

# PREVENTION OF LABOUR RISKS AND BUSINESS ACTIVITY COORDINATION

## FAIR SERVICES DEPARTMENT

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**IFEMA**  
**Feria de Madrid**

C.I.F. Q-2873018-B

## Protocol for designating the Person in Charge of monitoring Workplace Hazard Prevention Regulations in work carried out in Exhibition Areas

Ensuring the health and safety of all the people working in a workplace is the legal obligation of the workplace owners, and thus the aim of IFEMA management.

In accordance with current regulations, this addresses the contractors, subcontractors, freelancers and exhibitors carrying out work during the assembly and dismantling phases of fairs and events, working for themselves or others, in the IFEMA exhibition/meeting areas.

FAIR/EVENT \_\_\_\_\_

COMPANY \_\_\_\_\_

ACTIVITY \_\_\_\_\_

### Company for whom the work is being carried out

HALL

STAND Nº

COMPANY NAME

### Personnel carrying out the work

FULL NAME

ID DOCUMENT

FULL NAME

ID DOCUMENT

### Person in charge of monitoring and compliance with the Workplace Hazard Prevention Regulations in work carried out at IFEMA

FULL NAME \_\_\_\_\_ ID DOCUMENT \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Together with this designation protocol, IFEMA includes information on the hazards in exhibition areas, preventive measures and emergency measures.

### Consent of the legal representative of the company

FULL NAME \_\_\_\_\_ ID DOCUMENT \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

The companies contracted by the exhibitor must comply with the established Procedure for Coordination of Business Activities and fill in the Workplace Hazard Prevention Protocol provided by IFEMA. The data given in this document will be included in a file belonging to IFEMA in order to manage the companies and personnel assigned to the assembly and dismantling of IFEMA fairs. The contractor must obtain consent from its personnel for the provision of this information to IFEMA. You have the right to access, correct, oppose and cancel this information, and can do so by writing to IFEMA at Protección de Datos, apartado de correos 67.067 (28080) de Madrid. Alternatively, exhibitors can send an email to [protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es), in both cases with the reference **PCAE Data**. A refusal to provide this information or its cancellation will lead to the withdrawal of authorisation to provide services on the site.

**Article 24: Coordination of business activities**

1. When two or more companies are working in the same workplace, they must co-operate in applying workplace hazard prevention regulations. To do this, they must establish any means of coordination necessary for their protection, the prevention of workplace hazards and sharing information about them, in accordance with section 1 of article 18 of this Law.
2. The owner of the workplace must adopt the necessary measures so that other companies working in the workplace receive adequate information and instructions in relation to the hazards existing in the workplace and the corresponding protection and prevention measures, as well as applicable emergency measures, to be transmitted to their respective workforces.
3. Companies contracting or subcontracting other companies for tasks or services corresponding to their own activity in their own workplaces must ensure compliance with workplace hazard prevention regulations by these contractors and subcontractors.
4. The obligations assigned in the last paragraph of section 1 of article 41 of this Law will also be applicable to contracted work if the workers of the contractor or subcontractor company do not work in the workplace of the main company, as long as these workers are working with machinery, equipment, products, raw materials or tools provided by the main company.
5. The duties of co-operation, information and instruction set out in sections 1 and 2 will be applicable to freelancers working in these workplaces.

**Article 30: Protection and prevention of occupational hazards**

6. In compliance with the obligation to prevent occupational hazards, the company will designate one or more workers to monitor this activity, constitute a prevention service or contract this service from an external specialist body.

**Article 33: Consultation of workers**

7. The company must consult its workers sufficiently in advance regarding the adoption of decisions relating to:
  - a. Planning and organising work in the company and the introduction of new technology, in everything relating to the consequences this may have for the health and safety of the workers, arising from the choice of equipment, determining and adapting working conditions, and the impact of environmental factors at work.
  - b. Organising and carrying out activities to protect health and prevent occupational hazards in the company, including the designation of workers in charge of these activities or contracting an external prevention service.
  - c. Designating workers in charge of emergency measures.

**Article 34: Rights of participation and representation**

8. Workers have the right to participate in the company in matters relating to the prevention of workplace hazards. In companies or workplaces with six workers or more, their participation will be channelled through their representatives and the specialist representation regulated in this chapter.

**IMPORTANT INFORMATION - PREVAILING REGULATIONS:**

- If you are an exhibitor at a trade fair organised by IFEMA you must consult IFEMA's General Rules of Participation, Specific Fair Rules and the Technical Appendices of the aforementioned general rules and regulations. These are all available on the IFEMA website [www.ifema.es](http://www.ifema.es), under Participation Rules for Exhibitors and on the website for each event.
- If you are an Exhibitor at a Trade Fair or a Congress with an Exhibition NOT organised by IFEMA you must consult the **Regulations for Exhibitors** (Participation Rules for Externally Organised Trade Fairs) and the aforementioned Technical Appendices of the General Rules and Regulations. These are available at all times on the IFEMA website [www.ifema.es](http://www.ifema.es) under Participation Rules for Conferences and Congresses.
- If you are the Organiser of a Trade Fair, an Event in an Exhibition Hall/s and/or an Event, with or without an Exhibition, in the Convention Centre: you must consult the **Regulations for Organisers** (Participation Rules for Externally-Organised Trade Fairs, Events in Exhibition Halls and Events, with or without an Exhibition, in the Convention Centre) and the aforementioned Technical Appendices of the General Rules and Regulations. These are available at all times on the IFEMA website [www.ifema.es](http://www.ifema.es), under Participation Rules for Conferences and Congresses.






In the last two cases, we also suggest consulting the Organiser's own rules for their exhibitors as they may contain useful additional information.

## Information on risks and preventative measures in exhibition areas during the assembly and dismantling stages

In compliance with Workplace Hazard Prevention Regulations, IFEMA informs the companies working in the exhibition areas of the fair site of the existing risks in these areas during the assembly and dismantling phases, and the use of preventive measures to be adopted to eliminate or minimise them.

### General concepts

In order to avoid workplace accidents, all the companies and/or professionals working for themselves or others at the fair site must comply with the Workplace Hazard Prevention Regulations. Special care must be taken with machines and tools, with regard to their compliance and training of users, circulation of vehicles and use of Individual Protective Equipment. The companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures.

Risks	Preventive Measures
Risks of falls at the same level due to tripping over different materials 	<ul style="list-style-type: none"><li>• Keep your assigned work area clean and tidy.</li><li>• Do not store material or work in the interior aisles.</li></ul>
Risk of stepping on sharp objects. 	<ul style="list-style-type: none"><li>• Do not leave materials with nails or screws sticking out on the floor.</li></ul>
Risk of impacts with vehicles. 	<ul style="list-style-type: none"><li>• All the vehicles circulating in the fair site must be fitted with the safety measures established by the manufacturer, with special emphasis placed on the use of light and sound equipment at all times.</li><li>• Drivers or operators must have adequate training and apply these measures at all times.</li><li>• Inside the halls and exhibition areas vehicles must be driven at walking speed.</li><li>• Do not carry more people than those established for each type of vehicle.</li></ul>
Risk of falling objects. 	<ul style="list-style-type: none"><li>• During the assembly and dismantling of raised installations, the necessary measures must be adopted to avoid accidents due to falling objects.</li></ul>
Risk of starting fires in assembly materials. 	<ul style="list-style-type: none"><li>• The materials used for covering floors must have an EFL fire-resistance rating. In the case walls and ceiling they must have a c-s2, d0 rating.</li><li>• Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.).</li><li>• The use of working equipment with an open flame or which generates high temperatures will require previous authorisation from the Fair Services Department.</li><li>• Free access to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.) must be respected, even when these are inside the contracted spaces.</li><li>• Before work begins, all companies will inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.</li></ul>

Public Emergency Services

**112**

Your own safety and that of everyone working on the site depends on your actions. Thank you for your collaboration.

For any type of Emergency

**91 722 54 00**

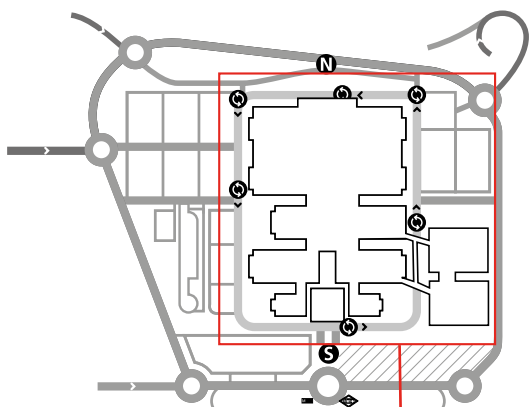
24 hour service

«HELP US PREVENT ACCIDENTS»  
Workplace Health and Safety



## Information on Emergency Measures and Evacuation at Fair Sites, Plan showing the Location of Evacuation Routes, Emergency Exits, Firefighting Equipment and Medical Facilities

**General Site Plan**



**NOMENCLATURE**



Medical Services



Evacuation Route

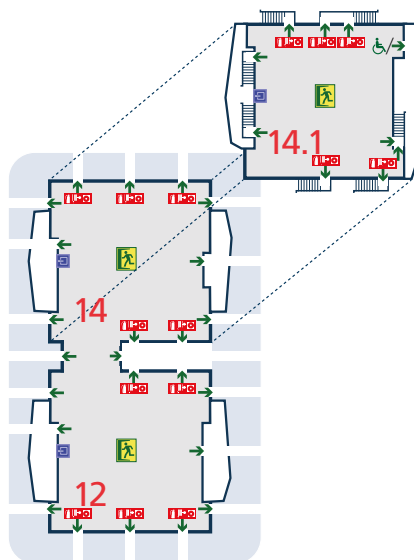
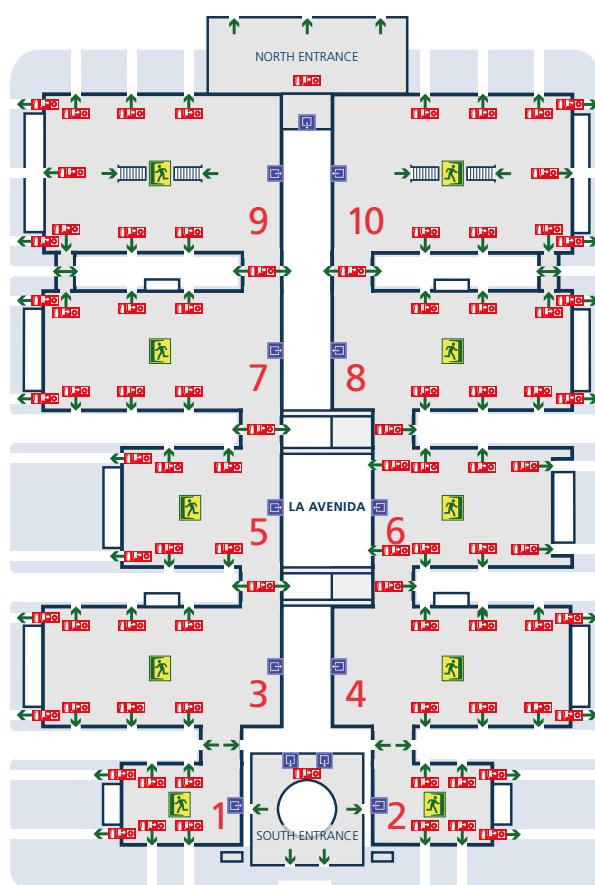


Emergency Exits



Firefighting Equipment

**Enlarged plan of the exhibition areas**



### Basic Emergency and Evacuation Regulations

- When you arrive at your work area, identify the Evacuation Routes, Emergency Exits and Firefighting Equipment, and show them to your personnel.
- When you hear the Evacuation Order, transmit it to all the personnel for whom you are responsible and start evacuation immediately.
- Leave the area via the Evacuation Routes to the Emergency Exits.
- Be sure that all your personnel leave ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams.
- Avoid anything which might cause panic.
- Aisles and evacuation routes must be kept free of objects at all times.