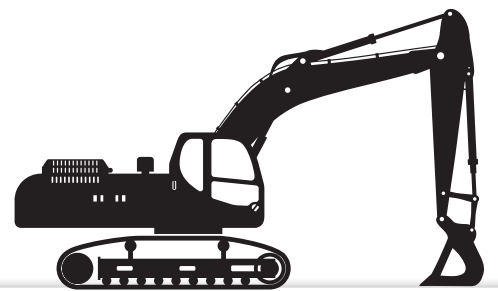


THE CONSTRUCTION EQUIPMENT EXHIBITION

SCOT Plant 2016

22nd & 23rd April, 2016

ROYAL HIGHLAND SHOWGROUND
EDINBURGH



OPERATIONS MANUAL

OUTDOOR

Sponsored by

PROJECT SCOTLAND
THE SCOTTISH CONSTRUCTION NEWS MAGAZINE

Sponsored by





SCOTPLANT 2016

APPENDICES

OUTDOOR EXHIBITORS

- Appendix No.I* - *Contractor Information*
- Appendix No.II* - *Location Maps – Royal Highland Centre*
- Appendix No.III* - *Order/Booking Forms*
- Appendix No.IV* - *General Information*

APPENDIX I

CONTRACTOR INFORMATION

- Accommodation** - **Event Express UK**
Telephone: 01905 732737
Email: reservations@eventexpressuk.com
Web-link: www.eventexpressuk.co.uk/Scotplant
- Audio Visual** - **Vision Events**
Telephone: 0131 334 3324
Email: Ami@visionevents.co.uk
Web: www.visionevents.co.uk
- Catering** - **Saltire Hospitality**
Telephone: 0131 333 0131 fax 0131 333 0130
Email: sales@saltirehospitality.co.uk
Website: www.saltirehospitality.co.uk
- Data Capture &** - **QRS**
<http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=scotplant/16&formname=datapenssplant>
- Exhibitor Badges** - **QRS**
<http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=scotplant/16&formname=standstafplant>
- Flagpoles** - **Fuchsia Exhibition & Conference Services**
Telephone: 01371 874800/07966 909925
Email: nick@fuchsiaevents.co.uk
Website: www.fuchsia-exhibition-services.com/
www.fuchsiaflagpoles.co.uk
- Floral** - **Flowers by Rhona**
Telephone: 07817 322002
Email: flowersbyrhona@hotmail.co.uk
- Furniture & Accessories** - **GES**
- **visit link of** <https://ordering.ges.com/000017869>
Telephone: 02476 380 181
Email: order@ges.com
Web : www.ges.com
- Insurance** - **Hiscox**
Telephone : 0141 339 7260/0781 801 3265
Email: marion.rankin@hiscox.com
Website: www.hiscox.co.uk/events/mrankin
- Security** - **Specialized Security**
Telephone: 01506 442255 Fax: 01506 442288
Email: info@specializedsecurity.co.uk
www.specializedsecurity.co.uk

APPENDIX II

LOCATION MAP

ROYAL HIGHLAND CENTRE INGLISTON

Where is the Royal Highland Centre?

The Royal Highland Centre is situated on the A8 to the West of Edinburgh, linking with the M9 to the North, M9 to the North West, M8 to the West.

For further information
please contact:

Highland Centre Limited
Ingliston
Edinburgh
EH28 8NF

Tel: 0131 335 6200

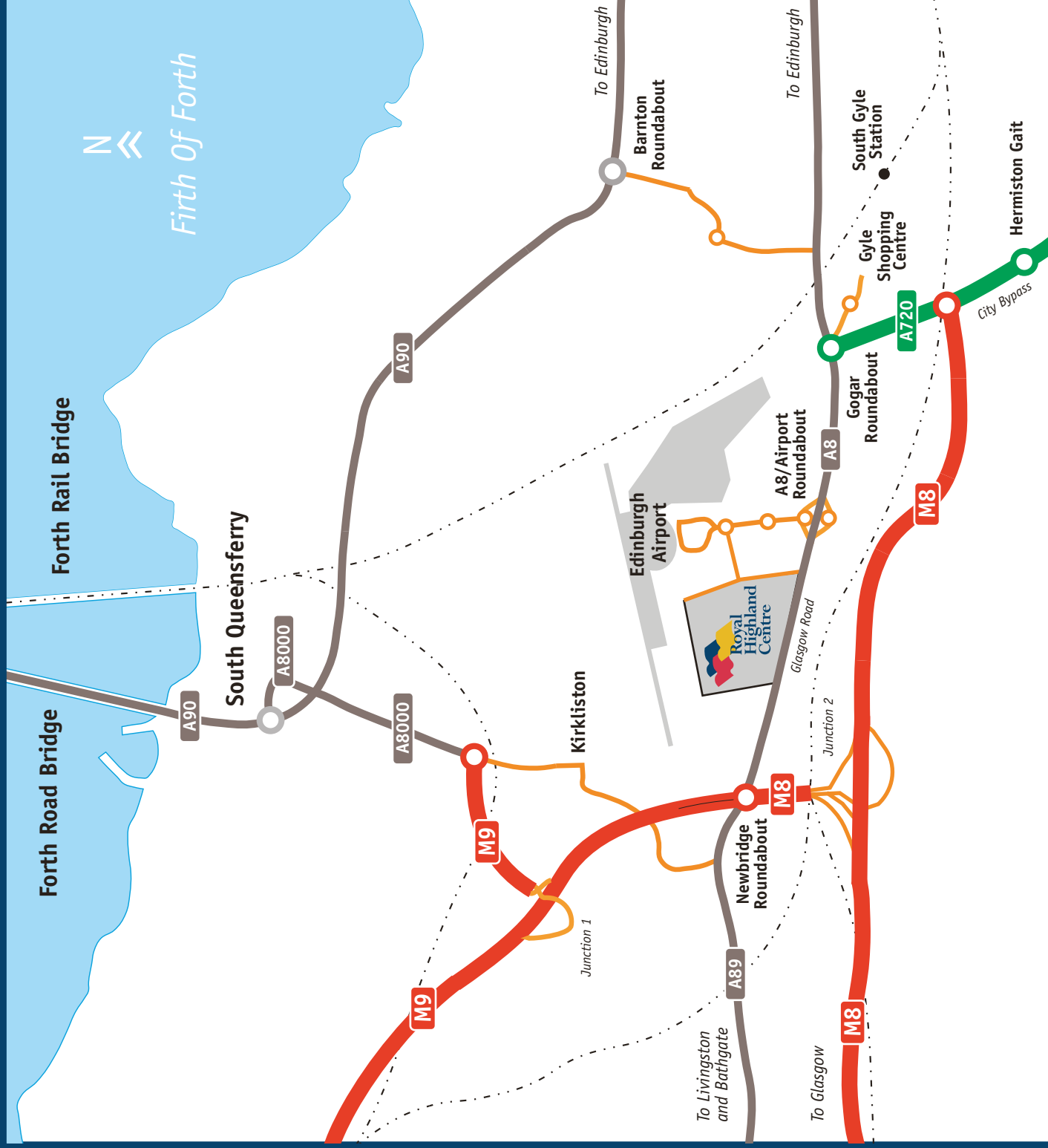
Fax: 0131 333 5236

Email: rhc@rhas.org.uk

www.royalhighlandcentre.co.uk



SCOTLAND'S NATIONAL SHOWGROUND



SCOT Plant 2016

22nd & 23rd April, 2016

ROYAL HIGHLAND SHOWGROUND, EDINBURGH



ENTRANCE

Correct at time of print 29/01/16



SCOTPLANT 2016

APPENDIX III

FORMS

- Accommodation Booking Form (visit www.eventexpressuk.co.uk/Scotplant)
- Additional Car Parking Passes
- Audio Visual Tariff & Order Form
- Authorisation Permit for Cranes (and other tall construction equipment)
- Badge Order Form (Contractor)
- Electrical Order Form
- Exhibitor Badge Order Form (visit <http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=scotplant/16&formname=standstaffsplant>)
- Permit to Work
- Risk Assessment Record
- Stand Catering
- Water & Drainage

APPENDIX III

CHECKLIST

FORM	DEADLINE	RETURN TO
Exhibitors Insurance (please ensure a copy of your insurance cover is faxed/emailed to organisers on 0141 353 2336 or to susan.meikle@peeblesmedia.com)	ASAP No later than 18 March	Hiscox
Stand Catering	ASAP (Last order accepted Wed 13th April)	Saltire Hospitality
Telephony	IMMEDIATELY (a minimum of 28 working days' notice required)	SP* Events
Accommodation Booking Form	ASAP	Event Express UK
Catalogue Entry & Press Release Info	19 FEBRUARY (we will try wherever possible to include entries after this date, so please still send)	SP* Events
Risk Assessment Record	26 FEBRUARY	SP* Events
Stand Designs	26 FEBRUARY	SP* Events
Electrical Order Form	11 MARCH	SP* Events
Lifting Requirements	11 MARCH	SP* Events
Permit to Work (must be completed if ground needs to be broken)	11 MARCH	SP* Events
Water & Drainage	11 MARCH	SP* Events
Additional Car Parking Passes	18 MARCH	SP* Events
Authorisation Permit for Cranes (and other tall construction equipment)	18 MARCH	SP* Events
Badge Order Form (Exhibitor & Contractor)	18 MARCH (Contr.) 7 APRIL (Exhibitor)	SP* Events QRS

***Return to Scotplant Events Dept at Peebles Media Group, 11-12 Claremont Terrace, Glasgow G3 7XR or email organisers@peeblesmedia.com**



22nd & 23rd APRIL 2016

FRIDAY 22ND & SATURDAY 23RD APRIL
Royal Highland Centre, Ingliston, Edinburgh

**REQUEST FOR ADDITIONAL
CAR PARKING PASSES**

<p>Please send me _____ Additional car parking passes.</p> <p>I understand that there is no charge for same but will, where Possible, transfer the passes between staff.</p>	
Exhibitor Name	
Stand Number	
Delivery Address & Contact Name	

PLEASE RETURN THIS FORM TO SUSAN MEIKLE AT SUSAN.MEIKLE@PEEBLESMEDIA.COM OR TO PEEBLES MEDIA GROUP, 11-12 CLAREMONT TERRACE, GLASGOW G3 7XR, BUT NO LATER THAN FRIDAY 18 MARCH 2016.

THE CONSTRUCTION EQUIPMENT EXHIBITION

SCOT Plant 2016

22nd & 23rd APRIL 2016

visionevents 
projects creative technology

0131 334 3324

Please return this form before the 18th April 2016

Audio Visual Order Form

Please supply the following order at the rate indicated: full payment should accompany this order			
Description	Unit Cost	Quantity	Total
DVD Player - Sony Blu-Ray	£27.00		
32" LCD Screen	£50.00		
42" PLasma Screen & Speakers - NEC 42VP4PD	£100.00		
50" PLasma Screen & Speakers - Pioneer PDPMXE20	£150.00		
K-base Stand - Unicol	£15.00		
Curved Parabella Stand with Shelf - Parabella	£30.00		
Data / Video Projector - Panasonic 4K projector	£150.00		
Projector Stand	£8.00		
Roll Screen (6ft x 4.5ft) - Procolour	£15.00		
15" Laptop Computer - HP Compaq	£90.00		
VGA Cable - to connect laptop to projector	£5.00		
PC Balancing Box - to play Laptop sound on a PA system	£7.00		
PC Speakers - Logitech x 210 2.1 Speaker System	£20.00		
HP Deskjet 5150 Colour Inkjet Printer	call		
Microphones, Audio + PA System - as this equipment is specific, we ask that you call us for an accurate equipment list and quotation.	call		
LED uplighters (set of 6) - Colourblast	£210.00		
Clip Display Boards 2m x 1m (Inc feet)	£10.00		
Velcro tabs for display boards (20 tabs)	£4.00		
	Sub Total		
	Delivery / Insurance / Rigging		
	+ VAT 20%		
	Total		

Please order these items in good time as we only have a limited supply on-site. These prices are per day, exclusive of delivery, insurance and rigging charges. Please call us for a quotation regarding these costs. A 20% surcharge may be levied on orders received after this deadline.

VisionEvents (UK) Ltd
16 Dryden Road, Bilston Glen Industrial Estate,
Edinburgh, EH20 9LZ

www.visionevents.co.uk
ami@visionevents.co.uk
0131 334 3324

AUTHORISATION PERMIT FOR CRANES (AND OTHER HIGH REACH CONSTRUCTION EQUIPMENT)

SECTION 1 - TO BE COMPLETED BY APPLICANT (Block Capitals)

1 Crane/Equipment Registration Number	
2 Crane/Equipment Hire Company (as liveried)	
3 Type of Crane/Equipment (e.g. Tower, Mobile, etc.)	
4 Maximum (in metres) WORKING HEIGHT of Crane/Equipment (above Mean Sea Level)	
5 LOCATION (e.g. OS Grid Ref /Address - Northing + Easting). Please note that Postcodes alone are of no use.	
RADIUS OF OPERATION (of fixed crane/equipment): AREA OF OPERATION (of mobile crane/equipment): OUTSIDE AIRPORT BOUNDARY (delete as appropriate): PROJECT NAME (If Applicable):	
6 Date(s) of operation (inclusive)	
7 Local times of crane operation (inclusive)	
8 Name of Sponsoring Company	
9 Contact name and phone number ON SITE	
10 I confirm the details given above and shall comply with any additional operational requirements specified by the Airfield Operations Department in Section 2 below.	
Name of Applicant	Print: _____ Sign: _____
Applicant's Contact Details	Phone: _____ E-Mail: _____ Fax: _____

SECTION 2 - TO BE COMPLETED BY AIRSIDE OPERATIONS DEPARTMENT

11 Additional Requirements specified to the Sponsor or Operator:	
200 candela steady red obstacle light(s)?	YES NO
2000 candela flashing red obstacle light(s)?	YES NO
Operational constraints in Reduced Visibility conditions?	YES NO
Airfield Operations Department to be notified BEFORE operations commence?	YES NO
Operation subject to runway in use? <input type="checkbox"/>	YES NO
Other: Please be aware that 48 hrs. notice of proposed operations is required. Any permits required earlier than this cannot be guaranteed approval. Operators must contact Airside Operations on (0131) 344 3139/3239 before <u>and</u> after the crane's daily operation.	
12. Details of Crane/Equipment Position:	
<input type="text"/> metres from ARP (Aerodrome Reference Point)	
Bearing <input type="text"/> degrees True/Magnetic (delete as appropriate)	
Additional Comments:	
14 Authorised by (Signature):	Date: _____ Ref: _____

When Section 1 is completed, the application should be e-mailed to **all** of the Duty Airside Ops Supervisors (this is to ensure that all are aware).

The Supervisors are as follows: stephen_muir@edinburghairport.com, nicola_thomson@edinburghairport.com,
mark_duncan@edinburghairport.com, douglas_borthwick@edinburghairport.com, alan_beattie@edinburghairport.com,
andrew_glasgow@edinburghairport.com

This Permit is only valid when Section 2 has been completed and signed by a representative of EAL Airside Operations Department.

Any questions regarding the operations of cranes/tall equipment on, or close to, Edinburgh Airport and/or the completion of this permit, should be addressed to the **EAL Airside Operations Department on Tel: 0131 344 3139/3239.**



CONTRACTOR BADGE ORDER FORM

Exhibitor

Stand No.

Contractor

Please note below the name and company name of contractors who will be working on your stand or delivering to your stand during build-up and breakdown of the show. (Please note that if you - the exhibitor - are setting up, you need not apply for a contractor's badge as your exhibitor badge will cover your for all three stages of the show, build-up/open and break-down)

Four passes will be supplied, free of charge, and any additional badges or replacements will be charged at £5 per badge.

1. contact tel no:.....
2. contact tel no:
3. contact tel no:
4. contact tel no:

Address to which badges are to be sent:.....

.....
.....

This form to be returned to Susan Meikle at organisers@peeblesmedia.com no later than **FRIDAY 18 MARCH 2016**.



**Friday 22nd & Saturday 23rd April 2016
Royal Highland Showground – Ingliston**

ELECTRICAL ORDER FORM (OUTDOOR)

Please send your completed form with remittance to **Peebles Media Group Ltd, Addressed F.A.O. Susan Meikle**. A VAT Invoice will be forwarded on receipt of same. Your sketch detailing position of sockets, fittings, etc should be attached.

DEADLINE: FRIDAY 11 MARCH 2016

FITTING / SUPPLY	QUANTITY	UNIT COST (£)	TOTAL
13 Amp Single Switch Socket		£115	
13 Amp Twin Switch Socket		£120	
16 Amp Conn. to Caravan/Show Units		£250	
16 Amp Single Phase Cee Form Conn		£250	
16 Amp Single Phase Connection		£250	
16 Amp Three Phase Connection		£425	
20 Amp Single Phase Connection		£255	
32 Amp Single Phase Connection		£290	
32 Amp Three Phase Connection		£520	
63 Amp Single Phase Socket		£390	
63 Amp Three Phase Socket		£700	
5' Fluorescent Fitting		£70	
100W General Purpose Spotlight		£45	
500W T H Floodlight		£80	
300W Tungsten Halogen Fitting		£80	
		SUB TOTAL	
		PLUS 20% VAT	
		GRAND TOTAL	

Ordered by: Stand No.....

Company Name:.....

Address.....

.....

.....

Estimated Date & Time of Arrival on Site:.....

PERMIT

RHS PERMIT TO WORK FORM 2012

A Permit to Work **MUST** be completed if you intend to break the surface of the ground on your site deeper than 250mm. Failure to have this form signed by someone within the RHASS Estate Department will result in delays when the stand is to be built. **THIS PERMIT TO WORK DOES NOT ENSURE TOTAL SAFETY.** It is to identify any dangers which cannot be seen and instructions on what must be observed.

Do you intend to erect:

Please delete as appropriate

Marquee &/or Temporary Structure

Yes / No

Flag Pole

Yes / No

Fence

Yes / No

Banner Frame

Yes / No

Another Item which requires you to break surface more than 250mm

Yes / No

If 'Yes' please provide details:

Please provide a detailed drawing and description of the work you plan to undertake in the space below (Please note the drawing should show the whole site with the above items marked within it as well as highlighting all the points where you intend to break the surface):

250mm

PTO

TO BE COMPLETED BY THE PERSON WHO WILL BE BREAKING THE GROUND SURFACE

Please confirm who will be undertaking the underground work. Please note the permit will be returned to the person who is undertaking the work.

Name of person or company who will breaking in to the ground _____

Address _____

Email Address _____

Phone No _____ Fax _____

Exhibiting Company Name _____

Stand No (please leave blank and this will be completed by RHASS) _____

I the undersigned being the person responsible for work specified overleaf understand the requirements of this permit to work and will comply with precautions or information given.

Signed _____ Date _____

RHASS OFFICE USE ONLY

This section should ONLY be signed by RHASS Estates Team

I herby authorise the applicant to undertake the works detailed overleaf in accordance with the above stand

YES – you are permitted to go ahead and break the ground on arrival to the Site

Signed _____ Date _____

OR

NO you are not permitted to go ahead and break the ground on arrival to the site and should:

CONTACT THE ESTATE TEAM ON ARRIVAL TO THE SITE

Having undertaken an onsite check I am happy to sign off the permit:

Signed _____ Date _____

YOU MUST BRING AND REFER TO THIS FORM BEFORE YOU START ANY UNDERGROUND WORK.

THIS FORM MUST BE SIGNED BY A MEMBER OF THE RHASS ESTATE TEAM BEFORE ANY UNDERGROUND WORK CAN COMMENCE.

This form is issued by the Royal Highland and Agricultural Society of Scotland in the exercise of its due diligence as required by the Health & Safety at Work Act and IS FOR YOUR PROTECTION

GUIDANCE FOR THE COMPLETION OF THE RISK ASSESSMENT RECORD

Please complete a separate risk assessment record for all activities within your event including build-up, and breakdown activities.

Table A

Event Name: Enter event code if known, or organiser’s name

Assessor: Enter the name of the person who is carrying out the risk assessment

Assessment Date: Enter the date that the assessment is being carried out

Activity Assessed: Describe the activity being assessed (separate assessments should be completed for separate activities within one event)

Review Date: Enter the date that the assessment will be reviewed, if applicable.

Table B

Those Affected: When carrying out the risk assessment, identify all persons who may be affected by the activity that is being assessed. Should there be any persons outwith the specified categories, they should be indicated in the additional category boxes.

Table C

Hazards: Identify the significant hazards foreseeable in the activity being assessed by putting crosses in the appropriate boxes. Should there be hazards which are not on the list, you should indicate these in the additional hazard boxes provided.

Note: The definition of a HAZARD is: something with the potential to cause harm

Table D

Existing Control Measures: Please note the measures which already exist which will reduce the risk arising from the identified hazards.

Table E

Assessment of Overall Risk: Assess the risks arising from the hazards identified in Table C using the criteria set out below. When carrying this out, consideration must be given to what is reasonable foreseeable in relation to the identified hazards and recognition of the existing control measures (Table D) which reduce the risk. Enter a cross into the appropriate box, i.e. low, medium or high. If the overall risk category is low, then the assessment is complete. **The information within this assessment should then be disseminated to those affected.** However, if the overall risk category is medium or high then Additional Control Measures are required (see Table F).

Note: The definition of a RISK is: the likelihood that harm from a particular hazard will be realised

SEVERITY	LIKELIHOOD		
	Certain or near certain to occur	Reasonably likely to occur	Very seldom or never occurs
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
RISK			

Table F

Additional Control Measures: Additional control measures that will further reduce the risks require to be noted. The completion date for each of these measures should be included.

Table G

Assessment of Overall Residual Risk: The assessment process detailed in Table E must be repeated taking into consideration both the existing and additional control measures. Enter a cross in the appropriate box, i.e. low, medium or high. If the overall risk category is low, then the assessment is complete and the information should be disseminated to those affected. However, if the overall risk category is medium the activity may proceed but the additional control measures must be completed within 21 days. All information should be disseminated to those affected. If the risk is high, **the activity must not proceed** and the risks arising out of the hazards and the possible control measures should be re-assessed.



SALTIRE HOSPITALITY



SCOTPLANT 2016

Friday 22nd and Saturday 23rd April 2016

STAND ORDER FORM

Closing date for all stand orders - Wednesday 13th April 2016

All breakfast deliveries made 8am-10am

All Lunch deliveries made 11am-1pm

IN ORDER FOR US TO PROCESS YOUR ORDER WE MUST HAVE YOUR STAND NUMBER Minimum daily stand order £50per day

Name:	Company Name:
Stand Number:	Invoice Address:
Contact name on stand:	
Telephone No on Showground:	

Day order required (please circle)	22 nd April	23 rd April
-------------------------------------------	------------------------	------------------------

If ordering for a number of days please complete a separate form for each day

(Please note all platters will include plates and napkins, **NO VAT WILL APPLY TO FOOD PLATTERS**)

Sandwich Platters

(Each platter feeds 6 people)

Classic Sandwich Platter	£17.00 each	No required ___
Chefs Favourites Sandwich Selection	£17.50 each	No required ___
Chefs Favourite Wrap Platter	£18.00 each	No required ___
Luxury Wrap Platter	£19.50 each	No required ___

Savoury Platters

(Each platter feeds 6 people)

Pakorras, samosas and onion bhajjis served with fresh raita	£14.50 each	No required ___
Mini peking duck and vegetable spring rolls with hoi sin sauce	£14.50 each	No required ___
Homemade quiche selection	£17.50 each	No required ___
Homemade vegetarian quiche selection	£17.50 each	No required ___
Marinated Chicken Skewers	£17.50 each	No required ___
Selection of crudities with hummus dip	£9.00 each	No required ___
Selection of Scottish Cheeses served with oatcakes and water biscuits	£20.00 each	No required ___
Tortilla and hand cooked crisps with dip	£8.00 each	No required ___

Sweet Platters

(Each platter feeds 6)

Selection of homemade lemon, strawberry and mixed fruit tarts	£11.40 each	No required ___
Saltire Patisserie cake selection	£17.00 each	No required ___
Selection of miniature flavoured muffins	£10.50 each	No required ___
Selection of fruit skewers	£11.50 each	No required ___



Tel: 0131 333 0131

Fax: 0131 333 0130

Email: sales@saltirehospitality.co.uk

www.saltirehospitality.co.uk

SALTIRE HOSPITALITY



OUTDOOR

**ON SITE APPLICATION FOR
WATER & WASTE SUPPLIES (WHERE AVAILABLE)**

**FORM TO BE SUBMITTED BY FRIDAY 11TH MARCH ALONG WITH DRAWING CLEARLY
INDICATING LOCATION OF SUPPLIES**

Name of Exhibitor			
Address			
Details of use for which supplies are required (include connection dimensions)			
Stand No.		Postcode	
Telephone No.		Fax No.	

I/we agree to the cost of £120.00 + VAT, per connection, for the following service/services. Any additional connections will be charged at £48 + VAT per connection.

Signed..... **Date**.....

1. **MAIN DRAINAGE CONNECTION (WHERE AVAILABLE)** •

Please tick if you wish to have main drainage facilities

2. **WATER SUPPLY** •

Please tick if you wish a Water Supply laid on to your Stand.

Please note that above costs include the supply of the service to your stand, it does not cover connection costs to machinery, sinks, etc, etc. This may be carried out at an additional cost – Price on Application.

Please send your completed form & drawing showing requested location of supply to Susan Meikle, Peebles Media Group Ltd at 11-12 Claremont Terrace, Glasgow G3 7XR or email susan.meikle@peeblesmedia.com

APPENDIX IV

GENERAL INFORMATION

- **Food Safety Regulations**
- **Regulations Regarding the use of Water on Exhibition Stands (including Water Safety Questionnaire)**



Food Safety Act 1990
Food Safety (General Food Hygiene) Regulations 1995
Food Safety Standards for Exhibitors

The Food Safety Act 1990 requires all proprietors of food businesses and food handlers to observe good hygiene practices when preparing and serving food.

It is necessary, however, to ensure that facilities provided for this purpose are adequate and the following guidance is provided for your assistance in achieving this during your time at the Royal Highland Showground, Ingliston.

The Environmental Health Division of Environmental Services, is required to ensure satisfactory standards of food safety are maintained and therefore your food stand will be subject to inspection at any time during the course of the event you are involved in.

In order to ensure you will meet the standards required you should read and meet **as appropriate** the following requirements.

1. Food Exhibitors

Access to a double sink unit with an adequate supply of hot and cold water is required for washing equipment.

This can be by use of the central wash up areas if such facilities are provided by the event organisers or alternatively by the provision of a double sink unit with an adequate supply of hot and cold water at your stand.

If you intend to prepare food at your stand a food preparation sink is required unless, if practicable and available, central food preparation facilities are provided by the event organisers.

In any event an adequate means of keeping hands clean is required at each stand.

This would normally mean a wash-hand basin provided with a supply of **hot and cold** water or warm water, and soap (preferably liquid soap via a dispenser) and adequate means of drying hands (paper towels or hand dryers are acceptable but a common hand towel is not acceptable) and a nailbrush.

The stand should also be equipped with:

- a) smooth, impervious surfaces capable of being easily cleaned;
- b) a first aid box with adequate contents and specifically blue coloured plasters;
(NB. Burns should only be treated by seeking immediate medical assistance).
- c) adequate refuse bins with closely fitting lids to ensure proper storage of refuse;
- d) a suitable bactericidal agent for washing equipment if this is to be done at the stand;
- e) suitable, clean protective clothing for all staff engaged in food handling;
- f) appropriate means of handling foods i.e. tongs or similar where the food is not wrapped;

Notes to all Exhibitors and Event Organisers contd.

Food to be served to customers must meet the following requirements.

- a) all hot food must be kept above 63°C;
- b) all cold food considered to be high risk e.g. dairy foods should be kept under refrigeration at a temperature not exceeding 5°C;
- c) all frozen food to be stored with the freezer operating at not less than -18°C;
- d) a probe thermometer to be provided and temperatures of food recorded regularly.

1. Exemption from Provision of Sinks

This will apply where:-

there is no cooking at the food stand or food preparation or handling of high risk foods, foods are dispensed in disposable containers and no food contact equipment or utensils etc are utilised.

2. Exemption from Provision of a Wash hand Basin

This will apply where:-

food is pre-packed and no handling of open food occurs.

3. Central Wash Up area

If such facilities are to be made available to exhibitors they should be provided to the following standards:

- a) the wash up area must be constructed so as to be physically separate from the rest of the event;
- b) the walls and floor surfaces must be smooth, impervious and easily cleaned;
- c) a double sink unit with double drainer and adequate supply of hot and cold water and bactericidal agent;
- d) a wash-hand basin with an adequate supply of hot and cold water or warm water at an appropriately controlled temperature plus nailbrush, paper towels or hand dryers and bactericidal liquid soap in an appropriate dispenser;
- e) a trolley for the purpose of conveying equipment to be washed to and from the wash up area;
- f) a stand cleaning service to be available on request of exhibitors.

REGULATIONS REGARDING THE USE OF WATER ON EXHIBITION STANDS

There are regulations relating to the avoidance of health risks associated with water based and airborne diseases such as Legionnaire's Disease.

Exhibitors are not permitted to use open, flowing, sprayed or atomised water (for example in whirlpools, fountains, air humidifiers, stand-alone air conditioning units, high pressure cleaning systems etc) unless the following conditions are fulfilled:

- Exhibitors wishing to use water within the confines of the exhibition space **MUST** obtain the supply from a potable water mains source.
- Water which is outside the Legionella risk category (ie colder than 20°C and hotter than 60°C) should, wherever possible, be changed daily and preferably more often. It is recommended that thermometers be used to demonstrate that the water is too hot or too cold to pose a health risk.
- Water that comes within the risk category (ie between 20°C and 60°C) may be used in whirlpools and fountains etc, provided that at least 0.3 milligrams of chlorine per litre of water has been added and that the water is changed at least twice a day, if not more. It is recommended that other disinfecting measures (eg ozone) be used as well.

Exhibitors are required to co-operate in all conceivable tests, samples or spot check inspections that may be carried out by the organisers and other official bodies.

For further guidance see HSE Approved Code of Practice for the prevention and control of Legionellosis (including Legionnaire's Disease) (Rev) L8 HSE Books 1995 ISBN 0 7176 0732 1

/...



WATER SAFETY QUESTIONNAIRE

Please complete and return to Susan Meikle, Scotplant 2016, 11-12 Claremont Terrace, Glasgow G3 7XR or by email to susan.meikle@peeblesmedia.com.

Exhibitor name Stand number

Contact name

Position.....

1. Please list below the water features that you have on your stand.

.....
.....
.....

2. Are you aware of the implications of the Health & Safety Executive's guidance document LS?

YES NO

3. Have you prepared a written risk assessment for your water feature(s) under the provisions of the Management of Health & Safety at Work Regulations 1992 and the Control of Substances Hazardous to Health Regulations 1994?

YES NO

4. Do you carry out any treatment of the water in your water features?

YES NO

5. Please detail any treatment that you carry out (eg.: filtration, sanitising programme etc).

.....
.....
.....

6. Do you have a constant supply of fresh water to the feature?

YES NO

7. If you do not have a constant supply of fresh water to each feature, how often do you change the water, if at all?

Hourly

Daily

Other Please specify