

<p>Professional charter aiming to organise and ensure the health and safety of employees in a collaborative work situation during installation and dismantling operations at commercial events.</p>

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Preamble

In the absence of legislative and regulatory text specific to installation and dismantling operations at commercial events, the representatives of the *Foires Salons Congrès et Evènements* (Exhibitions, Trade Fairs, Conferences and Events) sector wish that the health and safety of employees in a collaborative work situation during the periods of installation and dismantling is handled during installation and dismantling periods is handled as part of a professional charter which all the members of *Foires Salons Congrès et Evènements de France* undertake to apply.

The distinctive characteristics of installation and dismantling operations at commercial events¹ are as follows:

- construction of temporary and non-structural structures.
- short-term,
- frequent collaborative work at the same event or in the event of multiple events, simultaneous presence of several companies,
- cascading subcontracting,

The professional charter aims exclusively to:

- give a reminder of the main basic rules in terms of health and safety;
- define the roles and responsibilities of all operators present during operations,
- define a procedure enabling a mechanism to be put in place which is appropriate for the risks incurred,
- define the level of skills, the roles and prerogatives of managers in charge of the organisation of the safety of employees and compliance with the specified provisions.

The signatories of this professional charter recognise that good risk prevention during the installation and dismantling periods of commercial events should be analysed, evaluated and organised from the design phase through the implementation of suitable operating and procedures, organisational measures and team training.

Section 1: Reminder of some legislative and regulatory obligations

Article 1: General principles of prevention

The general principles of prevention are as follows:

- 1- Avoid risks,
- 2- Evaluate risks which cannot be avoided,
- 3- Tackle risks at source,
- 4- Fit the work to the person, particularly with regard to the design of workstations as well as the choice of work equipment and working and production methods, particularly with a view to limiting monotonous work and paced work, and reduce the effects of these on health,
- 5- Take account of the state of development of the technology,
- 6- Replace what is dangerous with things that are not dangerous or by things that are less dangerous,

¹ Conferences, conventions, seminars, product launches, annual general meetings, forums, meetings, mergers, parties, evening events, inaugurations, anniversaries, open doors, fashion shows, symposia, shows, business tourism, stand entertainment, historic, cultural and sporting events, sales events, road shows, street events, etc.

- 7- Plan for prevention by incorporating, in a coherent whole, technology, work organisation, working conditions, social relations and the influence of environmental factors,
- 8- Take collective protection measures by giving them priority over individual protection measures,
- 9- Give appropriate instructions to workers.

The 9 general principles of prevention are laid down in the *Code du travail* (employment code). They should be implemented in compliance with the essential values of and good practice in prevention. These principles also enable the multi-factor source (organisational, human, technical etc.) of professional risks to be incorporated into prevention

When there is a proven risk, dealing with it must start with the first principle of prevention (avoid risks) to be dealt with progressively and end with the ninth principle if no other solution has been satisfactory.

Article 2: Wearing of personal protective equipment

Personal protective equipment (PPE) – helmet, safety shoes, goggles, protective breathing masks, earplugs, gloves, protective garments etc. – are intended to protect from risk(s) at a workstation.

The signatories of this charter recognise that the characteristics of installation and dismantling operations at commercial events are generators of risks which cannot be totally eliminated through preventative actions.

Consequently, the signatories of the charter undertake to make the following mandatory:

- the wearing of safety shoes (anti-perforation toe caps and sole) during the entire period of operations. This obligation applies to all persons present during installation and dismantling periods.
- the wearing of a helmet by all cherry picker drivers and all employees working above others,
- the wearing of gloves in the case of handling sharp-edged materials.
- The wearing of a harness for employees responsible for raising or dismantling scaffolding, platforms, etc.
- the wearing of masks in the case of handling toxic products,
- the wearing of welding masks and protective goggles during welding, deburring or grinding work when prior use has been given.

The signatories to the professional charter undertake to make it mandatory to wear all personal protective equipment which may prove necessary according to the conditions for running operations or the materials handles.

Article 3: Working at height

Article 3.1. General preventative measures

Pursuant to the general principles of prevention, the prevention of falls from height shall be done as early as possible and by making collective protection a priority at all times.

Contractors may work at height from scaffolding, cherry pickers or mobile platforms.

Scaffolding must be erected by authorised personnel in compliance with the manufacturer's directives or instructions, with platforms at the correct height and the installation of guardrails and stability props.

Scaffolding must be fitted on the external sides with collective protective devices as specified in paragraph 2 of article R4323-59 of the *code du travail* (employment code).

For mobile scaffolding, the wheels must be locked during use. No worker must remain on a rolling scaffolding when it is moving.

Article 3.2. Means of accessing the workstation and moving around at height

The means of accessing the workstation are chosen according to the frequency of movement, duration of use and their ergonomics. They must, furthermore, enable rapid intervention by emergency services and evacuation in the event of imminent danger. Moving around at height must be done in safety without creating any risk of fall when passing between a means of access and platforms, floors or gangways.

Article 3.3. Use of ladders, stepladders and steps

Ladders, stepladders and steps must not be used as workstations, unless it is technically impossible to use collective protective equipment or if the risk resulting from the evaluation is low and the works are short-term and not repetitive. Their component materials and their assembly must be solid, resistance and suited from an ergonomic point of view, with their stability guaranteed for access and, when these are used, their rungs or horizontal steps.

The use of fixed, portable, suspended, sliding and access ladders shall obey certain rules. They must all allow sure grip and support. The bearing of loads, light and with a low footprint, must remain exceptional.

The signatories to this charter undertake to pay very special attention to working at height and to routinely propose suitable technical solutions.

Article 4: Use of forklift trucks

The driving of site self-propelled mobile machinery and lifting equipment requires initial training. The driver must have a driving authorisation issued by the employer. The CACES (*Certificat d'Aptitude à la Conduite En Sécurité* – safe driving aptitude certificate) enables a driver's knowledge and know-how to be checked for the safe driving of this type of equipment.

Site self-propelled mobile machinery and lifting equipment, such as mobile elevating work platforms and forklift trucks, are the source of numerous accidents at work. Simple compliance with elementary safety rules and an initial driver training course reduces the risk of accidents related to the use of such machinery or equipment.

This is why the regulations provide for suitable training of drivers for the driving of this type of machinery, and the obligation for the business owner to issue an authorisation to drive after:

- a medical fitness examination carried out by the occupational doctor;
- a check of the knowledge and know-how of the driver for safe driving;
- a knowledge of the location and instructions to be respected at the site or sites of use.

The owners of lifting equipment must be able to provide elements which justify that the apparatus in question has been checked within a period of less than six months.

The signatories of the charter undertake to pay very special attention to this question of the regulated use of fork lift trucks and undertake to take exemplary sanctions against anyone who contravenes them.

Article 5: Isolated employee

A worker must never remain alone so that they can be rescued: any person working with personal protective equipment must always be in a situation where they can be rescued by another person. This latter person can also work, but, in the event of a hazardous situation, must be able to sound the alarm in order to implement the emergency mechanism if there is one or, in the absence of such a mechanism, have received adequate training and have the resources necessary to ensure this emergency assistance.

An emergency intervention plan must be provided for by the organiser of the event for the entire duration of the installation and dismantling operations. A simulation should potentially be carried out in order to determine the time needed for the arrival of assistance, given the characteristics of the journey to be

made by this assistance.

In effect, when use is made of personal protective equipment, the time taken to rescue the person in danger must be as short as possible, at least in the minutes which follow: for example, irreversible lesions may very rapidly result from a lack of blood supply to the lower limbs in the event of suspension in space.

The signatories of the charter undertake to be particularly attentive to the isolation of employees and to make all provisions necessary to ensure rapid intervention of emergency assistance.

Article 6: Toilets

Pursuant to the provisions of the *code du travail* (employment code), the organiser of the event undertakes to open a sufficient number of separate toilets between men and women for the entire duration of the installation and dismantling periods. The cleaning of the toilets is ensured by the site management services but is the responsibility of the organisers of the event.

Section 2: Identification of operators present.

When a commercial event organised, the operators present are as follows:

- The site manager: his/her main function is to see to the upkeep and maintenance of the premises in accordance with the legislation for establishments open to the public and to rent them to event organisers.
- The event organiser: his/her principal function is to market the event and to provide marketing promotion and communication for it. S/he is responsible for the surface area covered by the occupation agreement signed with the site manager for which s/he is insured.
- The exhibitor: a natural person or legal entity who decides to take part in an event for the purposes of sales, management, image communication etc. The exhibitor has a commercial relationship either with the event organiser who rents it a bare or furnished space and, where appropriate, with service providers.
- Service providers or subcontractors: These provide services either for the organiser for the general facilities, or for the exhibitors for particular stands.

Section 3: Sharing of responsibilities.

In principle:

- the site manager is responsible for the site unless his/her responsibility is delegated under occupation agreement(s). The organisation of traffic flows to access the event reception site is the entire responsibility of the organiser,
- the organiser is responsible for the part of the surface rented and access traffic flows to the reception site of his/her event covered by an occupation agreement signed with the site manager,
- the exhibitor is responsible for the surface area rented from the organiser and the services provided at the rented location.

In special cases:

- if the site is rented simultaneously to several organisers, the site manager should, in collaboration with the various organisers concerned (in conjunction with the appointed CMOs), determine a general collaborative work coordination plan, including the management of the access plan to the various surfaces rented to the organisers concerned. The event organiser is permanently responsible for the non-rented traffic areas, common areas and the decoration of the event.

Section 4: Risk analysis.

From the event design phase, the signatories to this charter undertake to carry out a risk analysis for all

of the installation and dismantling operations for the event. This risk analysis should take account of all circumstances which could cause harm to the safety of employees and thus enable the necessary measures to be identified to reduce or even eliminate the risks caused.

Special attention will be given to risks related to collaborative working, that is to say to the simultaneous presence of several companies during the installation and disassembly operations.

The organiser must permanently ensure that the risk analysis is updated according to changes in schedule, changes in the nature of works, the size of the event, works by exhibitors, etc.

Based on an analysis grid (appendix 1) provided by FSCEF, event organisers shall analyse the risks incurred during installation and disassembly operations. If the score from the analysis grid is less than 1500 points, the event organiser undertakes to apply the mechanism provided for in section 5 of this charter. Otherwise the mechanism provided for in chapter 6 should be applied.

Section 5: Simplified coordination.

Article 5.1: Vertical coordination (from the site manager to event organisers).

For each event, the site manager shall draw up a site occupation notice (SON) which shall be used as a reference document throughout the period taken for the installation and dismantling operations. The SON shall summarise in particular:

- the procedures for accessing the site,
- the procedures for moving around and parking on the site,
- the description of the site,
- the procedures for using the rented spaces,
- the emergency contact details and the procedures for organising assistance,
- the location of the toilets,
- the location of catering areas,
- any collaborative working with other events.

The site manager will also appoint, from within his/her staff, a colleague in charge of monitoring the running of operations, of informing the organiser of potential modifications which may generate additional risks for employees, and compliance with health and safety rules.

The prevention and coordination documents then drawn up by the organiser is produced from the site SON.

This document is then sent by the organiser to the exhibitors who, if they are subcontracting all or part of their standard installation, must draw up their own prevention and coordination document to be given to their service providers.

Article 5.2: Appointment and sphere of action of an installation and dismantling Operations Coordination (safety – protection – health) Manager (CMO)

For all installation and dismantling operations at commercial events, the organiser must appoint an installation and dismantling Operations Coordination (safety – protection – health) Manager (CMO). Subject to compliance with the criteria provided for in article 5.3² of this Charter, the organiser may appoint the CMO from within his/her staff or subcontract this service to an external contractor.

² In the event that a CMO is appointed from within the organiser's staff, care must be taken to ensure that there is true independence and coverage issues by insurers.

The CMO's sphere of action covers all provisions which aim to ensure the safety of employees present throughout the installation and dismantling operations. The CMO therefore has jurisdiction over all aspects connected to collaborative working, the wearing of PPE, working at height, employees working above others, management of surroundings, management of access points, hygiene, etc.

Article 5.3. Skills required to provides the CMO function for simplified coordination

In order to provide simplified coordination, the CMO must justify:

- significant professional experience of at least five years within a technical department responsible for the design and carrying out of installation and dismantling operations at commercial events.
- a course certificate for specific training in terms of organising safety during installation and dismantling operations at commercial events updated every five years.

In order to carry out his/her task completely independently, the CMO must have a delegation of power which gives him/her the autonomy, resources and powers to fully carry out his/her task. The CMO must have all powers needed to allow him/her to make all appropriate decisions for carrying out the measures provided for in the General Coordination Plan (GCP) and ensure the safety of employees during operations. S/he will not have a power to impose penalties with regard to the employees of the contractors present. The CMO must be able to identify employees, and notify infringements to the exhibitors concerned. The coordination contract concluded with the CMO should confer him/her with the power to stop serious and imminent dangerous situations and to take suspensive measures in the event of a proven risk.

Article 5.4: horizontal coordination from the organiser to the exhibitors and its own service providers.

Article 5.4.1. From the design phase.

The CMO shall draw up a Reduced General Coordination Plan (RGCP), specifying the special provisions to be complied with in terms of safety and organisation of the various works during the installation and dismantling operations and taking the imperatives of the SON into consideration. The RGCP must determine a precise phasing of operations over time, aiming to limit situations at risk and collaborative work situations as far as possible.

The CMO shall then send the RGCP to the exhibitors and request by return a health and safety document including:

- the nature of the works to be carried out,
- the estimated duration of the works,
- the number of operating contractors,
- the number of employees present and the number of access badges needed in the name of the exhibitor,
- the delivery arrangements.

The RGCP is sent to all the exhibitors and the event organiser's service providers. Each recipient contractor receiving the RGCP must agree to communicate it to all subcontractors and to return a formal undertaking to the CMO to comply with all of the provisions of the RGCP, and draw up its own health and safety plan where appropriate.

The CMO must constantly ensure that there is consistency between the information communicated by the exhibitors, the event organiser's service providers and the RGCP.

Article 5.4.2. During the installation and dismantling operations.

The CMO must be present for the entire duration of the operations. S/he must ensure compliance with

the provisions stipulated in the RGCP. In the event that an infringement is found, s/he must:

- take all measures necessary to eliminate the risk and return to the initially specified situation,
- give notice of the infringement found in a register and indicate therein the measures taken,
- inform the managers of the exhibitors and/or the organiser's service providers in writing.

In the event of serious and imminent risks, involving the safety of the operators present during the operations, the CMO has the power to stop the works or to prevent the use of equipment presenting risks. This decision will be confirmed to the contractor's manager, the exhibitor and the event organiser.

During the installation and dismantling operations, the CMO is authorised to ask for badges to be presented justifying the presence of individuals. In the absence of any badge, the CMO has the authority to exclude the individual concerned outside the working area.

Article 5.4.3. At the end of operations

At the end of operations, the CMO shall draw up an operations report, mainly giving the difficulties encountered and points for improvement for the next sessions.

Section 6: Enhanced coordination.

Article 6.1: Vertical coordination from the site manager to event organisers.

After prior consultation of the organiser to determine a precise list of needs, the site manager shall draw up a site occupation notice (SON) for each event which so requires, which shall be used as a reference document throughout the period taken for the installation and dismantling operations. The SON shall summarise in particular:

- the procedures for accessing the site,
- the procedures for moving around and parking on the site,
- the description of the site,
- the procedures for using the rented spaces,
- the emergency contact details and the procedures for organising assistance,
- the location of the toilets,
- the location of catering areas,
- any collaborative working with other events.

The site manager will also appoint, from within his/her staff, a colleague in charge of monitoring the running of operations, of informing the organiser of potential modifications which may generate additional risks for employees, and compliance with health and safety rules.

The prevention and coordination documents then drawn up by the organisers, exhibitors and subcontractors must be consistent with the site SON.

Article 6.2: Appointment of an installation and dismantling Operations Coordination (safety – protection – health) Manager (CMO)

For all installation and dismantling operations at commercial events, the organiser must appoint an installation and dismantling Operations Coordination Manager (CMO). Subject to compliance with the criteria provided for in article 6.3 of this Charter, the organiser may choose the CMO from within his/her staff or subcontract this service to an external contractor.

Article 6.3. Skills required to provide the CMO function for enhanced coordination

In order to provide enhanced coordination, the CMO must justify

- ten years' professional experience within a technical department responsible for the design and carrying out of installation and dismantling operations at commercial events.
- a course certificate for specific training in terms of organising safety during installation and dismantling operations at commercial events updated every five years.

In order to carry out his/her task completely independently, the CMO must have a delegation of power which gives him/her the autonomy, resources and powers to fully carry out his/her task. The CMO must have all powers needed to allow him/her to make all appropriate decisions for carrying out the measures provided for in the General Coordination Plan (GCP) and ensure the safety of employees during operations. S/he will not have a power to impose penalties with regard to the employees of the contractors present. The CMO must be able to identify employees, and notify infringements to the exhibitors concerned. The coordination contract concluded with the CMO should confer him/her with the power to stop serious and imminent dangerous situations and to take suspensive measures in the event of a proven risk.

Article 6.4: horizontal coordination (from the organiser to the exhibitors and service providers).

Article 6.4.1. From the design phase

Article 6.4.1.1. Drawing up and dissemination of a General Coordination Plan (GCP).

The CMO shall draw up a General Coordination Plan (GCP) from elements communicated by the organiser and coordination reports from previous sessions, aiming to:

- identify potential risks and provide solutions to reduce these, or even eliminate them
- provide for phasing of works
- give a reminder of the nature of collective protection mechanisms,
- give a reminder of the obligations in terms of the wearing of personal protective equipment
- indicate the location and usage procedures of storage areas
- stipulate access and delivery procedures,
- employee access control procedures,
- indicate parking procedures,
- give a reminder of the usage procedures of the common parts (walkways inside and/or outside buildings, toilets, catering areas,
- specify the number of CMOs necessary to ensure compliance with undertakings and to provide a physical presence throughout the period of operations.

Once the GCP has been drawn up, the organisers shall send it to all stakeholders (exhibitors, service providers etc.) so that they can think ahead about the organisation of their operations.

Article 6.4.1.2. Individual Health and Safety Protection Plan (IHSP)

The CMO must collect IHSPs from the exhibitors, specifying:

- the nature of the works to be carried out,
- the estimated duration of the works,

- the number of operating contractors,
- the number of employees present and the number of access badges needed in the name of the exhibitor,
- the delivery arrangements,
- the measures taken to limit risks,
- an undertaking to apply the provisions of the GCP.

6.4.1.3 Ensure overall consistency

From the IHSPPs received and based on the site's GCP and SON, the CMO shall check the consistency of the whole and approve the exhibitors' IHSPPs.

Article 6.4.2. During the installation and dismantling operations.

The CMO must be present for the entire duration of the operations. S/he must ensure compliance with the provisions stipulated in the GCP. In the event that an infringement is found, s/he must:

- take all measures necessary to eliminate the risk and return to the initially specified situation,
- give notice of the infringement found in a register and indicate therein the measures taken,
- inform the exhibitors', service providers' and organiser's managers in writing.

In the event of serious and imminent risks, involving the safety of the operators present during the operations, the CMO has the power to stop the works or to prevent the use of equipment presenting risks. This decision will be confirmed to the contractor's manager, the exhibitor and the event organiser.

During the installation and dismantling operations, the CMO is authorised to ask for badges to be presented justifying the presence of individuals. In the absence of any badge, the CMO has the authority to exclude the individual concerned outside the working area.

Article 6.4.3. At the end of operations

At the end of operations, the CMO shall draw up an operations report, mainly giving the difficulties encountered and points for improvement for the next sessions.

Appendix 1 – Risk analysis grid

Event:

Covered exhibition surface area	
Open-air exhibition surface area	
Total	0m²
Will you be occupying the entire site during installation	
Will you be occupying the entire site during dismantling	
Will you be occupying all the halls rented during installation	
Will you be occupying all the halls rented during dismantling	
What is the maximum permitted height for the stands?	
What is the maximum permitted height for the hall signage?	
What is the maximum permitted height for the hall lighting gantries?	
Will the slings be fitted before the start of installation?	
Will the slings be removed after dismantling?	
Installation time	
Dismantling time	
Net surface area of French stands	
Net surface area of international stands	
Total net surface area of stands A	
Total net surface area of stands B	
Total net surface area of stands C	
	0m²
Number of French subcontracting companies	
Number of foreign subcontracting companies	
Minimum number of slinging points for signage	
Minimum number of slinging points for lighting gantry	
Minimum number of slinging points for heavy loads	
Volume of installations (in tonnes)	
Number of employees present during operations	
Number of mezzanine stands	
Total	