently instructed and trained in matters relating to Health & Safety in order to carry out their tasks competently

Health & Safety: Organisers Checklist

- Appoint a Health & Safety Supervisor for Build Up, Open Period and Breakdown
- At the tender stage, ask to see your contractors Risk Assessment specifically designed for the Show environment. Ask for his staff training record, accident status, take up references, ask for proof of previous work standards - in short, satisfy yourself that your contractors are reliable and competent

- Produce and bring with you a Risk Assessment and Method Statement for your activities on site and obtain a suitable Method Statement from your contractors
- Provide suitable training and information to your staff and contractors regarding the onsite risks in order for them to understand and fulfil their responsibilities
- Plan your time during Build Up and Breakdown. Schedule a late working rota
- Your findings after the show to discover areas which need attention where the incident occurred and take appropriate action for the future

Health & Safety: Risk Assessment

Your Health & Safety Supervisor must undertake a Risk Assessment, identifying the hazards present and ways in which you will then minimise and control those risks.

- **Step 1** - Look for the Hazards: How and when will the work be done, where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Will there be vehicle movements and lifting? Schedule a Late Working rota to avoid tiredness and mistakes
- **Step 2** - Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on cooperation between firms on-site so take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and provision of information
- **Step 3** - Evaluate the Risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can a hazard or risk be removed completely, or the method of working done in a different way? (b) If the risk cannot be eliminated, can it be controlled? (c) Can protective measures be taken that protect the entire workforce on site? Protective clothing should only be the last step you take and may not be the only solution
- **Step 4** - Record the Findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2, and record what measures you have taken to control these risks
- **Step 5** - Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur on-site. All venues have different Rules & Regulations, and no two events provide the same environment. In all stand building cases (especially steelwork erection & lifting), the Health & Safety Supervisor and or the Principal Contractor should draw up a specific Method Statement and go through it with the exhibiting company and Organiser in advance of the event

Hierarchy of Responsibility on Space Only Site

Exhibitor

Must ensure that all contractors they use are competent; must obtain copies of Risk Assessments and Method Statements from all parties who undertake work on their stand; Must train all their stand staff and notify them of the venue emergency procedures.

↑

Stand Designer

Must be competent; has duty to ensure that erection and maintenance of the design can be carried out safely by the contractor, and that the stand will be safe to use.

↑

Health & Safety Supervisor

Must undertake full Risk Assessment; must obtain suitable and sufficient Method Statements from principal contractor; Must prepare a Health & Safety file and plan on all working practices, schedule a late working rota to prevent accidents.

↑

Principal Contractor and Sub-Contractor

Must provide Method Statements; Must be competent; Must co-operate with each other and employees/Exhibitors/Organisers; Must train all their staff. The principal contractor is responsible for all sub-contractors.

Health & Safety: Method Statement

It is vital that you undertake a suitable Method Statement for your event, and it is essential that a suitable Method Statement be sought from your principal stand contractor.

The legal requirement to produce a Risk Assessment will assist exhibitors to also prepare a Method Statement, which should outline:

The Named Responsible Person

The employee who will be responsible for the construction and breakdown of your stand.

Details of the stand

Loadings, dimensions, location, unusual stand features.

Access

Details of the entry point into the halls and the route to the final position.

Erection

The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.

Stability

Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.

Lifting

Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operatives' current licences or certificates of competence.

Scaffolding

Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.

COSHH: Control of Substances Hazardous to Health

You must advise your venue Event Manager of any proposed use of hazardous and toxic substance. Outline the protection provided for employees and workers on adjacent stands.

Environment

Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided.

Services

Note where electrical work will be carried out, welding, water or waste services will be brought onto site.

Safety Features

Identify the safety equipment and precautions that you will be providing onsite, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted from your Risk Assessment.

Bring the finished Method Statement on site with you, as it should be the reference document from which you plan your work activities on site form.

Health & Safety: Key Risk Areas

This is by no means a comprehensive list but they are matters to which you must give due thought and consideration, before and during your time in the venue:

- Any fire extinguishers placed on your Stand by the organisers shall be under the full control of your Stand Health & Safety Representative. Each extinguisher shall be maintained unhindered from obstruction in the position in which it was placed for the entire duration of the event
- The understanding of Emergency Evacuation procedures of the premises and the location of the medical room in the venue
- The need to maintain specific emergency gangways, during Build Up and Breakdown
- The need for operatives to wear suitable PPE relevant to their job
- The work area must be maintained free from general waste materials, which could hazard operatives. All waste should be disposed of in the correct manner
- Ensuring that all portable and static power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and use
- That portable power tools and equipment are used with the minimum length of trailing leads, and that this trailing lead is protected mechanically and visually from damage. Such equipment must not be left unattended with power supplied to it. Please do not create a floor hazard at any time
- Forklift, hoists, lifts and any machinery or power equipment are only to be used by fully trained and qualified personnel
- That proper scaffolding must be used during the construction of structures within the halls, and safety features of the scaffolding are provided. Any tower scaffold in use must be properly stabilised and propped
- That all overhead rigging work is carried out by properly trained operatives, and that any such person will use approved and tested safety harnesses and equipment. Any restrictions on portable or mobile equipment, which may be carried/used in such circumstances as overhead working is known to them and complied with
- Schedule a late working rota to prevent tiredness and incidents
- During Build Up and Breakdown, hard hats are to be worn when in the vicinity of overhead work and steelwork

- Edge protection must always be incorporated in the stand design in those stands that have a raised floor of 1metre or above in order to prevent items falling from this level onto third parties below. Temporary handrails or warning barriers must always be used if working at height

Organisers, Staff and Property

The venue shall not be responsible otherwise than through negligence caused in any way for:

- Personal injury to the Organiser or the employees, agents, contractors or invitees of the Organiser
- Loss or damage to exhibits or other property of the organiser, employees, contractors, or delegates

Waste & Recycling

The venue has comprehensive waste and recycling containers available throughout the building for paper, cardboard and plastics.

You are responsible for the removal of any excess waste, and we can provide quotes for making the necessary arrangements to deal with excess waste with our waste and recycling suppliers. Waste is considered 'excess' if an external skip hire is required post event for the disposal of waste.

Food waste recycling is available; please discuss this with your Event Manager.

Useful Website Link

<https://www.visitbrighton.com/>

Welcome to Brighton.

<https://conferences.brightoncentre.co.uk/>

Welcome to the home of fantastic events.