

ANNEX I: MEASURES TO TAKE IN THE CASE OF EMERGENCY

WHEN ACCESSING THE HALL WHERE YOUR STAND IS LOCATED

Identify and show your employees the evacuation routes, emergency exits and fire extinguishing equipment near your stand.

WHAT TO DO IN THE CASE OF EMERGENCY

Stay calm. Avoid spreading panic.

Inform Fira de Barcelona personnel and call the Gran Vía Control Center at **+34 93 233 41 00**, or use the emergency buttons.

Do not block the emergency exits.

EVACUATING THE AREA

Upon hearing the evacuation order, please inform all personnel under your responsibility and the visitors who are at your stand at that particular time. Please follow the order immediately.

Use evacuation routes to reach the emergency exits. Walk, do not run. Follow the instructions given over the public address system and by uniformed emergency personnel.

Do not use the elevators.

Remain at the meeting point indicated by the security personnel and await instructions. If you see that someone is missing, inform the emergency teams.

WE NEED YOUR COOPERATION

Immediately inform our Security Department (either the uniformed guards or by calling **+34 93 233 41 00**) of any object, situation, or incident which in your opinion might have serious security implications.

ANNEX II: OCCUPATIONAL RISK PREVENTION. RISKS AND PREVENTATIVE MEASURES

There must be a safety report available to exhibitors and decorators that includes the description of the work to be carried out, the assessment of the risks and the preventative measures of the activity, as well as a nominal list of the employees who participate, confirming that they have received:

Information on risks and preventative measures provided by Fira de Barcelona.

Specific training on Occupational Risk Prevention.

They must also have verification of the competency of employees with regard to Health Monitoring and provide their employees with personal protective equipment, the use of which is required during the build up/break down work.

In all cases, the material that they use must always be in accordance with the current legislation on occupational risk prevention and the current regulations of the Ministry of Industry.

Exhibitors and companies hired by those involved in the build up and break down of stands must immediately report any accident or incident that occurs during the work to Fira de Barcelona.

Information on risks and preventative measures to be adopted during the build up and break down

Risks

People falling to a different level, due to use of stairs and scaffolding.

People falling to the same level, due to objects in aisles.

Falling objects from heights, arising from the installation of stands, suspended loads, etc.

Knocks against immobile objects.

Stepping on objects, such as boards, wood, nails, etc. arising from the build up and break down.

The projection of fragments or particles arising from build up and break down work.

Cuts or blows from objects and/or tools.

Electrical contacts arising from work with electrical tools and the installation of lighting.

Fire and explosion.

Exposure to noise due to the use of manual tools or machine tools.

Knock-downs by vehicles in motion in the entire venue.

Preventive Measures

Operators working at height shall be provided with sufficient safety material to prevent the risk of falling (safety harnesses, ladders, scaffolding, etc.).

Ladders must have non-slip feet, anti-opening mechanisms and be in a good state.

The correct use of manual ladders.

Scaffolding must bear the CE marking and be correctly mounted (with platforms at least 60 cm wide and handrails at 90 cm height, with an intermediate bar and kick plate).

Offices and workplaces must always be in a good state of cleanliness, hygiene and free from waste materials.

Fire extinguishing equipment and emergency exits must always remain visible and free from obstructions.

All chemical products must be clearly labeled, to ensure the identification of the substance (paints, solvents, oils, degreasers, etc.).

The entry of inflammable products is not permitted.

A special work permit is required to carry out welding. Welding equipment shall not be used without Fira's prior authorization.

In electric welding work, all equipment used shall be in a safe condition: equipment protection, wire insulation with no splits and proper connections.

All load lifting equipment, cranes, forklift trucks, etc., must have all relevant safety elements and be in line with current regulations.

This work equipment may only be operated by authorized, qualified personnel who are responsible for their actions.

Suspended loads shall not be moved above people.

The maximum speed limit in the Fira de Barcelona venue will be 10 kph.

For work with electrical equipment, protection, plugs, wires, fuses, earthing, etc., must be in a good condition.

Electrical work may only be carried out by qualified personnel. The manipulation of the electrical installations is strictly forbidden.

Discs and saw and carpentry cutting elements must be protected.

The use of safety footwear, gloves protecting against mechanical hazards and protective glasses is compulsory.

The use of a safety helmet will be required in work that requires it (risk of falling objects, double decker stands, blows from suspended objects, etc.).

Use reflective vests when vehicles are moving and in outdoor work.

Information on risks and preventative measures to be adopted during show days

Risks

People falling to a different level. People falling down stairs of double decker stands. Falls from using the wrong furniture or not using stepladders.

People falling to the same level. Tripping over stand platforms. Tripping due to untidy or non-cleaned areas. Slipping on slippery surfaces.

Dropping objects during handling. Manual handling of office material, filing cabinets, advertising brochures, etc.

Knocks or cuts from immobile objects. Knocks against lamps and furniture. Knocks against exhibition material.

Blows or cuts from objects and/or tools. Cuts from office tools: scissors, cutters, etc.

Overexertion. Handling and transportation of exhibition material. Handling packages with informative brochures.

Contact with heat. Burns from spotlights, halogen lamps.

Contact with electrical elements. Equipment with plugs or cables in a poor condition. Open electrical switchboards. Situations of conflict generated by the work or occupational environment.

Risks caused through ergonomic or postural deficiencies. Inadequate furniture. Muscle or joint pain from using laptops.

Risks derived from exhibition material or machinery.

Preventative measures

Ensure that fixed staircases have handrails or banisters.

Have stepladders available and check that they are in an acceptable condition before using them.

Signpost irregularities in floor levels.

Ensure the area is clean and tidy.

Signpost wet areas after cleaning.

Use properly fitting shoes.

Training and information on the manual handling of loads.

Signposts in the case of any obstructions to aisles.

Keep everything clean and tidy.

Training and information on the proper use of office tools.

Training and information on the manual handling of loads.

Protect contact zones.

Do not use equipment in a poor condition: remove it.

Keep electrical switchboards closed. Do not handle them.

Give employees instructions for action.

Have ergonomic furniture available.

Provide training and information on ergonomic postures.

The exhibitor should take the necessary preventative measures to avoid risks deriving from the material or machinery displayed in their stand.