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## SAFETY INFORMATION AND EVACUATION ROUTE

### HEALTH & SAFETY

When in The Kipsala Expo Centre, all exhibitors and their contractors must comply with the Kipsala Expo Centre's Health & Safety Policies and Procedures.

It is the responsibility of the Kipsala Expo Centre to ensure the following actions are brought to the exhibitors and contractors attention. This includes but is not limited to:

- The need to maintain emergency exits and keep gangways clear (through build, open and breakdown periods).
- Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building.
- Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
- Ladders, mobile scaffold towers and cherry pickers must be used in a safe manner, using suitable equipment in the approved way, e.g. safety harness to be worn when operating MEWP's.
- The consumption of alcohol is not permitted on the exhibition floor during the build and breakdown periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
- Borrowing tools, ladders, forklifts or cherry pickers from The Venue is not permitted.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. All such equipment must have up to date evidence of PAT testing. Trailing power leads must be kept to a minimum and not across gangways. Petrol and diesel powered equipment must not be used within the venue.
- Exhibitors of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods.



Organised by

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**Please be aware that the wearing of hard hats will only be required in defined hard hat areas.** This requirement will be clearly displayed at various access points in and around the Venue and will be strictly enforced.

**Fire Safety and Evacuation routes applicable to the venue will be made available within the exhibition halls during the build-up, open and breakdown periods.**