



**PENSIONS AND
LIFETIME SAVINGS
ASSOCIATION**

**HEALTH &
SAFETY
APPENDIX**

INVESTMENT CONFERENCE
11-13 MARCH 2025 | **EICC, EDINBURGH**

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PLSA Investment Conference 2025 rules and procedures & venue safety information for the attention **of all** Exhibitors, Exhibitor Contractors and PLSA Event Contractors.

To assist Exhibitors, contracted stand designers and stand builders, please read and note the following information.

- ▶ Exhibitors and Contractors have a **legal duty** under current Health and Safety Regulations, with which they must comply.

PLSA Investment Conference 2025 expects Exhibitors and all Contractors including those building the exhibition stands to refer to the e-Guide 2024 and to work with PLSA Safety Advisor to create a safe working environment for all involved.

- ▶ To assist all involved in meeting their obligations, PLSA Safety Advisor has selected a number of examples from various headings within the e-Guide 2024 together with the e-Guide page and point numbers.
- ▶ The e-Guide is recognised as best practice in the event industry.
- ▶ The status of the e-Guide is similar to that of an Approved Code of Practice.
- ▶ The e-Guide examples are not intended to be a complete statement of law or other regulations but are there to assist and support exhibitors and contractors to meet their legal obligations.

INDUCTION FOR EXHIBITORS & CONTRACTORS

- ▶ **Exhibitors** will receive from beatriz.oliveira@plsa.co.uk induction information. Follow the instructions and return via email.
- ▶ **Contractors** will receive from beatriz.oliveira@plsa.co.uk induction information. Follow the instructions and return via email. **In the event of a “last minute” personnel change please report** to Ray Critchley PLSA Health & Safety 07711 475107 to receive the induction information. **Note: No Induction No Entry.**

EXHIBITORS PPE FOR BOTH LOAD IN, BUILD – BREAKDOWN & LOAD OUT

- ▶ Hi-visibility vest: e.g. Yellow, Red or Orange when working nearby moving vehicles, forklift & whilst unloading/loading.
- ▶ Also appropriate closed toe, robust footwear suitable for the task in hand. **No heels, sandals or open toed footwear.**

CONTRACTORS PPE FOR BOTH LOAD IN, BUILD – BREAKDOWN & LOAD OUT

- ▶ Hi-visibility vest and appropriate safety footwear. **No Black Vest with reflective stripes and No bump caps** – Thank you.
- ▶ In the unlikely event of overhead working - hard hats (please ensure these are available and on hand).
- ▶ If your own company risk assessment states additional PPE, then that assessment instruction stands.

FIRE EVACUATION/ MESSAGE

- ▶ In the event of the fire alarm activation, which is “Two Tone” or an Audible Message.
- ▶ EICC Staff & Hosts shall direct all delegates to the rendezvous point and control all delegates at these points until the “All Clear” is given. Hosts shall assist any person who requires assistance; these persons should be conveyed to the Temporary Waiting Areas.
- ▶ Security Officers shall ensure the security of the building in the event of an evacuation. Thereafter take up an external position at the door they exited the building. **ONLY** authorised Staff/Delegates/Clients are permitted re-entry. **Note:** Throughout the duration of time at the EICC, Contractors or Subcontractors must ensure they are not blocking fire doors with equipment or build materials and always ensure a clear pathway for safe access and egress.

COLLATION OF SAFETY RELATED DOCUMENTATION FOR BOTH BUILD AND BREAKDOWN

Exhibitors - Stand Build Contractors

- ▶ Will receive from beatriz.oliveira@plsa.co.uk a request for Space only stand design and safety related information.
- ▶ On receipt of safety related information, PLSA Health & Safety advisor will email a Contractors Agreement and Confirmation Form (CACF) please complete and return. On receipt of (CACF) advisor will be in a position to validate safety related information and once validation completed confirm approval to build.

For the attention of ALL exhibitors “on stand” activities during the open days

- ▶ Exhibitors occupying show ready and space only stands may not be required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.
- ▶ As each exhibitor confirms attendance, beatriz.oliveira@plsa.co.uk will email a No Significant Risk Declaration Form (NSR) for each exhibitor to complete. The deadline is **February 21st**.

Exhibitor assigns contractor for delivery and installation of items such as

- ▶ Display cabinet(s)
- ▶ Pop up banner(s)
- ▶ Light boxes(s)

beatriz.oliveira@plsa.co.uk will request a simple stand plan/sketch or picture and that plan will be forwarded onto PLSA & Safety Advisor, who will either confirm no further action required or request directly from the contractor safety related documentation.

PLSA INVESTMENT CONFERENCE 2025 EVENT CONTRACTORS

PLSA Health & Safety Advisor will email a Contractors Agreement and Confirmation Form to

each contractor, requesting safety related information, RAMS, insurance and fire retardancy certification.

First Aid or Medical Emergency - In the event of requiring First Aid or to report a Medical Emergency, contact any member of EICC staff, who will then radio and call for First Aider. In house First Aid kits are held on all levels, which are utilised by trained EICC First Aiders

EICC Health & Safety - All personnel entering the Edinburgh International Conference Centre must comply with all current Health and Safety legislation.

All floor cabling must be made safe and always kept neat and tidy. **PLSA NB: No cable run under carpet.**

Smoking cigarettes and e-cigarettes is not allowed in any of EICC internal areas. If you or your visitors, delegates or exhibitors wish to smoke, please go outside.

Whilst onsite all persons must take reasonable care to ensure their own safety and that of others working within the same area. This will assist the EICC to effectively manage and supervise the work being carried out on our premises and ensure all who work within the EICC do so in a safe manner.

You personally, and any of your team are responsible for ensuring that your work area is safe at all times. You should ensure that your team is aware of this and if you have any questions about Health and Safety issues you should inform **PLSA Health & Safety advisor, Ray Critchley – 07711 475107** or Duty Manager.

Pedestrian operated trolleys should be used safely avoiding damage to the building fabric at all times. All floor cabling must be made safe and always kept neat and tidy.

The use of power tools / equipment which generates dust are prohibited inside the building except in the loading bay area; this includes cutting equipment, circular saws, and similar types of equipment. The user must ensure that the Loading Bay area is cleaned after use. A risk assessment should be provided to the EICC for this activity, in line with the Provision of Use of Work Equipment Regulations (PUWER).

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

In no circumstances should the goods hoist door sensors be blocked at any time. The car preference key provided in the lift should be used to lock off the lift on that floor with its doors open.

To comply with the Health and Safety at Work Act all persons who intend to work or carry out activities within the EICC are required to provide a Method Statement and Risk assessment for approval. Risk assessments must be provided prior to an exhibition build commencing, detailing all activities to be carried out and the risks associated with the build and de-rig of the exhibition. The documents must cover all activities planned to include any Safety Management Systems deemed necessary.

HOT WORK

No hot work (grinding, welding) can take place in the venue or event space.

CHILDREN

For Health and Safety reasons, children aged 16 and under are not permitted in the exhibition hall during build-up or breakdown periods at any time, nor are they allowed in the hall during the open days unless under exceptional circumstances and it has been pre-arranged with a member of the PLSA Event team management.

NOISE

Noise levels may not exceed 65dBA when measured at the edge of the stand, please be considerate of your neighbours.

ALCOHOL AND DRUGS

Any person suspected to be under the influence of drugs or who is intoxicated will be ejected from the venue.

NON-COMPLIANCE

Exhibitors or Contractors who do not comply with Health and Safety Regulations will be issued with an official warning (verbal) and will not be permitted to continue working until they meet requirements laid down. **Any persistent unsafe work or behaviour may result in the person or persons being ejected from the venue.**

STAND DESIGN & BUILD - ATTENTION ALL CONTRACTORS & EXHIBITORS

DOORS/VISION PANELS

Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor.

- ▶ The exception to this is doors to small storerooms, where a small panel may suffice.
- ▶ No 100% frosted vision panels

Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.

For further information refer to page 129 points 39, 40, 41 & 42 in the [e-Guide](#).

STAND PLATFORMS

Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.

Platforms with ramped/bevel edges are recommended by PLSA to aid access to the stand, by wheelchair users.

For further information refer to page 130 points 48 in the [e-Guide](#).

DECORATIVE MATERIALS

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

For further information refer to page 134 points 96 & 98 in the [e-Guide](#).

TIMBER

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.

Chipboard must not be used as a weight-bearing material.

For further information refer to page 133 points 110, 111 & 112 in the [e-Guide](#).

FABRICS, DRAPES, CURTAINS AND HANGINGS

Drapes, curtains, hangings etc. must be inherently or durably flame proofed. Otherwise, they may be treated with a proprietary flame retardant.

Test certificates must be available for inspection for any materials intended to be used.

For further information refer to page 132 points 99 in the [e-Guide](#).

STANDARD BANNERS

A standard banner is a straight, flexible banner, normally made from PVC/vinyl. *

Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable, and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.

*Note from author - banner materials must be inherently flame retardant or treated with retardant chemical.

For further information refer to page 100 points 21 & 22 in the [e-Guide](#).

GLAZING

All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact')

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.

For further information refer to page 134 & 135 points 105 & 106 in the [e-Guide](#).

CONSTRUCTION MATERIALS

All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- ▶ Of a suitable nature and quality for the purposes and conditions of their intended use
- ▶ Adequately prepared and fixed in order to adequately perform the functions for which they are designed
- ▶ Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- ▶ Water-based, where applicable, e.g. adhesives, paint and fillers

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

For further information refer to page 133 points 94 & 95 in the [e-Guide](#).

STAND PLANS GENERAL GUIDANCE

All stand plans must be checked by a competent person to ensure:

- ▶ Compliance with all relevant standards
- ▶ That the structure can be built safely within the time available
- ▶ That the design is suitable for its purpose and safe for use by all

For further information refer to page 135 & 136 point 1-5 & 7 in the [e-Guide](#).

STAND PLANS SPACE ONLY STANDS

Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with the venue's regulations.

Details of the materials used to construct the stand; a plan showing its location within the exhibition, a risk assessment, (to include fire hazards) and method statement must also be submitted.

It is the organiser's responsibility to ensure that space only stand and rigged structure plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan approval contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

CONTRACTORS' AND EXHIBITORS' RISK ASSESSMENTS

It is the responsibility of all contractors and exhibitors to ensure that they have suitable and sufficient health and safety and fire risk assessments in place.

Each exhibitor and contractor must ensure that their risk assessments cover all risks and control measures associated with the individual hazards and risks applicable to their individual activities.

Organisers should vet all exhibitors and contractors risk assessments, to ensure they are suitable and sufficient and relate to the specific event.

For further information refer to page 104 points 11, 12 & 13 in the [e-Guide](#).

ACCESS EQUIPMENT

Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used.

Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

Operators must comply with current IPAF guidance. For further information refer to page 159 points 5,6 & 7 in the [e-Guide](#).

WORKING AT HEIGHT

Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- ▶ 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 Authors note: no top stepping
- ▶ 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

Authors Note: any unsafe ladder work may result in the person being ejected from the venue. For further information refer to page 162 points 8 in the [e-Guide](#).

COMPLEX STRUCTURES

Definition: A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment, has been found to present a significant risk.

It is the responsibility of the stand designer to determine whether a structure is complex or not.

Examples of complex structures:

- ▶ Any part of a stand or exhibit which exceeds four metres in height (includes the platform)
- ▶ Any structure, regardless of its height, which requires structural calculations
- ▶ Custom-built/bespoke suspended structures

The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer. For further information refer to page 138 & 139 points 8 & 9 in the [e-Guide](#).

SUBMISSION PROCEDURE COMPLEX STRUCTURE

Organisers are responsible for submitting full details of all complex structures. Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

Detailed, scaled structural drawings showing:

- ▶ Plan views of each storey of the stand/structure
- ▶ Specifications of materials used
- ▶ Structural calculations
- ▶ Risk assessment (to include fire hazards) and method statement (continued over page)

Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose is required.

Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition.

If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

For further information refer to page 139 points 10, 11 & 12 in the [e-Guide](#).