شركة قطر لفعاليات الأعمال
QATAR BUSINESS EVENTS CORPORATION
QBEC

DECC

مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

Organizer's Health and Safety Guide

Connecting Cultures, People & Commerce

Contents

1. Introduction

This document is published by the Qatar Business Events Corporations (QBEC) and is intended at all users of the Doha Exhibition and Convention Center (DECC), who are required to conduct their business in accordance with these requirements as part of their tenancy agreement.

High standards of health and safety applied by users of the facilities should be maintained at all times and every effort must be made by all parties to ensure that those standards provide a safe and healthy environment for all involved parties of an events, including visitors, at the venue.

To use this guide effectively and to ensure that you know which control measures to apply to your event- and when- it is imperative that you have a basic understanding of the Health & Safety at Work, etc.

Important Note: The event organizer must appoint one or more competent persons, depending on the size of the event or its complexity, to assist in undertaking the measures needed to comply with the requirements. These persons should have the necessary competence, especially experienced within the exhibition and events industry.

NOT ALL THE SUGGESTIONS, CONTROL MEASURES AND RULES EXPRESSED HEREIN WILL APPLY TO YOUR EVENT. The opinions expressed in this guide are offered as general guidance only. No liability can be accepted for any errors or omissions, or for anyone following the advice contained herein without referring - and complying with any relevant statutory regulations applicable in Qatar.

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2. Risk Assessment (RA)

All relevant parties must undertake a suitable and sufficient Risk Assessment.

2.1 The Organiser's Risk Assessment

The organizers' risk assessment should cover the major aspects of the show, including access/ egress, planning set-up times and order of show construction. It should outline all the areas it needs to manage and how (i.e., what control measures are needed) at any exhibition, event or show forming the framework of the Organizer's safety infrastructure. Organizers should err on the side of caution and take professional advice in case of any doubt. The organizer Risk Assessment must be submitted to the venue for review prior to the start of tenancy.

2.2 The Exhibitors' Risk Assessment

It should cover activities that are being conducted on the stand, e.g. hazards of exhibited machinery and if they are constructing their own stand it should include hazards arising from the construction activities, e.g. working at height, electrical work, lifting operations.

2.3 The Contractors' Risk Assessment

Should cover the hazards arising from the stand-building activities, e.g. working at height, electrical work, lifting operations.

2.4 Space Only Risk Assessment

All space-only Exhibitors, Exhibitor Stand Designers and principal Stand Contractor must also undertake a suitable and sufficient risk assessment together if they have any significant hazards arising from their work activities, or exhibits they intend to bring on site.

2.5 Shell Scheme Risk Assessment

Shell scheme Exhibitors should still undertake a risk assessment - but it is up to the individual Organizer if they want to see written evidence of this. It is, however, thoroughly recommended that Organizers request a signed "Health & Safety Declaration form" from each of their exhibitors, confirming that their exhibitor has undertaken a 'suitable and sufficient' risk assessment.

Where shell scheme exhibitors may have dangerous exhibits, etc., the venue will require proof of the aforementioned risk assessment prior to the move in.

2.6 Notes on Checking Risk Assessments and Method Statements for the Organiser

All Risk Assessments should, so far as is reasonably practicable, be inspected pre-show by a Competent Person, and appointed by the Organizer, to ensure that they are suitable and sufficient for the event. This is vital where the general nature of activities, exhibits or structures are thought to be hazardous in any way. Where the Organizer knows of a specific hazardous exhibit, activity or demonstration, or the Exhibitor has a 'Complex structure' then that specific Exhibitor's Risk Assessment and Method Statement must be checked pre-show and again onsite for compliance with the regulations.

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3. Duty of Care

Employees (e.g.: stand staff, contractors' staff, etc.) must take reasonable care for their own health & safety, as well of others who may be affected by their actions (or omissions) at work. It is the duty of each Employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees - and other people not directly employed by them - who may be at risk as a result of their work activities during the exhibition's tenancy.

Duty of care includes:

- Communicating, coordinating, and co-operating with other workers at the same venue.
- Providing and maintaining plant and systems of work that are safe and without health risks.
- Arranging for the safe use, handling, storage and transport of articles and substances.
- Providing information, instruction, training, and supervision as necessary for Health & Safety.
- Maintaining any place of work under your control in a safe condition, including access and egress.
- Providing a working environment with adequate welfare facilities that is safe and without risks.
- Having a suitable and sufficient Safety Policy specifically for the event.

The duties of one contractor may sometimes overlap with the duties of another, and formal lines of communication, co-operation and co-ordination between each party is essential.

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4. Areas of Responsibility

In the agreement made between the Venue and the Organiser, areas of responsibility are defined regarding provisions of service and facilities. Some areas of responsibility may overlap and will vary between different events. It is the collective responsibility of both Venue and Organiser to ensure the suitability of the venue for the proposed event. Depending on the nature of your event you may need more than the existing facilities that the venue has to offer, but this and the hazards associated with the event will become evident from undertaking a suitable and sufficient Risk Assessment.

4.1 Venue Management Responsibilities

The Venue is responsible for providing a safe place of work and environment for its staff, contractors, visitors and clients - the Organiser', as far as is reasonably practicable. The Venue is directly responsible for the upkeep of the hall fabric – i.e., roofs; walls; columns; floors; ducts; heating and ventilation systems; public gathering places and thorough fares; fire-fighting cover; and all plant, materials and equipment normally contained therein which has not been expressly brought in or hired directly by an Organiser/ Exhibitor for a specific event. It may be the Venue's right to request a full Health & Safety Management Plan, including a suitable and sufficient Risk Assessment for its event. The Venue has a responsibility to pass on any information relating to any site-specific Health & Safety requirements/procedures to Organisers, who then should disseminate this information down to the exhibitors, suppliers, contractors, participants, invitees, delegates etc.

4.2 Organisers' Responsibilities

The Organizing Company, must satisfy itself that all areas of responsibility, joint or otherwise, are set out, detailed and agreed within the Tenancy Contract with the Venue. The Organiser is responsible for ensuring a safe event environment, including the safe access and egress of any persons to and from the event, so far as is reasonably practicable, as detailed in the Tenancy Contract. This may include the entrances, gangways, emergency exits, and areas around stands, offices used specifically for the event, storage areas, temporary seating, feature areas and any known demonstrations or displays that have been directly sourced, hired or brought in at the specific request of the Organiser. Organisers are responsible for requesting proof that the Exhibitor and their contractors will ensure the stability of any stands, structures, equipment and

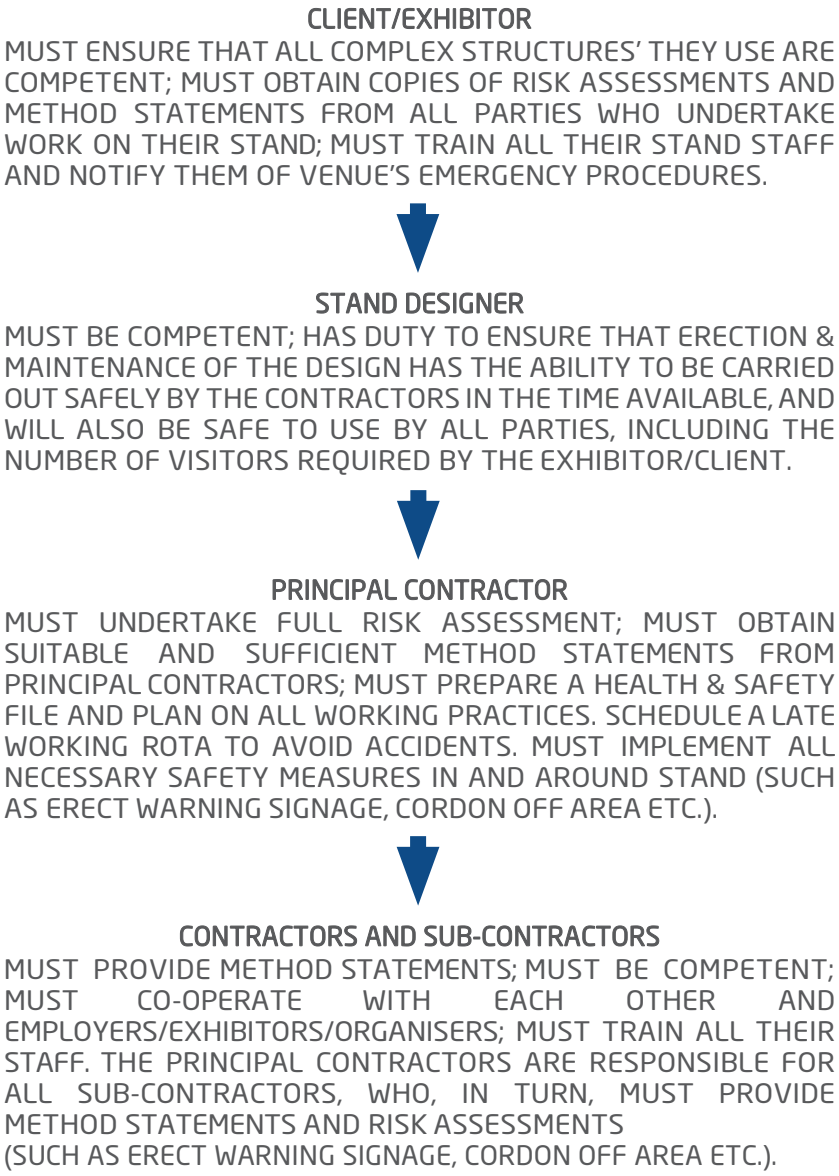
implement safe systems of work when using plant, materials, machinery and equipment onsite. If the Organiser hires or instructs contractors directly, then the Organiser must check that the 'official' contractor they hire is competent and has undertaken a suitable Risk Assessment for the event. The decision of the Organiser to commence the live event will be tacit confirmation that all components of the event are safe and fit for purpose. DECC however reserves the right to present the Organizer with written confirmation of the same for signature.

5. Guide to Managing Health and Safety at Exhibitions

5.1 Hierarchy of Responsibilities on Stands

Some stands are recognized as being 'Complex Structures' (see Glossary). Rarely would such stands class the whole Venue as a construction site, but strict consideration must be given to implementing a greater degree of control measures if present. Hazardous work (such as static lifting on and around Complex Structures) should at least be cordoned off and the Organizer consult a safety professional to liaise with the Exhibitor direct.

Complex Stands should therefore have the following hierarchy:



Failure to observe the above could result in the working practices on the stand being declared unsafe. Should this occur, or the stand/feature at any time during the exhibition be considered unstable, the Organiser or / and the venue has the right to close the individual stand down. This can be done either temporarily or permanently in order not to jeopardize the rest of the show.

5.2 Step-by-Step Safety Checklist for Organiser

It is the Organisers primarily responsibility to ensure, so far as is reasonably practicable, that all areas at your exhibition are safe for Exhibitors, Contractors and visitors throughout the Build-up, Open and Break-down phases.

Appoint a Competent Person for Your Exhibition

This Competent Person can be an experienced member of your own staff or from an independent body. They will be responsible for managing and coordinating Health & Safety matters both pre-show and on site between the Organiser and the Venue as well as the Organiser and its Exhibitors.

Undertake A Risk Assessment For The Specific Exhibition

Notify All Parties Concerned Of Your Findings

The Venue must be officially made aware of any hazards that your exhibition will present. Also include what you expect of the Venue and what they are providing for your show in terms of services to compliment safety (such as additional security, traffic management, etc.).

All Exhibitors and Contractors must be made aware of the safety control measures you are implementing by various means, such as:

- Information in the Exhibitor Manual.
- Pre show Exhibitor/ Contractors Operations Briefing.
- Pre show site visit to the venue premises for familiarization.
- Safety notices or flyers distributed at the exhibition.

It should be made clear to Exhibitors / Contractors what the parameters for Health & Safety responsibility actually are with a clear and concise explanation of who is responsible for what.

Space-only stand drawings

For space-only stands that are Complex Structures full Structural Calculations, a Method Statement and the appropriate Inspection Certificate from an independent Certified Structural Engineer, to be submitted to the Venue.

Event floorplan

The Venue must review and approve your exhibition floorplan. Good safety management starts with good floorplan design, taking into account the projected number of visitors, traffic flow, emergency access and egress, emergency gangways (dog-legged aisles should be avoided), storage facilities, ease of access for service Contractors, blocks of stands and feature areas.

Send out a Safety Bulletin

Simply publishing safety information and regulations in the Exhibitor Manual is rarely 'suitable and sufficient' as you must also take steps to ensure that the exhibitors read it. An Organiser must chase and collate, where required, an undertaking from the Exhibitor that they have:

- Read the information in the manual and understand their responsibilities.
- Passed on all relevant information to their Contractors.
- Undertaken a suitable and sufficient Risk Assessment for all non-stand fitting elements of their stand.
- Assured themselves of the competence of their stand fitters, including checking that they have a suitable and sufficient Risk Assessment and Method Statement for the stand fitting elements.

Organizers should check Risk assessments and obtain a signed Exhibitors "Health & Safety Declaration form" along with the Space-only Stand Drawings It Is vital that Stand Drawings are inspected with regard to Health & Safety matters as well as adhering to the shows requirements, as those outlined by the Organiser.

Review the exhibition: (Post Event Report)

A short while after the exhibition, you should evaluate everything that went right (and what went wrong!) A post-show report will enable you to plan and initiate control measures for the next exhibition.

5.3 Exhibits and Live Demonstrations

Most moving exhibits or live demonstration present some level of risk to both the operator and Visitor. Where the hazards are deemed significant or a 'High' risk, then these areas must be a Major consideration in any Risk Assessment. The Organizer should make the Exhibitor aware of any Special or extra control measures it might need to implement due to operations that the Organizer has been made aware of by other Exhibitors or the Venue holding other shows on at the same time. The Organizer can identify hazards that its Exhibitors are likely to bring on to site either by undertaking a suitable and sufficient RA on the exhibits themselves or by asking the Exhibitor to Produce and return their own risk assessment for the Organizer's appraisal.

5.4 Method Statement (MS)

The Health & Safety section in your Exhibitor Manual must include information you have received from the venue regarding operations, request for a Method statement if a contractor is building a complex structure at the exhibition, should submit a full Method Statement to the Organizer at the same time as your Stand Design, Risk Assessment and Structural Calculations.

This MS, should outline the following:

- **The name and contact details** of the employee (s) responsible for overseeing all the main construction and break-down of the 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 a structural engineer.
- **Lifting**: The Organizer may stipulate which lifting contractor has to be used for the show. If not, outline the equipment that will be used, its capacities, weight, locations and floor loadings. Check the operative's license or Certificate of Competence; check machine's inspection certificate or maintenance record.
- **Scaffolding**: Include details of temporary and mobile scaffolds, access towers and other work at height.
- **Hazardous and toxic substances**: Use of those must be advised to the Organizer and venue. Outline the protection provided for employees and workers on adjacent stands.
- **Environment**: Consider any abnormal noise that may be present, or work that may create dust or fumes.
- **Services**: Note where electrical work, welding, gases, compressed air, water, or waste services will be undertaken on-site.
- **Safety features**: Identify the safety equipment and precautions you will be providing on-site, including protective measures that you will be implementing for all the above, and areas of risk as highlighted in your Risk Assessment.
- **Exhibits**: Provide the Organizer with any/all details of exhibits that may present a hazard to the public and/or the operator.
- **Noise**: 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?: No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate.

6. Tenancy Agreement

6.1 Build-up Access and Function Duration

Build-up shall commence at 07:00 on the first day of tenancy (on a 24 hours basis) and should end at 22:00 on the last day of build-up.

6.2 Break-Down Access and Function Duration

Break-down shall commence 1 hour after the published closing time of the last open day of the event (on a 24 hours basis). Break-down should end and the halls to be handed over to the venue before 22:00 on the last day tenancy, Cleaning of the halls should be considered within the organizers tenancy.

6.3 Early Work Access

Guidelines should be set between the Organizer, Venue and Exhibitor to allow 'Early Access' for the (relatively) few exhibitors wishing to build large or complex stands. A fee for the use of the Venue will apply. Please contact your Project Sales Manager for early access to the hall(s). Early access will not be granted to any individual exhibitor or contractor without DECC's approval. If an extension of the tenancy is required then the insurance policy should also be extended to cover these days.

6.4 24-Hour Working

Maximum 12-hour shifts for crews are recommended. Organizers should ensure in advance of the show that any Contractors who may need to work late, establish a practical Safe System of Work (SSW).

This should include the following:

- Undertake a suitable and sufficient Risk Assessment.
- Undertake a suitable and sufficient Method Statement.
- Schedule a Late Working Rote in order to provide sufficient rest for their staff.
- Brief their staff on summoning assistance in the event of an emergency or accident and the position of firefighting equipment and exits from the building.
- A senior member of staff or 'Competent Person' must be present at all times throughout late working and be trained and equipped for First Aid emergencies.
- New or untrained staff should not be allowed to work unsupervised, especially through the night.
- Deliveries to the stand should not be allowed during late working unless agreed with the venue.

6.5 Time Constraints

The Organizer should allow sufficient time in their tenancy for the amount of work and stand fitting involved with their show to avoid the need for Late Working. Similarly, stand designers should design stands allowing for the amount of time available during Build-up and Break-down. Any Contractor wishing to work late must first notify the Organizer onsite in sufficient time for the Organizer to arrange the necessary. It is the Organizer responsibility to ensure that suitable and sufficient emergency services are provided for Late Working. An information sheet containing safety information should be given to each contractor when they book in for Late Working.

7. Designing the Floorplan

Good safety management starts with the floorplan design. A competent, experienced person or company should design the initial floorplan. Whilst an organizer is considering the optimum gross/net for the event itself, must take into account the following:

- Safe access and egress.
- Visitor traffic flow.
- Sightlines.
- Emergency services.
- Travel distances.
- Fire doors and routes.
- Firefighting equipment in the halls.
- Electrical distribution boxes.
- Floor conditions.
- Camera locations.
- Temporary seating.
- Service areas.
- Storage areas.
- Temporary structures.
- Barriers.
- Partitions.
- Drapes.
- Venue amenities and Services.
- Physical Distances.

Where the introduction of a number of stands creates an increased distance to firefighting equipment, it shall be the organizer's responsibility to install additional firefighting capability. Layout plans shall only be submitted to DECC using the latest approved Master Plan template provided by DECC specifically for that purpose. A scaled floor plan in AutoCAD & PDF format must be provided to the Project Sales Manager at the initial stage of the event planning process.

The plan will be reviewed by our Venue Operations team to ensure it meets DECC regulations. A copy of the final floorplan should be provided to the Emergency Medical Services to enable an accurate response to an emergency call out within the halls during the tenancy. It should be of sufficient size to enable clear identification of stands and exhibition activity locations.

7.1 Gangways

The Venue will stipulate minimum required gangway widths and locations depending upon the size and nature of the event, expected visitors attendance and the hall maximum capacity.

A main central aisle way must be at least 3 meter wide and 2.5 meter wide for any secondary aisles. Access to venue's facilities must be clear at all times. (e.g.: toilets, cafes), the aforementioned distances are subject to change based on the local authorities regulations.

Non build zones, parametrically of a hall, are clearly marked on the DECC's master plan.

Aisles should run straight from the main/central gangway of the Venue to the 'loading dock doors' or main doors, avoiding doglegs and bottlenecks.

Aisle widths should not diminish in width from the central gangway, and a good eye-line must be established for Visitors to easily see emergency signage and the exit route in event of an emergency. 'Emergency Gangways' should be clearly marked on both Contractors' floorplans and within the Venue Itself during Build-up and Break-down.

For further guidance, seek the assistance of an experienced and competent floorplan designer.

7.2 Entrances / Exits

At the venue, all fire exits, shutter doors, corridors and access zones must remain clear and available at all times.

This policy must be reflected in the layout drawings.

7.3 Seating

Organizers should note that any temporary seating - especially tiered - must be both inspected and certified by a competent person prior to use.

7.4 Traffic Routes

Wherever practicable, keep pedestrians apart from vehicles by providing separate entry and exit Points.

Where this is impractical, suitable clear, large, warning signage must be erected at all such points. Improved lighting and ground conditions may be required and a speed limit of 10km/h must be imposed on all vehicles.

Prior to the show, all Contractors should be sent a Safety Bulletin outlining the Major risks and control measures that will be featured on-site.

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8. Stand Drawing Approvals – Space Only Stands

Organizers must make suitable and sufficient checks on their Exhibitors' intentions, which includes ensuring that their stand designs meet the relevant criteria. There are many considerations that come into play when inspecting drawings, as the submitted stand design must comply with the Venue Regulations, Fire Precautions (especially means of escape), as well as the Organizer's own Rules and Regulations. A Competent Person must inspect the drawings to ensure compliance with all such regulations. Some stands and structures require further, detailed inspections and an Inspection Certificate from a Structural Engineer. Once the necessary details have been gained must be submitted to the Venue to assure themselves that the Organizer is managing its specific areas or safety responsibility at its show correctly, requiring the Organizer to be self-regulating instead. The venue requires from the Organizer the design details of all "Space Only" using the "Exhibition stand structure form". The form must be signed by the exhibitor, the contractor and lastly by Organizer if the particular design as submitted is approved (ref. list of DECC forms"). The fully completed forms must be submitted at least 1 month before the start of the tenancy. Late or incomplete submissions may jeopardize the exhibitors' participation in the event.

The submission should comprise of:

- 3D visual of the stand.
- Structural diagrams.
- Structural calculations.
- Connection details.
- Elevation drawings.
- Material used.
- Any storage facilities on the stand.
- Fire Extinguishers location.
- Emergency signages location.

8.1 Stands with Barriers Stands

Stands that are totally enclosed by barriers must feature extra emergency exits to keep the maximum travel distance off the stand to 10m (check distance with Venue). Adequate disabled access and egress should also be considered, along with a queuing area within the stand boundaries to keep crowding in the aisle to a minimum. The barriers themselves should be of sufficient strength and height for their application.

8.2 Platform Edges

It is a practical need to reduce the number of injuries from trips, slips and falls caused by platform edges at busier Exhibitions. Therefore, it is recommended that all platforms whereby the visitor can gain access to a stand have a gently sloping non-

slip edge. There should be no sharp corners or metal edging if at all possible. If required, a separate ramp for the disabled can still be incorporated into any such ramped edge at a maximum 1:12 gradient, but must have its sides clearly guarded.

8.3 Ramps for the Disabled

Any such ramp should be clearly delineated in a contrasting color from that of the main stand and both edges must be protected by a handrail at a Height of between 840mm-1100mm, with continuous clear headroom of 2m. The ramp width should be at Least 1200mm and the gradient not more than 1:12. Where a Risk Assessment has highlighted the possibility of having large numbers of disabled persons at a show, these measures may require further consideration.

8.4 Complex Structures and Structural Calculations

It is the Organizer's responsibility to ensure that both safety and stability is built in at their Exhibition.

Complex Structures are stands and structures that require bracing and as such must have Structural Calculations produced by a qualified, competent and insured structural engineer.

These Structural Calculations must be submitted to the Venue at the latest 10 working days before the start of the build-up.

On-site, this structural engineer should make a minimum of two visual checks on the structures stability to ensure that work is progressing satisfactorily throughout the stand building process. The structural calculations should be submitted to an independent structural engineer, who will be responsible for submitting a 'Structural Calculations Inspection Certificate' in return direct to the Organizer, for each stand, stating that the structural calculations are satisfactory. The Organizer can then notify the Exhibitor either that they have permission to build their stand or that further changes are necessary. This method must first be agreed with the Venue.

Note that some structures such as flagpoles, lightweight plywood arches, signs, trees, columns, etc., may not be able to have structural calculations produced. In cases such as these, a competent person should provide a Method Statement as to their construction for appraisal. A list of structures deemed to be 'Complex' appears in the Glossary. It is up to the individual Organizer how the cost for this service is recouped.

Should the Organizer be unable to satisfy any of the conditions laid out, the venue reserves the right to engage an independent structural engineer to conduct further investigations and certification at cost to the Organizer.

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9. Exhibits, Features and Exhibitors Activities

Organizers must take into account the nature of exhibits, displays and demonstrations at their exhibition or event and should be covered within both the Organizer's overall Risk Assessment and the Exhibitor Risk Assessment for their stand or area. Whilst the onus of responsibility lies with the exhibiting company to ensure that their exhibits do not present any hazards, the Organizer must take all reasonable steps to check that their Exhibitors are employing suitable and sufficient safety precautions. This may be best done by obtaining a "Health & Safety Declaration Forms" and then physically checking onsite.

9.1 Personal Protective Equipment

Personal Protective Equipment is a 'last resort' safety measure, and should be used when all other measures have been instigated. This is because the effectiveness of PPE can easily be compromised, e.g. by not being worn properly. The effect of the PPE regulations is to ensure that certain basic duties governing the provision and use of PPE apply to all situations where PPE is required. This means that PPE is to be supplied and used at exhibitions whenever there are risks to health & safety that cannot be adequately controlled in other ways. It is important to include PPE in the Risk Assessment, but take note that although the use of hard hats may stop an injury, will not stop the accident occurring in the first place.

The PPE needs to be of the correct type and suitable for the purpose for which it is being used.

Designate premises as hard hat areas during the Build-up and Break-down on this decision should be reached through the process of Risk Assessment.

Personal Protective Equipment (PPE) is any item designed to protect the individual. Such items include:

- Hard Hats.
- High visibility jackets.

- Fall arrest equipment.
- Safety Boots.
- Gloves.
- Eye protection.

Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities.

In particular the following rules apply:

- Hardhats should be worn where there is a danger of falling objects.
- Shoes or boots enclosing the whole of the foot should be worn in the halls during build-up and break-down to prevent slipping and foot injuries. No flip flops, sandals or similar footwear shall be allowed inside the hall during this period.
- Those working at height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.

9.2 Machinery Guarding and Demonstrating Equipment

All machinery or moving products on display should ideally be electrically and mechanically disconnected when exhibited, and fitted with all suitable and sufficient safeguards in place. All machinery at the show must use the correct guards, control systems and warning signs, especially when cleaning, setting and checking production quality. However, if an Exhibitor wishes to run a machine or remove a safeguard in order to demonstrate a particular function during the show, then the following hierarchy of guarding controls MUST be observed, as well as other control measures which the Exhibitor or manufacturer recommend.

The organizer's HSSE in charge must be informed before any guards are removed and any demonstration takes place and full safeguards closely monitored by that person onsite:

- Suitable and sufficient alternative safeguards (such as strong, transparent guards or screens, etc.) must be provided to make the exhibiting or demonstrating of any moving products safe to all persons. **Note**: A distance barrier (such as post' n 'rope) may be used as well as guards and screens, but not instead of. This option is viable only where there is no other danger such as ejection of materials from the machine and the original level of safety must still be maintained.
- Large, distinct Warning Notices must be displayed, preferably pictographic for the benefit of foreign language visitors.
- Exhibitors must submit specific Risk Assessment to the Organizer. Exhibitors must apply in writing to the Organizer's HSSE in charge for permission, with full details of each machine and the safety precautions to be taken.
- The Organizer's HSSE should inspect the machine prior to it working on-site. This includes the Build-up, Open and Break-down phases.
- Safe systems of demonstration must be set up by the Exhibitor.

9.3 Static Equipment within the venue

Heavy Machineries intended for static display inside the halls are required to submit the machine specifications seven (7) days prior to build-up. Such Specifications shall include but not limited to weight, height, width and length.

9.4 Static Motor Vehicles

When featuring any exhibits with fuel tanks, including vehicles, boats, plant or machinery then the following steps are suggested as a general guide.

The fuel tank should contain the absolute minimum necessary, usually one gallon (approx. 5 liters), i.e.: only the amount required to move the exhibit into/out of the Venue. The same applies for Vehicles parked within 3 meters of the building, whether temporary or otherwise. Diesel vehicles are not subject to this requirement, however, where possible fuel levels must be reduced to a minimum.

There is evidence that draining the fuel tank completely may increase the risk of explosion from fumes and vapors. If, however, the fuel tank has never contained fuel (in the case of brand- new vehicles) then it may be better to keep the tank totally empty. Advice should be sought from the relevant vehicle manufacturer or safety specialist.

- Emptying or filling of fuel tanks must not be done during the exhibition's open hours, or anywhere on the premises.

- The fuel tank must be fitted with a locked or otherwise secured fuel-cap.
- Internal combustion engines must not be run during any Open Period.
- Any and all batteries must be fully disconnected and made safe.
- Keys or equivalent starting device must be handed over to security staff after inspection.

Please note:

- Combustion engines are not permitted to be run at any time during the event.
- It is advisable to use a drip tray where is a risk of damage to the venue floor.
- Damage identified during the dilapidation survey will be charged to the organizer of the event.

Provision of information all motor vehicles requiring access to the venue for participation in events must be advised to the Project Sales Manager at least ten (10) days prior to Build-Up. All vehicles arrivals and access must be pre-approved by the DECC.

The following information should be provided using the "Vehicle Arrival Schedule form":

- Name of event.
- Date and approximate time of arrival.
- Vehicle type and number plate.
- Contact name and number (usually the driver).

9.5 Transportation vehicles use within the venue

The use of any vehicles within the venue to move from one area to another is subject to approval by the DECC. This includes motor scooter, scooters, bicycles, motor bikes, golf buggies and similar vehicles.

9.6 Golf Buggies

Where an approval has been granted to use golf buggies or equivalent transportation devices, including in relation to wedding activities, a number of requirements exists.

- The speed of the vehicle must be restricted to maximum 10 Km/h and must be operated at walking pace, with lights on and noise warning sounder active.
- The operator must have a valid car driving license and be an experienced driver.
- Driver briefing must take place prior to use of the vehicle by the Organizer team. Organizer team is also to maintain a daily updated signed register of drivers and be able to produce the register upon demand.
- No overloading of the vehicle or unsafe practices such as the risk of clothing becoming entangled in the wheels.
- Suitable warning signage must be placed in the area of use.
- Suitable check of the vehicle prior to use to ensure all health and safety and required features are functioning correctly including flashing strobe hazard light, vehicle lights back and rear, and audible motion sound indicator.
- All vehicles must be subject to a daily inspection by the Organizers and a register held. Register to be available for inspection upon request.
- Vehicles not in good working order must be taken out of use.

9.7 Car Audio Shows

For the few specific car audio shows where the rules require sound systems to be demonstrated in a competition, and the battery and cabling systems are part of the competition, or where it would otherwise damage electronic systems on the vehicle, it may be impractical to have all batteries disconnected. Where this is the case, Organizers must adopt and agree a Code of Practice with the Exhibitors whereby safety standards can be maintained. This may involve separating ignition circuits and the fusing, charging and venting for any such battery, along with stricter fire and crowd controls.

Advice should be sought from the relevant vehicle or battery manufacturer. It should be noted here that in the vast majority of cases, suitable and sufficient mains.

9.8 Lasers

Due to the large variation in pulse length, energy content and wavelength, the hazards associated with lasers varies widely. Three aspects of laser application may influence hazard evaluation and therefore influence control measures, these being;

- Capability of injuring persons, which may include burns or eye damage.
- The environment in which the laser is used.
- The persons operating the laser (if not computer controlled) and the persons who may be exposed.
- Class 1: Safe under all viewing conditions.
- Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons.
- Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses.
- Class 3B: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.
- Class 4: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.
- Only Class 1 and Class 2 lasers will be considered for approval by DECC.

The exhibitor must submit request for approval via the organizer. Risk Assessment to be submitted together with DECC's Laser Schedule Form ten (10) days prior to Build-Up by the organizer to DECC. Failure to advise may result in the equipment only being used as an un-powered static display item, where risks to persons are evident.

Furthermore, the following are required to meet Standards for Laser Safety:

- Presence of competent Laser Safety Officer.
- Exit window height greater than 2.70 meter.
- The persons operating the laser machine must be certified and competent.
- Laser area must be marked and close off.
- Sufficient Laser warning signs.
- Emergency and key switch should exist at the control unit.

9.9 Pyrotechnics

Pyrotechnics are not allowed in DECC.

9.10 Aerial Displays and Acrobats

Any fixing to the permanent structure of the venue for acrobatic, aerial or other similar displays shall be subject to approval from the venue. The organizer or / and the exhibitor is requested to provide detail of the activity as well as specific location and potential load detail at least three weeks prior to the event. Risk Assessment together with Method Statement is required in the process of approval.

Aerial displays must not be suspended over public walkways or over persons in general. It is also a requirement for the area beneath the display to be clear of obstacles, so as to reduce risk to the acrobat should a failure occur.

Where such activities are planned for open exhibition areas, where they do not conflict with emergency routing, they should be barrier off to prevent persons walking beneath the activity. Persons performing such acts must use certified lifting equipment for the activity, be trained in its use and have maintained regular test and inspection of the equipment in accordance with international standards.

9.11 Animals at the Venue

No animals are allowed in the venue. Presence of animals is only allowed during animal related shows. Where animals are present they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals or cause damage to the venue. Where the use of animals is seen as an essential part of an event, the organizer must assess the hazards of introducing animals and a Risk Assessment together with Method Statement to be submitted to DECC for review and approval. Any incident, injury or claims resulting from the introduction of animals at the venue will not be the responsibility of the venue. The organizer accepts responsibility for their exhibitor's and their own animals.

9.12 Balloons

Exhibitors who intend to use Balloons inside the Venue as well as outdoor, must secure prior approval from DECC. This can be made by submitting the specifications of the balloons, e.g. type of gas to be used, sizes/dimensions and the quantity. The submittal is at least two days prior to build-up. (Refer to Balloon Exhibit Schedule Form). Gas filled balloons proposed for use at the venue must be tied to a part of the exhibition stand structure fully secured to prevent interference with sensitive fire detection equipment located within the hall and concourse roof areas. Persons holding air gas balloons at the venue is not permitted for this reason.

9.13 Banners at the Venue

DECC is the sole provider of all top and primary rigging at the venue. DECC will hang the banners and ensure that they are suspended safely. It is the contactor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working load.

9.14 Broadcast and Media Equipment

Cameras must be operated in a safe manner and not assembled or used in a way that may harm persons who may be underneath the equipment. Cameras or similar boom mounted equipment must have the space required around them for their operation so as to not obstruct the gangways and fire routes. Cameras or equipment suspended from trusses or equivalent must be supported by at least one clamp and a safety wire. The location of any broadcast vehicles must be agreed at least two weeks prior to the arrival of such equipment and their arrival coordinated to ensure an early arrival. Cables provided for the process of broadcast must not act as a potential trip hazard and must be suitably ramped when crossing walkways. Before taking any footage, media crews must report to the DECC to get approval for filming within the venue.

9.15 Candles in the Venue

The use of candles or similar flame equipment within the venue is not permitted without prior approval from the venue. This requirement also extends to 'safety candles'.

It is the organizer's responsibility to provide the following information to the venue at least 7 days prior the intended use of candles or similar equipment:

- Dates of intended use.
- Candle / 'safety candles' specifications.
- Stand name and number.
- Hall location.

Submit physical sample to the venue, please contact your Project Sales Manager. It is a requirement that following an approval, the exhibitor must provide a suitable extinguishers and trained operators on the stand. Candles and similar flame equipment must not be left unattended at any time. DECC firefighting equipment must not be used for this purpose.

9.16 Children on site

Children under the age of 16 must not be allowed on site during Build-up and Break-down at any time, even if you believe that your exhibition is a 'low- risk' one, as identified from your Risk Assessment. This especially applies if heavy construction or dismantling work and other hazards are present.

It is vital that all parties prior to the exhibition, are notified of this policy by way of the Exhibitors' Manual, Safety Bulletins and notes on Contractors' Passes, etc., in an attempt to stop children being brought to the Venue in the first place.

9.17 Emissions in the Halls

Any exhibit or process which generates fumes or hazardous bi-products will require permission for use, depending on the circumstances of the equipment operations. A Risk Assessment together with Method Statement is required prior to granting of permission. Equipment running on energy sources such as petrol and diesel which emit fumes into the halls, will not be allowed during the public opening times of the event. Such equipment will be required to be located outside the building. Combustible engines must only be started to allow movement on and off of stands or for access and egress from the halls. Where vehicles are required in the halls, the batteries should be disconnected and the key should be handed over to DECC Security. On site, the exhibitor will be asked to sign an agreement form that will be kept with the keys by DECC Security.

9.18 Fairground Equipment and Amusements Safety

Organizers wishing to provide amusements of any sort for public entertainment must submit full details in advance, demonstrating that all relevant regulations and safety aspects have been or will be complied with and all necessary licenses have been obtained. A Risk Assessment is required and to be submitted to DECC together with Method Statement. Copies of test and inspection certificates must be provided to the Project Sales Manager prior to the use of equipment at the venue. It is the responsibility of the equipment owners and the organisers to ensure that the equipment is safe to operate and is operated in a safe manner by a competent person.

All fairgrounds, rides and other such features when installed at an exhibition or event must comply with the certain electrical regulations:

- The show's appointed electrical contractor must install the mains cables and distribution board/switch fuse.
- The show's appointed electrical contractor must inspect and satisfy himself that the whole installation is safe prior to energizing.
- All cables for electrical installations, where they cross a pedestrian route, should be buried or routed sufficiently to both protect the cables from mechanical damage and to protect pedestrians against trips, slips and falls.
- Highly visible, non-slip ramping at a gentle gradient across pedestrian routes should be done only where there is no other cost-effective alternative, and then only with the permission of the Venue concerned.

9.19 Fat Fryers at the Venue

The use of electrical fat fryers in the halls should be approved by DECC. A number of rules exist in relation to the use of fat fryers within the Halls.

The following list is not exhaustive and acts as a good guide to the safe use of the equipment:

- A fire blanket must be provided at the cooking area in case of fire must ensure that the person operating the equipment is suitably experienced and trained, to avoid poor technique, for example reaching over hot areas, avoid having cold liquids or drinks close to hot oil areas, straining oil only when cool, not overfilling with oil and moving oil only when cool.
- Must ensure that any recommended protective equipment is used by the exhibitor Stove surfaces remain clean to avoid grease flare ups.
- Floor areas remain clean to avoid persons slipping onto hot surfaces.
- Children shall not be permitted into hot cooking areas.
- Sufficient guarding must be provided so that persons in close proximity to hot oil or surfaces are protected from risk of burns.
- All equipment must be suitably maintained and in good working order.
- Should the conditions not be met, the venue reserves the right to refuse/withdraw permission or to order a cessation of all activity until the requirements are met.

9.20 Flammable and Specialist Liquids or Gases

No flammable liquid or liquid petroleum gas shall be used within the venue without the prior written consent of DECC. Please note that LPG cylinders within the Venue are subject to approval by Civil Defence. If the approval is granted, the cylinders must be placed outside the halls.

- The burning of charcoal or smoking fuels is not permitted within the venue.
- If it is determined by the organizer that gas is an essential part of a particular event, then an application can be made to consider the option of piping from an external source, which must be stored safely to open air.
- Where bottles are provided for this use they must be stored in a cage with signage and LPG must not be mixed with oxygen bottles.
- The use of non-flammable specialist or rare gases such as argon, nitrogen and helium is permitted in the exhibition

halls provided that information on the volume, storage and an assessment of risk are provided in advance for approval.

- It is obligatory for the exhibitor to provide the appropriate fire extinguisher at their stand if a gas supply is provided or if a potentially hazardous material is introduced in the halls.
- If the exhibitor or the organizer fails to provide such equipment, DECC will provide the required firefighting equipment and charge the cost to the organizer accordingly.

9.21 Compressed Gas Cylinders

Compressed gas cylinders shall be constructed in accordance with international standards in relation to colour Identification of content. Vessels containing liquids or gases under pressure shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection upon reasonable request. Cylinders must be stored in a bottle cage.

9.22 Storage of Hazardous Substances

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner. It will be the responsibility of the organizer to ensure that it is stored and used safely by obtaining health and safety approval for the location. Any equipment used to produce, supply or transfer gases (including pressurized air) must get switched off at the close of daily exhibition activities, where a 24 hour requirement is not provided.

9.23 Glazing and Glass use

The use of glass products at the Doha Exhibition and Convention Center shall be controlled so as to be used in a safe manner without risk to persons. Persons using glazing products must show great care to ensure that they are constructed with a safe method of work and safe for use when fixed. It is the responsibility of the organizer to inform and ensure that all the contractors or exhibitors are using safety glasses. Below are the specifications of safety glasses:

- **Shatterproof glass**: strong laminated glass designed not to shatter, made with a layer of clear plastic inserted between two glass sheets.
- **Splinter proof glass**: glass that, if it breaks, forms rounded fragments rather than sharp splinters.

Damaged glass and glazing products in exhibitions must be repaired so as not to be a hazard to persons in the halls or removed from the halls immediately. Where glazing is used as part of a stand or display at an exhibition, it must be identifiable as glazing where it is a continuous section. Risk to persons of walking into glass must be eliminated where there is a foreseeable risk. This can be in the form of a reasonable sized company sticker, etching or equivalent on the glazing.

9.24 Helicopters and Aero-planes at the Venue

Doha Exhibition and Convention Center does not have a helipad. Helicopter arrivals for display only purposes, by road, must be approved by the Doha Exhibition and Convention Center in advance of the arrival.

9.25 Drones at the Venue

Usage of drones for any purpose must have permission from the relevant government authorities and DECC at least 3 working days before intended use.

9.26 Housekeeping and Discarding of Materials

The Doha Exhibition and Convention Center requires exhibitors and contractors to maintain clear and safe walkways around the halls during build-up, operation and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction. Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. Discarded material should be bagged to enable a safe and efficient removal. All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be detailed to eliminate this hazard. The organizer, exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls. The organizer should remind exhibitors that the halls are a non-smoking area.

Remember:

- Safe stacking methods
- Do not obstruct corridors, stairs, extinguishers, doors or emergency exits

- Immediately clean any spilling or discharge of liquids
- Used packaging material, trimmings, slabs, etc. must be collected up immediately

9.27 PA Announcements

Messages in Arabic and English, as well and any relevant foreign language when you expect a large number of foreign delegates/contractors are an important aid in relaying important safety and show information during Build-up, Open and Break-down phases.

9.28 Noise Levels at the Venue

Limitations exist on the amount of noise that can be emitted from the venue into public areas. Reasonable noise levels are considered as follows:

- a maximum of 65dB (A) between 07.00 and 20.00
- a maximum of 55dB (A) between 20.00 and 07.00

Any excessive noise emitted within the venue must not be of a level that prevents the visitor from hearing the emergency announcements at the venue. Where there is a potential for the occupants within a hall not to hear the emergency announcements, it is the organizer's responsibility to ensure that a robust procedure is in place to allow these messages to be heard. Any excessive noise which forms a necessary part of a process or activity in an event at the venue must be advised two weeks in advance of the event so that suitable measures can be adopted to protect Doha Exhibition and Convention Center staff from the potential harm from excessive noise.

9.29 Requirements for the Use of Drapes

Drapes should be treated to be retardant to fire. Drapes Test Certificate duly approved and signed must be submitted to DECC. Every Fire exit door, Toilet door and Shutter door covered by wall drapes shall be provided with luminous fire exit signage. Every Fire Points covered by wall drapes shall be provided with corresponding fire point luminous signage.

9.30 Requirements for Use of Carpet

Carpet should be treated to be retardant to fire. Test Certificate duly approved and signed must be submitted to DECC.

9.31 Tents, Chalets and Marquees

Tents, chalets and marquees must be constructed in a safe manner and be of robust design so as not endanger persons. These structures should be self-weighted and not in need of pegs to secure from. Material used in the construction of these structures should be fire retardant so as to be safe for users. These structures must have provisions for fire escape and fire protection purposes and may require in-built fire alarm system as part of the design. These enclosures are to be designated non-smoking areas.

9.32 Water Butts, Water Systems

Exhibitors proposing to have water displays involving water tanks must ensure that the tanks are suitably constructed so as not to leak. The choice of material must be considered to ensure that water cannot leak into areas of the hall which carry electrical services, such as the utility ducts. Exhibitors must provide detail of the tank design to the Project Sales Manager, via the organizer, so that approval can be given by the DECC. It is the exhibitor's responsibility to ensure that the design is produced by a competent person and is safe. Exhibitors bringing equipment to the venue which either stores water or emits water in spray or small droplet form must comply with internationally accepted standards relating to the control and prevention of legionellosis bacteria.

Necessary cleaning and disinfection of the water system should be carried out by a competent person or company who can issue a certificate as proof. Where evidence is not provided the exhibitor will be required to use the equipment as a 'static display' only. Total weight of water tanks when filled with water must not be more than two metric tons per square meter.

9.33 Radioactive Materials

Radioactive materials must not be brought into the Doha Exhibition and Convention Center without prior written permission. The exhibitor must provide details of the product to the Project Sales Manager at least 2 weeks prior to the event Following due consideration, approval will either be given or denied.

Where such materials are to be used, it is the organizer's responsibility to ensure that it is controlled by competent persons. With such hazardous material, it is recommended that the organizer ensures that Risk assessment will be undertaken, control measures will be planned and contingency plans considered and provided in advance of the event.

9.34 Welding

The welding permit must be filled in and approved by DECC Operations before carrying out any welding works.

- The condition of the insulation and connections of the equipment and the board must be periodically inspected.
- The earth of the casing must be connected in order to prevent any defects in the insulation.
- The grip of the electrode carrier clamp must be perfectly insulated and in good condition.
- Operators must wear officially approved leather gloves.
- Fireproof screens, canvas or sheets must be placed around the welding area in order to protect not only people but the surrounding materials.
- The electrode armour and the nature of the parts to be welded, due to the high temperatures that they reach, make a large part of these elements volatile, giving rise to harmful gases and metal fumes that in some cases can be toxic.
- Localized extractions must be employed at the same point as the welding, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Certain solvents and degreasers that may have been recently used on the parts could decompose due to the heat and the radiation forming phosgene (toxic). For these types of parts, it is recommended to first clean them with hot water before welding Furthermore, localized extractions must be employed at the same point as the welding, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Oxygen must not be used as a substitute for breathing air, since excess oxygen entails serious risk of fire.
- If a gas inflammation occurs as a consequence of an acetylene leak in the tap or in the hand reducer, simply close the valve on the bottle.
- Copper and copper alloys must not be used in the acetylene drive line, since copper acetyl ide could form, which is explosive.
- If spontaneous heating of an acetylene bottle occurs, take it into the open air in a demarcated and clear area, spraying it at a distance until it cools. The supplier must be notified so that it can be removed. Do not use it again.
- Oxygen and acetylene bottles both full and empty must be stored separately from each other except when in service at the same welding equipment.
- Bottles must always be attached to casing frames on the carts, both in storage and in service.
- Bottles must always be stored away from heat sources and electric contacts, and protected from direct sunlight.
- Bottles must always be transported on carts, avoiding rolling them or bumping them.
- Bottles in service must always be kept in a vertical position and well fastened to their supports or a cart.
- Before starting to use a bottle, check that the manometer shows zero with the tap closed.
- Do not completely use bottles so that air does not enter them. Leave a slight surge pressure inside.
- Open the valves on the bottles slowly.
- Checking for leaks must only be done with soap water or a suitable detector, never with flames.
- The valves of the bottles must be closed when finishing the work session or during long interruptions. After the valve is closed, the hand reducer, the hoses and the blowpipe must always be discharged.
- Do not force the valve on a bottle when it got stocked or ever try to take it apart. Break-downs must be fixed by the supplier.
- Periodically clean the mouth of the blowpipe to avoid flame fly backs, which could be dangerous. Use a brass needle for cleaning.

- Check the pressure scale in order to ensure the correct gas pressure for each job. Incorrect pressure could lead to explosions or flame fly backs that could deteriorate the inside of the hoses.
- To light the blowpipe, first slightly open the oxygen valve, and then open the acetylene valve in a greater proportion. Next light the mixture with a spark igniter, and finally regulate the flame in order to obtain the correct dart flame.
- Do not light the blowpipe with a flame as this could cause serious burns. Always use a spark igniter.
- To turn off the blowpipe, first close the acetylene valve and then the oxygen valve.
- Never hang the blowpipe on the bottles even when turned off.
- Hot blowpipes must be stored far from raw materials that could burn or ignite.
- Keep away the hoses from hot objects, from water, from sharp edges and from vehicle passage areas.

Individual Protection Equipment must be worn:

- Protective shield for the face and eyes.
- Long leather gloves.
- Leather sleeves.
- Leather gaiters.
- Apron.
- Safety shoes with non-conductive soles.
- Replacement glass must be available in case of wear-out.

Due to the nature of the hazard, the venue may decide to appoint fire watch personnel to monitor the situation for the duration of the activity. These personnel will be chargeable to the Organizer.

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10. Rigging

Rigging refers to any temporary suspended item including the fixing points. Rigging is an exclusive service provided by DECC. Any exceptions regarding exclusivity of rigging service have to be agreed with DECC Management in advance in written form. Any company wishing to suspend any object from the ceiling in any of the Halls, must submit a detailed and complete rigging plan to DECC Operations.

The installation of aerial structures for lighting supports may be authorised, provided that these do not exceed 5 m. in height. Optionally, the installation of small-sized signage elements to hang from these structures may be authorised, always provided that between the signage elements and the walls and/or stand construction there is a sufficiently wide separation which does not in any way obstruct visibility in general in the exhibition hall. Rigging operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Certificates must be made available for inspection upon request. DECC reserves the right to ban operatives or contractors who engage in unsafe practices from the tenanted area. Exhibitors and contractors are NOT permitted to conduct their own rigging.

Only the appointed or approved DECC or venue rigging contractors are permitted to conduct rigging operations from any part of the tenanted area. Ideally there will only be one appointed or approved rigging contractor for the event. DECC reserves the right to appoint an independent contractor to inspect and approve the rigging in the halls once it is complete. Any unsafe work must be made safe or removed.

10.1 Safe Working Practices

- All equipment used shall have its Working Load Limit clearly marked and must be suitable for the load to be applied.
- Applied loads should take account of the safe weight of the rigging and hoisting equipment. If there is any doubt, then safety margins should be doubled.
- In situations where bridling is unsuitable, the use of spreader beams should be considered.
- Where standard truss systems are employed for this purpose they shall be subject to a structural report.
- Where specifically designed or manufactured beams are employed a certificate of independent test and examination

must be available for inspection.

- Rigging steels must be protected from damage when rigged around steel trusses.
- All suspended truss systems should have independent structural certification and should only be used within certificated design parameters.
- Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per manufacturers' recommendations and all connectors correctly fitted.
- The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with best practice.
- Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation.
- Clear communication between persons working at height and ground crew is to be maintained.
- Sign suppliers shall be responsible for the integrity of signs and their suspension fittings which must be fit for suspension.
- Screw-in eyes are not acceptable and DECC reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate.
- Paper signs may only be suspended if constructed from an approved material.
- Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching or vinyl welding.
- Provision of bottom drop weight pockets by gluing is not acceptable.
- Secondary or 'safety' suspensions may be required in certain locations. When required, they shall be installed.
- to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

10.2 Maintenance of Rigging Equipment

Rigging equipment used must be free from defects, fit for purpose, marked to indicate its Working Load Limit, adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request.

All rigging equipment on site must be visually inspected daily by a competent person to ensure that it can function safely.

General Safety Precautions:

- Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place.
- Operatives must avoid work at height where possible and use work equipment or other measures to prevent falls and to minimize the risk of injury from a fall.
- Riggers and rigging supervisors must receive adequate rest periods.
- The venue must provide suitable working lights to ensure that rigging operations can be conducted safely.
- DECC Commercial must liaise with DECC Operations to ensure that sufficient time is available so rigging operations can take place safely.

10.3 Working at Height

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally, this means above 2m. The above guides offer clear information on the correct use of access equipment such as ladders, cherry-pickers, mobile work platforms and scaffolding, along with guidance on ways prevent falls and ensure safe working practices whilst erecting steelwork.

A brief summary of steps that the stand contractor should take before working at height includes:

- Undertake a suitable and sufficient Risk Assessment and Method Statement.

- Ensure that stairs and handrails (or temporary guardrails) are fitted as early as possible to provide safe access to higher levels of the stand.
- Ensure that any welding or cutting on the upper-decks do not present a fire risk or hazard to passers-by or contractors working on lower decks. A hot work permit will usually be required.
- Ensure that a safety-zone is created around the stand to protect passers-by against materials accidentally falling off the stand.
- Ensure that ladders are not to be used as workplaces, only as a means of access. Ladders used must be of industrial strength and not ones designed for domestic use.
- Ensure that suitable lighting, heating, signage, PPE and rest periods are provided.
- Ensure that the Exhibitor or their principal contractor provides hard hats to their crew and erects suitable signage.

All reasonable steps should be taken to eliminate or minimize work at height.

Works at height should be properly planned and supervised and the correct equipment selected. Contractors are to ensure that:

- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground.
- Those working at height must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder).
- Those involved in work at height are trained and competent.
- Equipment for work at height is appropriately inspected and free from safety defects.
- The risks from falling objects are properly controlled.
- Work platforms must have a toe board to prevent items falling.
- Access is controlled to prevent other persons working or walking beneath work at heights.
- Persons working in the vicinity of high works should wear hard hat.
- Persons working at height on mobile elevated work platforms should wear head protection.
- Plans are in place for emergencies and rescue from height exceeding 3 meters.
- Ladders can be used when it is not practicable to use a working platform or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times.

Additionally, the following guidelines must be followed:

- Ladders must have 'industrial' rating (this type are more durable and resilient).
- Ladders for work over 4m are not permitted.
- Leaning ladders must be placed at the correct angle.
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed.
- The top treads or steps must not be used as a platform for work.
- Users should face the ladder at all times whilst climbing or dismounting.
- Stepladders should not be used sideways-on where sideways loads are applied.
- Only one person should climb or work from a ladder or a stepladder.
- Users should not overreach.
- Steps and ladders should be checked for suitability and defects each time they are used.
- When working at heights riggers must be clipped on to a rigging point via a safety lanyard or be wearing fall arrest equipment.
- Suitable head protection must be worn to prevent injury to the head when falling.
- The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.

10.4 Access Equipment

Access equipment must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. Standing directly on forks, attachments or pallets not intended for such applications is strictly forbidden. Riggers working outside a platform with guard rails, must be clipped via a safety lanyard or use fall protection equipment to prevent falling from height.

10.5 Mobile Scaffold Towers (MST)

When using a MST, check that the exhibitor or their contractors:

- Follow the manufacturer's or hirer's instructions for safe use.
- Use 3:1 height to base ratio.
- Fit the correct guard rails, toe-boards and stabilisers.
- Ensure that the MST is vertical and set up on a firm, level surface away from overhead hazards.
- Lock the wheels and outriggers.
- Do not overload the platform.
- Do not access the MST from the outside – use an internal ladder or stair.
- Do not push the MST with persons or equipment on the platform.
- Do not overreach or put boxes on the platform to stand on.

10.6 Installation of scaffolding structures

They must be installed by accredited and qualified personnel. Any scaffolding that does not fulfil the following conditions will be dismantled and removed from the facilities.

- The platform must have a 90-cm handrail, an intermediate bar and a 15 – 20 cm skirting board.
- Access shall be busing an inside stair through a practicable flap door.
- The support surfaces on the scaffolding must be horizontal and compact. If they are erected on inclined planes wedges must be placed for the vertical displacement of the load.
- During scaffolding assembly, all personnel must wear safety harnesses, fastened to the structures as bodies are added.
- Scaffolding shall not be used for other purposes than the reasons for which it was installed (storing of materials, access to vertical holes, lowering and raising materials, etc.).

10.7 Hanging scaffolding / nacelles

- All personnel that are on hanging scaffolding must wear safety equipment to prevent falls
- They must have a double handrail, one at 90 cm and another at 70 cm, an intermediate bar and a 15 – 20 cm skirting board.
- The floor must be anti-slip and will operations will always take place horizontally.
- The attachment of the hanging systems must be inspected periodically and load checks must have been effected and duly documented before usage.
- All of the parts that comprise the elevation systems must be inspected prior to assembly, with the results of the revision being documented in writing.
- This system cannot be used when working with heavy materials.
- Ascents and descents cannot be carried out with only a single person on the structure.

10.8 Vertical Physical Protection

Establishment of safe workplaces, independently of the location, using a platform that is at least 60 cm wide, a handrail at 90 cm height, an intermediate bar placed at 45 cm and a 15 – 20 cm skirting board. All vertical holes must have a vertical protection system that prevents people from falling. The different auxiliary means used during the activity, such as scaffolding, baskets, platform lifts, etc. must have an identical protection system for the worker using them.

Only when the above is not feasible shall the following be done:

- Placement of horizontal nets.
- Placement of resistant horizontal and/or vertical nets along the length and width of the work zone.
- Load tests for the nets must be carried out, being recorded and reviewed periodically by the parties in charge of the installation companies.

When neither of the above is feasible, the following measures shall be taken: Usage of Individual Protection Equipment.

A harness must always be used and accompanied by:

- Secure anchorage points.
- Suitable worker training.
- Review of the individual protection equipment on a weekly basis.
- Drawing up of a rescue and evacuation plan for workers affected by any potential fall with suitable equipment and adequately trained personnel.

10.9 Ladders with a Single Section

All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges). Single-section stairs must be equipped with anti-slip studs and will be fixed onto the top part. The operator must also wear the safety harness and fasten it at a fixed point. It must be extended at least one metre above the resting point, maintaining a comfortable and safe space for accessing the upper level without jumping over the protective handrail. Nothing can be carried in hands while ascending or descending. If loads are carried on your back, the maximum weight will be 25 kg. The ladder cannot be moved horizontally while working on it. Due to this, the two ends must be securely fastened. The ladder will always be placed at an angle of 30º with respect to the vertical plane it is resting against, or 30 cm horizontally for each 120 cm of vertical displacement.

10.10 Lift Platforms

They must be installed by accredited and qualified personnel and must have an anti-fall system. All lift platforms must have a 90-cm handrail, an intermediate bar and a 15 – 20 cm skirting board. The work surface must be smooth, compact and resistant. Periodic inspections of the machines must be carried out, inspecting the visual and acoustic signalling devices, as well as for any possible oil leaks, the condition of the wheels, etc. It is prohibited to work on a different level than the platform base, or in other words, on the handrails, using ladders or other items on it, etc.

10.11 Scissor Ladders

All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges). Scissor ladders will be equipped with studs. The operator must also wear the safety harness and fasten it at a fixed point if carrying out long static works at a great height. All scissor ladders must have a locking system to prevent opening. Metal scissor ladders shall not be used in the presence of electrocution risk due to the existence of conductive equipment and materials in the area.

10.12 Mobile Work Platforms

These must be installed by accredited and qualified personnel. Any platform that does not fulfil the following conditions will be dismantled and removed from the facilities. The platform must have a 90 cm height handrail, an intermediate bar and a 15 – 20 cm skirting board. Access shall be by using an inside stair through a practicable flap door. There must be a braking system on each of the legs of the mobile platform. Transport will be done horizontally close to the base and never while there is someone still up on to the minimum width of the work platforms will be 1.2 m and will always be equipped with a complete surface of metal trays at the working level and will never be stepped. The platform height must be adjusted to the level where the works are being carried out, and this does not represent an excuse for not placing protections.

11. Electrical Regulations

The Space-only Exhibitor and their Stand Contractor must follow the instructions of the Organiser as to which contractor to use for all onsite electrics. The appointed Electrical Contractor must inspect and satisfy themselves as to the condition of any and all electrical installations prior to energising. Shell scheme Exhibitors must use the Organiser's appointed contractor for all work.

11.1 Electrical installations

Installation must be carried out by a locally certificated electrician who is responsible to complete and provide installation report. Installation report must be submitted to DECC Operations. DECC will hold no responsibility from any deviation from the installation report. Mains connection shall be carried out by DECC Operations, after payment of outstanding invoices for the installation permit. Due to risks of electrocution, electrical fires and damage to the equipment, access to the connection boxes or trenches by any person not employed or authorized by DECC is strictly prohibited. Access to the connection boxes by any person not employed or authorized by DECC is strictly prohibited. If installations of 50Kw or higher are to be used, an electrical plan must be submitted, prepared by a competent technician and stamped by the relevant professional association.

- Voltage in all DECC halls is 220 v and 380 v (phase-to-phase).
- Stand consumption must not exceed a power factor of 0.85.

Important Notes:

- All connections to the electric supply must be carried out and authorised by the company in charge of the Facility Management at the DECC facilities.
- The electrical cabinets must also be kept closed and the casing of the electrical apparatus must never be opened.
- Follow all warning and protection instructions to avoid contact with live parts.
- Do not use intermediate plugs (multi-plug adapters). Such plugs may overload and can represent a serious danger.
- Do not use wires that are worn out or broken sockets.
- Never disconnect them by pulling on the wire.
- Do not handle or try to repair the installation or any electrical apparatus.
- The connection of electric wires to the energy supply board without the usage of officially approved socket plugs is prohibited.
- All electrical machines must be equipped with an earth in combination with the general board differentials or be equipped with double insulation.
- Overriding the grounding of machine tools is strictly prohibited.
- The grounding wire of the feed hoses cannot be overridden.

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12. Hazardous Chemicals, Waste Material and Fumes

It is essential that you seek the guidance of a Competent Person when identifying the control measures needed when dealing with any hazardous substance. A Risk Assessment is vital, and should cover:

- Storage (at the Venue and on the stand).
- Usage (how, when, what, where, why).
- Emission (fumes and vapors).
- Waste removal (the Organiser, in conjunction with the Venue, should establish a suitable and sufficient chain of control for handling, collection and disposal, assess incompatibility of hazardous substances and assess fire risks)

The following six steps that can be taken to reduce the risks in any given situation. In order they are:

1. **Eliminate the hazard** (e.g.: use an alternative safer substance such as coloured water for demonstration purposes).
2. **Reduce the risk** (e.g.: bring only the minimum necessary amount to site).
3. **Isolate the hazard** (e.g.: enclosing the area with barriers or encasing chemical).
4. **Control the risk** (e.g.: issuing instructions to all visitors, or using a member of staff to control visitors and ensuring that all operatives are trained and experienced).
5. **Personal protection** (e.g.: providing protection such as masks, gloves and other protective workwear to operatives).
6. **Discipline** (e.g.: providing a sign warning of the dangers; set up a safe system of work and ensure staff adhere to control measures by monitoring onsite).

Steps 1, 2 and 3 are considered hard measures, steps 4, 5 and 6 are considered soft measures.

Hard measures should always be used first.

Any hazardous substances to be brought onto site, for any reason, must be clearly identified and brought to the attention of the Venue's at least three months prior to the start of tenancy. A suitable site for a 'Chemical Store' should be identified and the safe method of operation communicated to all Exhibitors. This should include suitable times for access and deliveries on to the stand, and this responsibility may be able to be given to the appointed lifting contractor for the show if they are suitably experienced at dealing with hazardous substances.

All spillages of hazardous substances on site must be cleared up immediately and dealt with in accordance with the manufacturer's Safety Data Sheet. Exhibitors must be made aware of the reporting procedures on site, and the venue managers trained in the handling of any hazardous material they might come into contact with. Where demonstrations are likely to create toxic or noxious fumes, due thought must be given to the necessity of allowing the process on site in the first place. A safer alternative, i.e.: substitute the hazardous substance for a safe one specifically for the exhibition, should be sought whenever possible. Some processes may create 'flammable zones' around machines and Organisers must establish suitable and sufficient control measures as identified from the Risk Assessment. This may include enforcing a strict 'No smoking' policy in that zone or part of the Venue. Due thought must be given to how hazardous waste will be safely removed from site. A specialist hazardous waste handling company with suitable knowledge of the Venue and substances to be handled should collect any such waste then safely dispose of it. This contractor should be in possession of all the relevant licences under the Environment Protection Act.

12.1 Chemical Products

All chemical products must be correctly indicated with their respective labels, always keeping them in their original packaging, and with the safety data sheet, so that users can be notified about the product risks and the preventive measures to be adapted for its control. Chemical products must not be heated or placed near ignition sources, except those that require heating for their usage. Safe and ergonomically designed packaging must be used, preferably metal.

Glass bottling is only suitable for small amounts. Plastic containers must be watched over for any possible deterioration and must not be placed in the sun. Individual protection equipment must be employed in accordance with the instructions on the label\ and the safety data specifications. They must be handled in properly ventilated areas and if necessary, personnel shall be equipped with the corresponding respiratory protection means. When finishing works, the brushes, chamois, rags, etc. impregnated with these products must be placed in especially covered metal containers for disposal. The elimination and transformation of waste shall only be carried out via a supplier.

Chemical products are not to be brought into the venue if they are for display. i.e., trade shows, product placement. Any Organiser or exhibitor wishing to do so should instead bring inert replicas. DECC reserves the right to remove such articles at cost to the Organiser or Exhibitor.

12.2 Materials

Materials which can be used should be either:

- Non-combustible.
- Flame resisting plastic material.
- Flame resisting boarding.
- Timber of any thickness treated so as to be flame resisting.

- Timber of thickness not less than 25mm, or chipboard or block-board each not less than 18mm thickness.

This applies to any part of a wall, floor or structure of all stands.

The introduction of plastic materials to stands for aesthetic reasons must be done with caution as, whilst they look good, plastics can be extremely flammable and give off toxic fumes. Where any materials used in the construction of a stand comprises a surface material together with a substrate, the material should be bonded throughout to the substrate. The decorative finishes to stands (non-fabric material) should have been subjected to a test for flammability or for surface spread of flame.

Textile fabric materials shall not ignite when subjected to a flame duration of 10 seconds. Paint used in decorative finishes to a stand shall be a water-based paint. Oil-based paints can be used for small areas provided that they are not more than one-twentieth of the painted area of the stand and suitable PPE is used.

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13. Event Signage Plan

13.1 External Displays and Signs

All signs designed for use outside the building must be suitably manufactured and fixed to be safe and take accountability for stability and wind loading. It is the organiser's responsibility to ensure that this requirement is satisfactorily applied. Signs locations must be agreed in advance and any incidents resulting from the locating of unapproved signs will be the responsibility of the organiser.

- Signs in public walkways must not obstruct pedestrian areas and be clear of routes that may be used for emergencies
- Signs adjacent to traffic roads must be particularly designed and fully supported to be safe and not cause vehicular or pedestrian incidents.

13.2 Visitor Information

Large, clear 'You Are Here' boards should be situated at key points throughout the exhibition, such as inside the main entrance (but not so as to create congestion), at meeting and information points, at catering areas, where visitors normally gravitate to, and in places where visitors to the show would otherwise get lost.

13.3 Safety Signage

Emergency exits, emergency facilities, and First Aid Posts, are clearly signed by the Venue. Where any of the signs gets covered or not visible due to structures build for an event or drapes usage etc., then Organisers should make their own arrangements and include the following within their exhibition signage plan. In addition, an organiser's signage plan must include:

- Prohibition signs to prohibit dangerous behaviour (e.g. No smoking; No access to children under 16, etc.).
- Warning signs (e.g. Danger: Forklift trucks; Floor Hazards; Overhead work, etc.).
- Mandatory signs (e.g. wear a hard hat; drive slowly, wear face mask ,etc.).

13.4 Warning Signage for Build-up and Break-down

Large, suitably worded A-frames or black/yellow floor-marking tape should identify the Emergency Gangways during Build-up and Break-down. These should also be marked on A3 or A4 copies of the floorplan and be distributed to all Contractors as part of a 'Safety Bulleting' featuring other safety information.

A 'Site Entrance Board' should be positioned outside each vehicle entry door. It should display large, clear symbols and simple wording warning against the main hazards present onsite. These signs must show the standard symbols for the benefit of non-English-non Arabic Speaking Contractors and Exhibitors, and include samples as outlined above.

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14. Moral and Ethical Standards

It is a request that all persons visiting or working at events respect the nature of local conduct whilst using the facilities of the venue. Person causing offence may be subject to removal from the premises or in more serious cases police arrest.

14.1 Improper Conduct

Persons using improper language, insulting, rude or derogatory terms, is not acceptable. If a person persists in using such language they will be asked to leave the venue. Persons resorting to physical or verbal abuse will be asked to leave the venue and may be subject to Police action. Where such behavior is witnessed it should be reported to the organiser and to the Project Sales Manager. If enquiries provide evidence of such behavior the person will be asked to leave the venue for a period commensurate with the gravity of the offence.

14.2 Offensive Displays

When displaying wares, goods and advertising at the venue we would ask that respect be given to local preferences for over- exposure of the human body to be restricted. Doha Exhibition and Convention Center reserves the right to request the withdrawal of any visual display that may be considered offensive or is subject to reasonable complaint.

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15. Handling Materials

15.1 Use of Mechanical Means

Mechanical means must be used whenever possible for the handling and stacking of materials. For the manual handling of loads, the weight must be placed near the body with a straight back. For transporting light loads, manual wheelbarrows must be used, keeping the following recommendations in mind:

- They cannot be used for transporting people.
- Materials must be stacked ensuring that there is sufficient visibility.
- Keep the wheelbarrow in front of you by pushing it especially when descending ramps.
- If you must leave a wheelbarrow stationary, park it in a safe place that is removed from the corridor.
- Do not overload it and distribute the load uniformly.

15.2 Lift and Transport Systems

To lift and transport heavy loads, lifting and transport systems must be used (cranes, forklift trucks), following the recommended usage instructions:

- Cranes and forklift trucks can only access the grounds after receiving authorisation from the DECC Operations.
- Never lift loads if the chains or cables are tangled.
- Slings, chains, etc. must be in perfect condition without deformations or breaks and must be suitable for the weight to be lifted.
- The hook must be in good condition and have a safety catch to prevent accidental unhooking.
- Loads will not be hoisted when the crane is moving.
- Suspended loads must not move over people.
- Sideways force or dragging must never be employed.
- Before starting a transfer movement, the machinist must ensure that there are no people on the load to be lifted or in the space where the load is being transferred to.
- Never leave loads suspended and do not swing them in order to move them.
- When placing the load on a platform or cart, ensure that both ends are at the same level.
- The hook must never be lowered beyond the point when there is less than two complete turns left on the drum cable.
- Load hoisting and lowering maneuvers will be managed by a single person.
- When performing tasks for hooking and unhooking the loads at a distance of over 2 meters, protective equipment against falls must be used.

Lifting equipment used must be free from defects, fit for purpose (sufficiently strong, stable and marked to indicate its working load limit), adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. This will include equipment that is used only occasionally, such as attachments to fork lift trucks. All lifting equipment on site must be visually inspected daily by a competent person to ensure that it can function safely. A record is to be taken of this inspection and collated by the lifting supervisor. Lifting equipment must be positioned to minimize the risk of injury, e.g. from the equipment or the load falling or striking people; every part of a load and anything attached to the load and used in lifting must be secured and of adequate strength. Forklift trucks must be labelled and numbered so the equipment and its operating company can be easily identified by the Organiser in the event of safety violations or incidents. It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. During working with material handling, DECC instructions have to be followed regarding floor loading limits and in particular with regards to:

Point loading of outriggers on cranes:

- Capacity of upper levels.
- Capacity of cargo lifts.
- Capacity of floor ducts or other weaker areas.

Fork lift operators must:

- Obey speed limits
- Observe floor loading limits for their vehicle and load
- Not take passengers on any part of the vehicle or load
- Not travel with the forks raised
- Not reverse without a banksman
- Wear restraints where these are fitted
- Not place freight in designated emergency aisles

15.3 Lifting Operation

A written Risk Assessment must be carried out by a Competent Person to assess the Lifting Operation being planned. This assessment should cover the type of load being lifted, the risk of the load falling or striking a person, the risk of lifting equipment itself falling or striking person.

15.4 Manual Handling

All persons involved in manual handling should be trained in the correct techniques and competent to carry out the task involved. A risk assessment should be undertaken prior to operations commencement to assess the risk of injury from any hazardous manual handling that can't be avoided and mitigate the risk of injury from hazardous manual handling.

Employees involved in manual handling of materials must:

- Follow appropriate systems of work laid down for their safety (ref to Safe System of Work - SSW)
- Make proper use of equipment provided for their safety
- Co-operate with their employer on health & safety issues
- Apply the duties of employers, as appropriate, to their own manual handling activities
- Ensure that their activities do not put others at risk

16. Crowd Control at Events

DECC requires Organizers to give strong consideration for the control of large numbers of visitors to the venue that it provides. The organizer is responsible for crowd control arrangements at events. As well, consideration must be given to the hazards involved and a Risk Assessment must be made to ascertain the extent of that risk and reduce it to an acceptable level. Special consideration must also be given for people with disabilities.

The following must be followed:

- Allocated seating at events. The organizer must avoid first come first served' arrangements which tend to encourage the urgency of access.
- Early access to allow a stream of visitors rather than the holding of large numbers of persons at crowding points
- Efficient planning for the checking arrangements for tickets so as not to create secondary crowding points within the venue.
- Clear labelling of seating areas to allow the organized and speedy flow of persons away from access areas.
- Police barriers are allowed to be placed at the outdoor premises only and it is designed and manufacture for traffic purposes. It is not allowed to be used as part of any internal barriers like in the concourse or inside the exhibition halls etc. The purpose of not allowing is due to the sharp and pointed legs which may be a physical hazard if over turned.
- Only crowd barriers specifically designed to with stand toppling, e.g., Mojo Barriers, are to be used inside the hall when segregating crowds during the event.
- Any barriers to be used as internal event, legs should have covered by rubber or reflectorized sticker must be visible from anyone to prevent physical injury if over turned.
- Sufficient entry and exit points for the size of the expected crowd.

This is not intended to be an exhaustive list and much thorough consideration will be required, commensurate with the size of the event, for large exhibitions, concerts and similar gatherings. The organizer must provide the venue a risk assessment.

16.1 Congestion

The floorplan should initially be designed to alleviate any potential for traffic flow black-spots' created by pedestrian overcrowding. During periods where it is foreseen that there will be major crowd problems and congestion, such as advertised celebrity visits or special product launches, then extra barriers, stewarding and signage may be required. In extreme cases (VIP visits; boy bands; world product-launches, etc.) 'snatch-squads' made up of three or four specially trained security staff may need to be employed in order to physically pull people out of crushes and forcibly re-direct traffic flow. This measure should be employed only with the full co-operation of the Venue and only when the expected audience is extremely large or excitable. However, it is stressed that a good floorplan design, a full safety management program implemented from a suitable and sufficient Risk Assessment, adhering to the 'Occupant Capacity' limit as designated by the Venue's Local Authority and the ability to stop any performance, product launch or any other event inciting crowd surges or congestion should prevent the majority of crushes and subsequent injuries from occurring in the first place.

16.2 Portable Barriers

In general, police-type crowd control barriers at exhibitions are required only for directing traffic flow (pedestrian and vehicle), defining queuing areas and protecting visitors from major hazards. Their use as crush barriers should be avoided – and with good floorplan design and the careful scheduling of public entertainment features wherever they occur in the exhibition, are unnecessary.

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17. Emergency Procedures

17.1 Evacuation Announcement

In the event of an evacuation, resulting from fire alarm activation, the following automated voice announcement will be heard in English /Arabic languages:

"May I have your attention please, an incident had been detected in the building, please leave the building immediately by the nearest available exit, do not attempt to use the lifts"

"نرجوا الإنتباه.. لقد تم اكتشاف حادث في المبنى.. الرجاء المغادرة حالا من أقرب مخرج.. الرجاء عدم استخدام المصعد"

What to do if evacuation sirens are heard:

- Abandon the activity you are doing.
- Disconnect the equipment from the electrical network and close the gas cut-off key.

- Leave rapidly but without running or stopping.
- Close any doors you pass through if you are the last one to leave.
- If you are with non-DECC personnel, notify them that the evacuation order has been given and make them accompany you.
- Move towards the outside meeting points following the signaled evacuation routes.

17.2 Evacuation of People with Special Needs

Special arrangements must be made to evacuate wheelchair users, people on crutches, and frail and/or elderly or heavily pregnant women from above ground floor level. Should a panic ensue, a person whose restricted mobility might unduly delay the evacuation of others up or down staircases may well be swept aside by the more able bodied. All persons with a disability (permanent or temporary) that may delay their recognition of the fire alarm or their response to it must be identified on a Special Needs Evacuation Register and have a Personal Emergency Evacuation Plan (PEEP) prepared in consultation with DECC.

17.3 Assembly Points

If you are leaving DECC across the lobby: Sidewalk area on south side of DECC

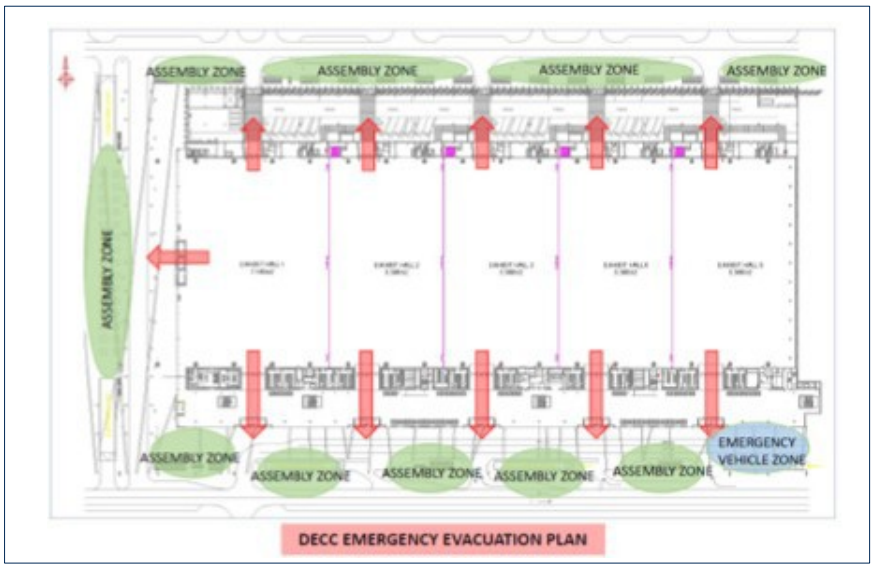
If you are leaving DECC across the loading area: Sidewalk area on north side of DECC

If you are leaving DECC directly outdoor from Hall 1: Sidewalk area on west side of DECC

Follow the instructions of the DECC security personnel.

Do not return to the affected area until receiving instructions from security personnel. If the evacuation route is obstructed by smoke:

- Go to an alternative exit.
- If this is not possible, crawl towards the exit as smoke generally rises.



17.4 Fire

In case of detecting a fire, smelling a smoke or in an emergency situation:

- Call the internal emergency number, stating the location, the area and the type of situation:
- Emergency telephone number: **+974 4033 1999** (or **999** if called from venue phone)
- If the above is not possible, press the closest alarm button:

Type FIRE / EXTINGUISHER	Class A Combustible Materials (e.g.: Paper, Wood)	Class B Flammable Liquids (e.g.: Paint, Petrol)	Class C Flammable Gases (e.g.: Butane, Methane)	Class D Flammable Metals (e.g.: Lithium, Potassium)	Electrical Electrical Equipment (e.g.: Computers, Generators)	Class F Deep Fat Fryers (e.g.: Chip pans)	Comments
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electrical fire
Foam	✓	✓	✗	✗	✗	✗	Not suited for domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

After notification, the person may attempt to extinguish the fire if they have suitable training using a fire extinguisher provided that their safety is not at risk, and ensure the extinguisher is suitable for the fire you are fighting. (See above table)

17.5 First Aid On-Site

As an Organiser, your 'Duty of Care' will include making reasonable provision for First Aid and Medical cover at your exhibition. The level of cover required should be ascertained from your Risk Assessment the following is a list of criteria that will have an effect on the required levels of cover:

- Expected attendance.
- Existing medical facilities at the Venue.
- Proximity of the nearest Casualty department.
- Nature of the exhibit.
- Nature of the expected visitors.
- Size of the exhibition site.
- Constraints on Build-up or Break-down time.
- Means of communication.

When large numbers of contractors are present over a short period of time or dispersed over a large Area, where there are 24-hour working, young or excitable visitors, hazardous exhibits or displays, then the First Aid cover should be significantly increased.

The location and method of communication to the First Aid Centre(s) should be sent out to all Exhibitors and Contractors by way of a Safety Bulletin prior to the show.

What to do if you need emergency health assistance:

- Directly inform the nearest Security Guard.
- Inform Security about the event using the following telephone numbers:

+974 4033 1999 (or **999** if called from venue phone)

- If the person has lost consciousness, stretch the person out on the floor with his or her feet elevated.
- In case of vomiting, place the head in a sideways position.
- Always loosen and unfasten clothing, neckties, belts, etc.

17.6 Lost Property

The Lost & Found office is located at the security room adjacent to hall 5. DECC security is responsible for the safe keeping of items that have been found at the premises. Items will be returned to the rightful owner upon presentation of reasonable proof of ownership. Any items left beyond 1 month will be disposed at DECC's discretion.

Anyone losing property should report the details to DECC security as soon as they become aware of the loss Losses may be reported by phone to +974 4033 1353 (or 353 if called from a venue phone).

18. Covid-19 Regulations:

Doha exhibition and convention Center gives top priority to our valuable clients and public health, who directly or indirectly involve in DJWE, to overcome current covid-19 pandemic our Exhibitors must fully adhere in the venue/DECC premises to all the precautionary procedures and measures to limit the spread of COVID-19 imposed by the State of Qatar's Government and to all good practices and guidance based on the instruction of MoPH.

The Organizer shall read the following guidelines, laws, procedures, and requirement to adhere the preventive and precautionary measures to combat COVID-19 to protect workers, exhibitors, visitors and society:

- Providing what is necessary to activate EHTERAZ application for all workers, organizer/exhibitors, visitors at the exhibition and to check the health status for all people entering the exhibition and preventing anyone from entering the exhibition with a color other than green.
- Medical Masks to be worn by all staff, organizer/exhibitors, and visitors at all times, preventing violators from entering, and alerting all people to wear masks throughout their stay inside the exhibition.
- Thermal screening for employees, exhibitors and public, entry only allowed for those of 37.8 degrees or less without causing any congestion at the entrances.
- Provide hand sanitizer containing at least 60% alcohol at entrances/exists, aisles, stands and throughout the exhibition floor and other areas with commonly touched surfaces within the exhibition.
- Employees, exhibitors, and public are not allowed to smoke near the entrance/exit of the venue.
- Remind all visitors to keep the safe distance in case they wait for public transportation (taxi/ limousine).
- Use floor marking stickers to ensure 1.5m physical distancing in queuing areas where participants are standing including (but not limited to) entrance/exit, registration counter, exhibition aisles and stands.
- Foot traffic flow/density should not exceed the capacity of 30% as per government announcement and where 9m² per participant is maintained.
- Staff and volunteers should be briefed on the protocols for suspect and confirmed patients, infection prevention and control measures and where to find more information.
- An equipped medical team (including female staff) with Ambulance must be available at all the times during the buildup/ break down / live days.
- It is the responsibility of the organizer to provide relevant technology equipment to identify the venue/exhibition hall/foyer capacity (total number of persons) inside the exhibition/event area (including common areas used for the exhibition) at any given time.
- It is the responsibility of the organizer to appoint/assign staff/volunteers (including female staff) to monitor the compliance of participants with the preventive measures.
- It is the responsibility of the organizer to coordinate with the Establishments and Authorities Security Department to guarantee their presence during live days.
- The organizer has to obtain the approval from MOPH for the event by sending a letter detailing the event, and including the dates, duration, number of participants, the venue, whether it is an outdoor or indoor event, any international participation, and any other information related to the event to the Minister of Public Health Office Manager.
- The organizer must complete and sign a MOPH form that has a check list of key preventive measures and an undertaking statement to adhere to the rules and guidelines.
- Final decision or change of the decision of public attendance is at the sole discretion of the MOPH and relevant authorities, based on the local epidemic status. The health authorities might decide based on the level of spread of infection in the community, to implement further restrictions on entry to the event.
- Aisles should be wide enough to allow room for people to maintain physical distancing. Consider using one-way traffic

flow of participants/visitors to help maintain distancing and to prevent people from running into each other.

- Product demo must be limited inside the Exhibitor Booth's perimeter only and It is prohibited to place chair/s in front of each exhibitor booth.
- All materials and equipment's entering the halls at any time must be disinfected using approved system and disinfectants.
- On the end of each live day the Organizer must disinfect using approved systems such as electrostatic sprayers or other suitable delivery systems with approved disinfectant(s). Disinfection will include but is not limited to stands, exhibits, aisles, lobbies, loading areas, elevators, Registration area, restrooms and meeting rooms.
- Exhibitor booth counter tops and tables must be sanitized thoroughly after visitors or customers leave, to maintain proper hygiene.
- Directing traffic flow using signs, ropes, floor decals, greeters, etc.
- No food concessions inside the event building including conference halls, exhibition halls and stadia is allowed (masks to be worn at all times).
- Ask exhibitors to avoid handling samples, promotional items, or brochures to attendees.
- Use contactless payment and avoid cash payments where possible. Practice hand hygiene between tasks if required to handle cash.
- Availability of medical post and designated personnel on site is mandatory to help assess cases and potential other illness and injuries.
- Post signs in highly visible locations (e.g. entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering and keeping safe distance). Signs should include visual cues (such as clear, easy-to-understand pictures demonstrating the healthy behaviors) at the appropriate reading and literacy level.
- Consider making public announcements during the event about safety measures and protocols.
- No more than 3 people (including Exhibitor) are allowed to stay inside the stand.
- Vulnerable groups including people over 60 years, children under the age of 12, pregnant women, and those suffering from chronic diseases are advised to avoid social gatherings.
- Follow the directive guidelines and policies related to the prevention and the outbreak of the spread of Covid-19 virus, which includes:
  - Commitment to the gradual lifting/re-imposing of restrictions announced by the Supreme Committee of Crisis.
  - The guidelines related to the responsibilities of employers to prevent the spread of virus within the workplace and public places issued by the Ministry of Public Health.
  - The guidelines related to the commitment of employees to act cautiously and follow the health and safety rules issued by the Ministry of Public Health.
  - The policy of The Ministry of Administrative Development, Labor and Social Affairs regarding precautionary measures to prevent the spread of the virus.
  - Adherence to the policies and circulars issued by the Ministry of Commerce and Industry.

Organizers to acknowledge their awareness that any violation of the above pledge is an explicit violation of the provisions of Decree-Law No. (17) of 1990 regarding the prevention of infectious diseases and amended by Law No. (9) of 2020.

Our organizers are kindly requested to carefully read our **Good Practice Guidance for safely re-opening of Business Events at DECC and to sign the organizer undertaking letter.**

19. Glossary

Definition of terms used in this guide:

Competent Person(s): A Competent Person can be defined as one who has the sufficient and necessary experience, knowledge and training to assist Organisers in undertaking the management of Health & Safety for a given exhibition, event or show. Such persons should also have the necessary recognized qualifications

Complex Structures: This refers to the categories of Exhibitors' space-only stands and features or Organiser's 'Feature Areas' that are regarded as being sufficiently 'complex' to warrant the submission of full structural calculations (struc-calcs) in order to determine adequate stability for 'live' or 'dead' loads.

A structure is considered 'complex' when it has:

a) Any structure of any height that requires cross-bracing.

b) Stand fitting over 4m in height.

c) Multi-deck stands including double-deckers.

d) Stairs, steps and staircases of any height.

e) Platforms and ramps over 600mm to which people have access.

f) Staging.

g) Lighting towers and rigs.

h) Temporary grandstands, hospitality units and tiered seating.

i) Certain working practices and conditions present such as rigging, lifting, hot work, etc.

(NB: All Complex Structures normally require full Structural Calculations, along with the appropriate Inspection Certificate from a Certified Structural Engineer and/or a Method Statement from the Stand Contractors, to be submitted to the organiser and subsequently to the Venue).

Contractor: Person(s) or company providing services, products or labour at an exhibition. Contractors may sometimes employ sub-contractors.

Exhibition: For the purpose of this guide, the term 'exhibition' includes any event taking place at any Venue. This includes trade or public exhibitions, shows, trade fairs, product launches, roadshows, corporate hospitality days, conferences, etc. which feature, or part feature construction of stands, stages or features where Exhibitors' display areas are for the sale or promotion of goods and services.

The "Health & Safety Declaration Form": Whenever reasonably practicable, the Organiser should obtain a Risk Assessment and Method Statement from ALL of its Exhibitors and the Organiser's own appointed contractors. However, the "Health & Safety Declaration Form" is a simple and effective alternative

Lifting Accessory: Individual items such as shackles, slings, eyebolts, truss sections, hook clamps, etc.

Lifting Assembly: A collection of Lifting Accessories used to join a load (or combination of loads) to a Lifting Machine or to support the Lifting Machine itself. Assembled trusses, fly bars, ground supports and stage roofs all come into this category. Lifting Equipment the generic term for all items found in the workplace that can be used to lift a load. Note that winches for pulling loads along the ground do not count (although other legislation applies) and activities such as carrying a parcel are also excluded as no mechanical assistance is in use.

Lifting Machine: A device, power driven or manual, which is used to raise and lower a load. Examples of power-driven machines include chain- climbing hoists ('motors'), forklift trucks, tail- lifts, cranes, etc. Examples of manual machines range from a crowbar to a winch.

Method Statement: This is a written document that outlines the steps as to how the stand elements are going to be constructed, stabilised and dismantled on site. It is a handy reference guide for scheduling the deliveries, lifting and rigging, etc., often highlighting areas that require special consideration or extra control measures.

Organizer: The person(s) or company hiring the Venue. Sometimes referred to in the Licence Contract signed with the Venue as the 'Licensee'. The Organiser is deemed to be anyone who has the main responsibility for the planning, control or management of the exhibition, sharing the responsibilities with the Venue. The Organiser can be an employer as well as a Contractor at some exhibitions.

Risk Assessment: his is quite simply a means to carefully examine and assess what at your exhibition can cause harm to people or damage to equipment and the environment (i.e.: lifting, chemicals, electricity, working at height, etc.). Once these hazards are identified one can weigh up what precautions should be taken to eliminate, reduce, isolate or control them.

Stand: In this guide, the generic term 'stand' means any area that is used by the Exhibitor at any Venue. This includes space-only and shell scheme stands, feature areas, stalls, stages, catwalks, storage areas and display sites howsoever used by that exhibitor.

Shell scheme stand: A basic uniform stand with structure provided by the Organiser for an Exhibitor at additional cost, normally comprising of divisional walls, fascia, grid ceiling and basic name board graphic. Such stands are 2.5m high nominally.

Space Only Stand: An empty site within an exhibition for which an Exhibitor has to supply everything, from the basic design through to the structure and piped services.

Struc-Calcs: Structural calculations used to assess the stability of 'Complex Structures' by a Structural Engineer. Struc-calcs must be submitted at the same time as the complex. Stand drawings, usually along with a 'Structural certificate' issued by the Exhibitor's Structural Engineers.

Structural Engineer: A competent and suitably certified structural engineering firm, or individual, with the necessary skills to inspect and assess the structural integrity and stability of a given object, normally a 'Complex Structure'.

Visitor: The term 'visitor' mainly refers to the all-important paying or non- paying customer or entrant to an exhibition or event, from the trade or general public. A 'visitor' can also be defined as any untrained or unsupervised person who is not in the employ of Either the Organiser, Venue or Exhibitor but is exposed to hazards arising out of the Exhibition.

Note: A person(s) visiting or entering the exhibition premises to deliver goods or services on Behalf of an Exhibitor (for example, a courier) is deemed as being an employee, or Contractor, of That Exhibitor for the duration they are onsite. The responsibility for the health & safety of any such person(s) during the tenancy period then, is down to that Exhibitor.

شركة قطر لفعاليات الأعمال

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