



HEALTH & SAFETY



www.mtis2018.org
MTIS2018@mci-group.com

Health & Safety

Construction, Design and Management (CDM) Arrangements

CDM Regulations and related requirements became enforceable within the exhibition sector on the 6 April 2015 and requires exhibitors and contractors to provide a range of information to ensure compliance.

Onsite Exhibition Services Limited has been appointed to manage all Health & Safety requirements at the 17th Migraine Trust International Symposium (MTIS) and will be supporting and enabling you in ensuring your responsibilities are met.

Amongst other things, Onsitex will produce a Construction Phase Plan for the event, establish and collate an event safety file on our behalf which will incorporate all specific requirements of CDM including feature and space only stand sign offs, risk assessments for all aspects of the event, completed induction and project management forms and additional required information from our contractor partners and suppliers, details of which are highlighted below.

Together we will strive to ensure that all event timescales are met in order to avoid unnecessary delays during the build and dismantle processes.

This manual includes all rules and regulations for the event together with required forms introducing clients to CDM and related requirements. All forms must be returned by the deadline date seen below to avoid unnecessary delays.

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Requirements	Shell Scheme	Space Only	Deadline date
ALL EXHIBITORS (shell scheme and space only)			
Exhibitor Contact Form	YES	YES	17 August 2018
Public Liability Insurance (PLI) The insurance must be provided by the employed stand contractor and be valid for the duration of tenancy.	YES	YES	17 August 2018
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SPACE ONLY - appointed contractors must provide:			
Stand Design The visual of the stand must include total stand dimensions i.e. height (floor to top of stand), width and length (including any rigged elements)	N/A	YES	17 August 2018
Construction Phase Plan (CPP) Under CDM Regulations 2015, space only sites are CDM sub-sites and as such you are required to produce and submit a CPP. A pro-forma has been produced for your completion and return.	N/A	YES	17 August 2018

IMPORTANT INFORMATION

All Contractors are informed that CDM 2015 is now in force in the UK and as such site safety principles including but not restricted to site rules, site induction and the mandatory wearing of hi-visibility jackets, safety footwear and hard hat (where appropriate) during the build and dismantle processes will be rigidly enforced by Venue and organiser staff. Arriving on site without the aforementioned PPE may be costly as contractors will not be allowed into the Hall. This policy is extended to exhibitors required to enter the Hall during construction/dismantle phases. Please note that the event organiser will not carry any stock of this equipment so please ensure that your staff/contractors are aware of this mandatory policy.

All SPACE ONLY exhibitors/stand contractors are required to submit the following information by Friday, 17 August 2018 to carol@onsitex.co.uk and MTIS2018AV@mci-group.com.

- Completed Exhibitor Health & Safety Form
- Proof of PLI (Public Liability Insurance); must be in date for the entire period of tenancy
- A visual of the proposed stand design (including dimensions)
- Completed Construction Phase Plan

Onsitex will receive and inspect all required documentation prior to issuing a provisional approval to build certificate on receipt of payment. A final inspection and sign off will occur on site and be managed by Onsitex in liaison with your principal stand contractor.

All contractors are informed that there is a mandatory requirement for hi-vis and appropriate footwear to be worn during build and break down and that this will extend to any exhibitors coming into the exhibition if construction is still taking place at the point of entry. **Please note** the event organiser will not carry any stock of hi-vis vests so please ensure that your staff/contractors are aware of this mandatory Venue policy.