



RCP | events
LONDON

Exhibitor guidance notes

Guidance method statement and risk assessment for exhibitors and stand builders

These notes are to be used as guidance only and a signed copy should be submitted with your own method statement, risk assessment and required permits to work for your specific event.

Exhibitor guidance notes V5 - Feb 2020

General notes

1. All operatives will be fully conversant with the task in hand and are competent tradesmen at the activity for which they are employed.
2. All operatives will wear personal protective equipment (PPE) at all times.
3. All operatives will abide by these guidance notes.
4. Operatives will use the RCP site facilities as made available to them.
5. Storage of equipment will only be provided by prior arrangement.
6. Site foreman / event organiser to take responsibility for site operatives.
7. Site meetings to be attended when required.
8. All deliveries to report to the delivery & collection point prior to unloading.

The guidance notes cover a majority of the day to day details of carrying out work associated with large exhibition installation. However, for every job the site conditions, type of work and materials to be used should be considered prior to commencement and you would be expected to provide the following:

- Site-specific risks assessment. (As per a normal risk assessment but taking into account your specific task for the event) **(See Note 1)**.
- Method Statement covering all details of how the work is to be carried out on site. (States how you will conduct your task and who will do it) **(See Note 2)**.
- A job specific Permit to Work (where applicable) is to be completed in association with the required RAMS **(See Note 3)**.
- A signed copy of RCP guidance notes confirming that you have read and agree with these notes. **(See Note 4)**.

Notes

1. Site-specific Risk Assessments are required by any exhibitor/ visitor setting up or running any stand/display larger than a table top display (pop-up banners are not included in this).
2. Method Statements are required by:
 - a) persons bringing on to RCP grounds any structure that requires assembly / disassembly on site
 - b) any equipment that requires a trained operator to supervise its use or installation
 - c) any set- up or clear up that takes place out of normal working hours.
3. Permit to Work to be completed and signed by competent person undertaking the works. Permission to proceed will not be authorised unless signed by a member of the Property Services team.
4. **Guidance notes are required by all.**



Guidance notes for fitting out exhibition area

These notes relate to exhibitors or sub-contractors who are working for a specific event organiser.

Description of work

For non-standard materials or activities an appendix to these guidance notes will be added by the exhibitor, when the method of work is to be significantly changed.

Sequence of work

All work, will be carried out following recommended manufacturer's guidelines with any appropriate British Standards and construction drawings.

Parking

Parking for exhibitors is on a first come, first served basis and cannot be booked in advance.

A fee of £25 per day is applicable and payable at reception on arrival. All major credit cards are accepted except for American Express.

Exhibitors may stop in front of the building for offloading purposes only and should then move to the nearby car park unless a parking space has been reserved and paid for.

Pay and display meters are available directly outside the RCP and around the perimeter of the park. Please see the RCP location map for details of these and additional local NCP car parks.

Access

A safe means of access must be used at all times. Usually this will be via the front or side entrance to the main building. Please report to reception to ask for the doors to be opened. The building is open 8am – 5pm. Exhibitors wishing to access the building to set up outside of these times must make prior arrangements through their meeting planner via the event organiser. This must also be clearly shown on your method statement and risk assessment.

The dimensions of **the lifts at the front of the building are:**

Doors: 94cm wide, 212cm tall
Internal: 135cm wide, 110cm deep
Max load: 600kg

There is a lift at the front entrance of the building for the use of impaired persons only.

Consideration should be given for moving objects too large to fit into the lifts. For oversized equipment, a separate risk assessment and action plan should be attached to the method statement.

There is a service lift at the rear of the RCP and is used by staff frequently during the working day. For exhibitors wishing to access the Osler and Long Rooms, this lift can be used with prior notification given to the college Bedell of intended use.

Rear lift dimensions are:

Doors: 90cm wide, 216cm tall
Internal: 147cm wide, 94cm deep
Max load: 545kg

Note: Access from the rear car park is **8am–5pm Monday to Friday. No access on Saturday or Sunday.**

There is no access via the rear doors and rear car park out of hours.



Interior fit out

The works must be undertaken by operatives who are aware of the risks involved in handling exhibition and display material. Gloves and other means of protection must be used to prevent cuts and abrasions from sharp edges.

Large units will be handled by a sufficient number of people to avoid the risk of injury.

Mechanical aids should be used at all time to reduce manual handling.

Decorative works

Reference must be made in your RAMS to any relevant COSHH data for substances being used and the required precautions taken.

Lasers and lighting

If laser levelling or alignment is used, the installation must be undertaken by a competent person.

Where possible a class 1 laser should be used. If a higher-powered laser is necessary then extra precautions to warn others and protect from accidental exposure will be taken.

Lights must be positioned as far away as possible from portraits and at least 2 meters as a minimum guide. In the Dorchester Library, spotlights must be 1.5m away from all book cases.

Supervision, control and monitoring

All employees and self-employed labour will comply with the requirements of the Health & Safety at Work etc. Act 1974 and all other relevant health and safety regulations.

All subcontractors are to be supervised and monitored by their site foreman and they will provide all relevant *risk assessments and method statements* relevant to the work process.

Where applicable, a work specific Permit to Work must be completed and authorised before proceeding. This includes any tasks that involve electrics, heights or hot works. These must be submitted in addition to and not in lieu of the associated RAMS.

Please contact the RCP Property Services Manager for further guidance information.

The site foreman will abide with any specific site rules and requirements from the principal contractor's/ event organiser's safety policy and construction phase health and safety plan.

All work by exhibitors, contractors or sub- contractors is to be directly controlled by the on- site foreman, who will ensure the safe means of working as described in their method statement is complied with.

The foreman will liaise with the principal contractor/ event organiser for any overlapping issues with the principal contractor or other subcontractors.



Safety of third party

All employees and subcontractors will be made aware during the site induction of any risks their work can impose on others in the vicinity.

Work will only be undertaken in such a way as to minimise these risks or when adequate protection is in place. The foreman will liaise with the principal contractor /event organiser to ensure protection against falling materials is adequate.

Environmental control

Every effort will be made to keep noise, dust and waste levels to minimum and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed.

RCP recycle most waste products. There is a facility to recycle, paper, cardboard, glass and plastic. During working hours ask for porter assistance and they will remove these items for recycling.

During weekends the only time that the back car park can be used for any activity is between 9am– 1pm on Saturday. This includes rubbish disposal. There is no movement to these timings at all during weekends.

Clinical waste

The client must inform their meeting planner if clinical waste will be produced during their event. It is the clients' responsibility to dispose of any clinical waste no later than 24 hours after the event and they must provide details of the collection company prior to the event.

The Royal College of Physicians can arrange this via prior agreement The cost is P.O.A. and will be automatically added to the final event invoice.

Smoking

The RCP operates a strict no smoking policy. This includes inside any building or outside in the RCP grounds.

Personal protective equipment (PPE), first aid and emergency procedures

All operatives and subcontractors will wear PPE at all times whilst on site. Additional PPE is to be worn as the work dictates.

All operatives will be made aware of first aid and emergency procedures on their arrival to site. This information will be provided by the principal contractor/ event organiser. RCP employs a system of first aid at work trained personnel. Should assistance be required please report to reception.

For contractors working outside of normal working hours, there will not be the normal first aid cover. This must be shown on the method statement and risk assessment.

The procedure to be followed is:

- Report to reception and inform security where you will be working.
- Security will monitor your progress both physically and via CCTV.
- Upon completion of works please report to security before leaving site.

Non-standard activities

Should any work be of a non-standard nature either in regards to the materials to be used or the type of activity to be carried out then an Appendix to these guidance notes will be added. This will include necessary *risk and/or COSHH assessments* and changes to the *method statement* to ensure that the work is safely carried out in accordance with the construction health and safety plan and any site rules.

Please note that no lone working is permitted on site outside of normal working hours.



Siting of exhibition stands

No equipment of any description is to be set up in close proximity to any college property including the portraits, books or heritage items.

Please do not move the barriers that are in place in front of art works. Exhibition stands may be set up in front of these barriers but must not obscure the art work.

The maximum height of stands in heritage areas should be no more than 2m. Any stand exceeding this height restriction will need to be sited in a more appropriate area, subject to availability.

Any questions regarding the siting of stands should be addressed to the meeting planner via the event organiser. No fixtures and fittings are to be altered in any way without prior consultation with the Facilities Manager.

Notices, posters or displays of any kind are not to be placed on to any surface in the building, including doors. Signage stands can be provided on request and poster boards can be supplied at an additional cost.

Furniture

Stands will usually be provided with a 6ft clothed table, two chairs and access to power (unless specified otherwise). If these are not required please bring this to the attention of the event manager and they will be removed. Please do not move any other furniture. If you require furniture to be moved, again ask the event manager and they will assist with your requests.

Delivery and collection address

The RCP will only accept deliveries and collections between 8am and 5pm at the following address only:

**53 Albany Street
London
NW1 4EB**

Any courier arriving at the main address will be directed around to the deliver and collection area.

Deliveries

The RCP will only accept deliveries marked with the following details:

Please address your deliveries as follows:

The Royal College of Physicians
Title of event
Name of contact at the venue (e.g. organiser/ exhibitor stand name and number)
Date of event
Room the box needs to be on the day
Box (number) of (total number)

Please use the labels below wherever possible. Any items incorrectly labelled may be refused.

Collections

Please mark any items to be collected as follows:

Name of company (receiving)
Title of event
Name of contact and telephone number
Date of event
Delivery address (receiving)
Date of collection and by which courier company Box (number) of (total number)

Please use the labels below wherever possible. Any items incorrectly labelled may not be given to couriers for collection.

Deliveries and collections should be made within the RCP opening hours. Any out-of-hours deliveries should be arranged with your meeting planner in advance.

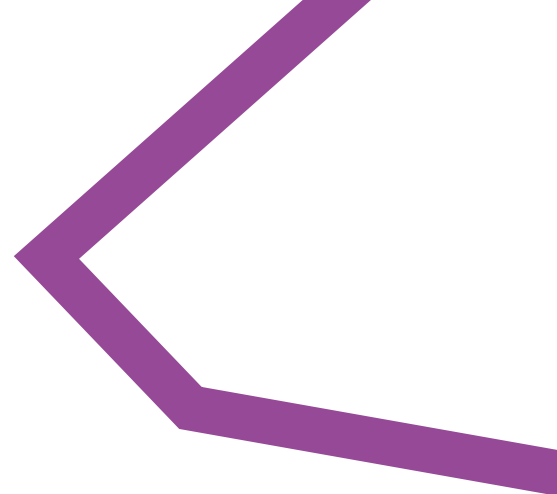
As storage is at a premium, please do not deliver items more than 24 hours prior to your event and collect them no later than 24hrs after your event. Any items left longer at the RCP may be destroyed.

All items stored are at your own risk and any items not labelled with return address will be disposed of.

The RCP will not be responsible for any item sent by post or courier that gets lost or damaged or for any items left at the RCP after the event has taken place.

Company name: _____
Date of exhibition: _____
Event name: _____
Signed: _____
Print name: _____
Date: _____





Delivery Note

DELIVERY ADDRESS:
Royal College of Physicians
53 Albany Street
London
NW1 4EB

TITLE OF EVENT _____

EXHIBITING COMPANY NAME _____

DATE OF EVENT _____

ROOM _____ STAND NO _____

EXHIBITOR/ORGANISER CONTACT _____ MOBILE NO _____

THIS IS BOX _____ OF _____

Please affix a completed copy of this form to each parcel you deliver to the venue
Items not using this label may be refused



Collection Note

COMPANY NAME _____ STAND NO _____

RETURN ADDRESS _____

TITLE OF EVENT _____ DATE _____

EXHIBITOR CONTACT _____ MOBILE _____

TOTAL NO. OF ITEMS _____ COURIER COMPANY _____

PLEASE AFFIX A COMPLETED COPY OF THIS FORM TO EACH PARCEL
YOU LEAVE FOR COLLECTION

It is the clients/exhibitors responsibility to communicate to the courier,
the number of items to be collected.

If items re being sent to multiple addresses the courier will have to show
all these details at the collection point before the items will be released.





Collection Form

Items for storage and labelling:

- Please ensure the items are secured in the packaging that they were delivered in.
- Fill in the form overleaf and leave this with the items you wish to have collected.
We will keep this form and ensure that the courier collects as per the details on the form.
- Ensure that all items are labelled with the attached labels. Should you require more copies, these will be provided.
(If you have already produced your own labels, please ensure they have the same information on them as the ones we provide).

Part A - To be completed by the client/exhibitor	
Date of event	
Name of event	
Name of exhibitor	
Number of items	
Address to be delivered to	
Date to be collected	
Courier company (if known)	
Part B - To be completed by RCP	
Date collected from RCP	
Time of collection	
Courier company	
Name of courier	
Total number of items collected	
Remarks	

Collections:

RCP will store items prior to collection for a period of 24 hours only. Long periods of storage must be arranged with your meeting planner prior to the event.

It is the clients/exhibitors' responsibility to communicate to the courier, the number of items to be collected. If items are being sent to multiple addresses the courier will have to show all these details at the collection point before the items will be released.

Permit to Work Systems

Introduction

As part of the revised Property Services strategy we will now be implementing a Permit to Work System for all contractors throughout the RCP estate.

These documents are designed to enable tighter control of the risks involved during planned works around the building and help with our statutory obligations to the College. They are also intended as documented evidence to safeguard ourselves ensuring contractors comply with their statutory and legal requirements.

Guidance information about Permit to Work Systems

A permit to work (PTW) is a formal written safety control system that is implemented to help prevent accident or injury to personnel, prevent damage to plant/machinery and to prevent damage to a product or to a client site. This is, in particular, required when the work has foreseeable high risk content.

The RCP have 5 work permits available:

1. Generic Permit to Work
2. Electrical Permit to Work
3. Permit to Work at Height
4. Permit to Work within Electrical Risers
5. Hot Works Permit

All PTW's should be **task specific** and accompany the required necessary risk assessments and method statements; a permit is not a replacement.

In most circumstances, permits should only be in place for a limited duration and be clearly dated and with specific conditions attached. However, PTW's for a generic programme of works and where the working practices remain the same they can be left open for longer periods but will be subject to review.

All permits will always be cancelled and revised should working methods or personnel change and when the operations laid out in the permit have been completed.

Typical areas / work activities that should be covered by a permit include:

- Hot works (welding, soldering or cutting using hot flame techniques outside of designated areas)
- Working at height, including on roofs
- Confined or isolated spaces for example, ducts
- Electrical works or live working on electricity supply systems
- Hazardous materials
- Excavation works
- Demolition works
- Work in the proximity of, or involving, explosives or highly flammable substances
- Isolation of or modification to fire safety systems, alarms, etc.
- Work in areas where there is a risk of exposure to hazardous chemicals or microorganisms

Permits should be completed in all instances by the supplier to avoid any misinterpretation. They should then be returned to a member of the Property team for countersigning along with any supporting documentation i.e. Risk Assessments, Method Statements etc. for review.

Only when the permit has been authorised, and in accordance with other departments where necessary, should the works commence.

If risks are too high, for example because of bad weather conditions or dangerous structure, then a permit should not be issued.

All permits will be retained by Property Services and a copy should be kept with the contractor.



Permit to Work in Occupied Building		Permit No.	RCP001	
This permit is to be raised by Works Contractor and approved by the Property Team.				
Project Name:		Project No:		
Date:		Time:		
Name of Contractor		Package:		
Purpose of activity:				
Building and location of work:				
Describe work to be undertaken:				
Approximate duration of activity:				
Details of person requesting and or supervising the work and names of operatives in attendance:				
Name:	Company	Position:	Contact Number	
Persons notified:				
Name:	Position:	Contact Number:		
Departments notified:				
Name:	Position:	Contact Number:		
Where appropriate are the following control measures in place for the following:			Yes	N/A
Fume or Dust control.				
Identification and isolation of existing live services.				
Fire prevention arrangements in place.				
Chemical fumes cannot enter the building into occupied areas through open windows, air ducts etc.				
Has approval to proceed been given by the occupier				
Arrangements for inspecting work areas on completion of works.				
Confirm that detailed Method Statements and Risk Assessments are in place and understood by all persons involved in the work.				
I hereby confirm that all persons under the control of our Company will abide by the conditions of this permit.				
Signed by Contractor:		Print Name:	Date:	
Authority to Proceed				
I confirm that I have checked the above control measures are in place and that the works may proceed.				
Signed:		Print Name:	Date:	
Position (delete as appropriate)				
NB: Should further access be required a new permit must be issued and approved accordingly				



Permit To Work On Electrical System					Permit No.		RCP001				
Project:											
Date of Permit		Start Time			End Time						
Electrical Contractor Undertaking the Works											
Competent Person Undertaking the Works											
Item of Equipment to be Worked On											
Work to be undertaken											
Point of Isolation											
Method of Isolation		Yes	No	Method of Lock Out		Yes	No	Confirm Signage in Place			
Disconnection				Switch padloc							
Switch off power				Cabinet padlock							
Fuse removed				Multi padlock.							
RCD switched				Key N°				Y	NO	YES	NO
Confirm test of circuit(s) using contractor approved equipment to verify equipment is isolated and dead								Has an earth been installed to prevent accidental Re-energisation?		YES	NO
Confirmation of Person Undertaking the Works											
I confirm that I have checked the identification of the equipment stated above, implemented and checked the above control measures, and that I am an authorised competent person of the above named company.											
Signed:				Print Name:				Date:			
!!! STOP!!! DO NOT CONTINUE WITHOUT AUTHORITY TO PROCEED											
Authority to Proceed											
I confirm that I have checked the above control measures are in place and that the works may proceed.											
Signed:				Print Name:				Date:			
One copy of permit to be held by person undertaking the works and one copy in office											
I confirm that I have completed the work on the equipment identified above and have completed the following											
Circuits have been tested.		Signs have been removed.		Padlocks have been removed.		Schematic diagrams have been amended (where appropriate).		All equipment secured.			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signed:				Print Name:				Date:			
Completed Copies of Permit to be held in Office											



Permit to Access Riser Shafts				Permit No.	RCP001
Contractor:		Supervisor:		Riser to be Accessed:	
Date Access Required:		Time From		Time Until:	
Section 1. To be Completed by Contractor's Supervisor Responsible for the Work					
Description of Works to be Undertaken:					
List Plant / Materials:					
Persons Requiring Access (where appropriate use a continuation list and attach)				Received Method Statement Briefing?	
Name	Company	Yes	No	If Yes - Date	
Conditions:				Yes	No
1	All access systems and scaffolds must be erected in accordance with current legislation.				
2	All scaffolds must be braced or tied to the structure.				
3	No lone working is to be undertaken.				
4	The Contractor must maintain an adequate level of supervision whilst works are being carried out under this permit.				
5	All work must be covered by an adequate Method Statement and Risk Assessment(s).				
6	The contractor working in the shaft is responsible for the integrity of any edge protection.				
7	Scaffolders may not erect, alter or dismantle a scaffold, or covering without the aid of a clipped on safety harness.				
8	Task lighting must be a minimum of 200 Lux.				
9	Safety harnesses attached back to a suitable anchor point must be used where there is a risk of persons falling.				
10	Clearly define control measures to prevent materials/tools falling when working above work colleagues.				
11	Defined emergency arrangements.				
12	Report all unsafe conditions to the permit issuer.				
Section 2. Additional Hazards				Yes	No
1	Is there a risk of fire? If yes attach a RCP hot work permit.				
2	Working above work colleagues or other contractors without suitable physical separation				
3	Verify that existing permits are cancelled and no other access permits have been issued.				
4	By virtue of the work are there specified/unspecified risks, which may result in a confined space. (If yes, please describe)				
Section 3. Authorisation					
I hereby confirm that all persons under the control of our company will abide by the conditions of this permit.					
Signed by Contractor:		Print:		Date:	
Authority to Proceed					
I confirm that I have checked the above control measures are in place and that the works may proceed.					
Signed:		Print Name:		Date:	
Section 4. Cancellation					
All works must cease. A new permit must be issued if further access is required.					
Signed RCP:		Print:		Date:	



Marketing & Facilities

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