

# Guidance for Exhibitions



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## Introduction

This guidance is intended to ensure that exhibitions on UCL premises are assembled, displayed and dismantled safely and that staff, students and visitors are not exposed to unacceptable risks. In addition to this guidance adequate time and resources must be allocated for the successful completion of the exhibition.

*At various points in the text, certain words are in italics. This means that the term is defined in the glossary which appears at the end of this document.*

## Responsibilities of the Head of Department

### Planning

#### Timetable

Prepare a timetable which shows the time allowed for assembly, the duration of the exhibition and the date when dismantling will commence.

#### Staff

Appoint a manager/deputy, to make executive decisions in your absence and, who can receive and give final approval to all plans.

Appoint supervisory staff to supervise students/exhibitors at all times.

Ensure that sufficient first aiders/appointed persons will be available during each phase i.e. assembly, exhibition and dismantling.

Ensure sufficient staff will be on duty during the exhibition to direct and assist the public or *visitors*.

#### Space

Prepare a plan of the exhibition space. The plan must be marked to show the *means of escape*, which includes corridors, protected staircases and final exits. (If in doubt seek the advice of the College Fire Officer). **This route must be kept clear of any *obstruction*, whether permanent or temporary, at all times.**

Allocate space to each exhibitor. Ensure that the name of the supervisor/manager for each space is marked on the plan.

#### Consultation

Consult your staff about their plans for the exhibition to enable you to discuss with them any problems that arise during the planning stage.

#### Advice

Information and advice may be obtained from;

UCL Safety Services	Safety management issues.	<a href="mailto:safety@ucl.ac.uk">safety@ucl.ac.uk</a>
UCL Fire Officer	Fire safety issues	<a href="mailto:fire@ucl.ac.uk">fire@ucl.ac.uk</a>

## Hazard Control

Ensure that measures are in place to *control* the *risks* arising from the *hazards* listed in appendix 1. Some of the measures necessary to control these risks are listed in appendix 2, of which some may already be part of your *Departmental Arrangements*. The controls that you put in place will be the **minimum** acceptable standards you expect to see in operation.

## Emergency Plans

Prepare emergency plans to include:

The evacuation of *disabled people*. Safety Services will provide advice and assistance in preparing these plans, if they do not already exist.

Sufficient first aid cover for each phase. Advice can be provided by Safety Services on assessing requirements.

Emergency evacuation plans in addition to Departmental Arrangements already in existence. You must consider the evacuation of visitors and members of the public who will not be familiar with these arrangements.

## Suppliers

Prepare a list of suppliers which meet with your approval for materials, personal protective equipment (e.g. eye protection, gloves, coveralls, dust masks etc.) and scaffolding towers.

## Co-operation

Inform your neighbours i.e. other departments or organisations, of any activities which may affect them e.g. noise.

Seek permission for any activities which will occur in an area controlled by another organisation e.g. other departments. Contact [safety@ucl.ac.uk](mailto:safety@ucl.ac.uk) for permission and/or advice when hanging/suspending items on the outer faces of the building or when dealing with issues concerning the Local Authority (e.g. any activity which occurs in a public area).

## Public/Visitors

You have a duty to ensure the safety of visitors (which includes non-participating UCL staff and students) and members of the public who may be affected by your activities inside as well as outside the building.

## Storage

Ensure an area/room is available to store deliveries of timber and materials prior to use. Items must not be stored in corridors even for a short period of time.

## Waste Disposal

Ensure that UCL and Departmental arrangements for waste disposal are brought to the attention of supervisory staff.

## Control Access

### During assembly

Ensure that visitors, which include non-participating staff, students and especially children, are excluded from the area where exhibits are being assembled.

### During show/exhibition

Cordon-off areas which are off-limits to the public.

Staff on duty must ensure that visitors viewing the exhibition remain within the exhibition area.

## Monitoring

You or your deputy must monitor all phases to ensure that the standards you have set are being implemented and that they are effective.

## Review

At the end of the exhibition use the information gathered by you and your supervisors, during monitoring, and from accident/incident report forms, to review your activities and improve future performance.

# Responsibilities of Supervisor or Manager

## Planning

### Authorisation

Receive and authorise plans submitted by the student/exhibitor. Discuss and assist students to document the measures necessary to control the risks arising from the hazards identified on their hazard checklist, appendix 1a. Appendix 1b should be used to document the controls which have been identified. Examples of typical controls are given in appendix 2. Where there are concerns about a particular hazard a *risk assessment* must be carried out.

A copy of all documentation must be passed to the Head of Department/Deputy when complete, for final approval.

### Space

Ensure that your name and the name of the students you are responsible for supervising, are displayed by the space you have been allocated.

### Co-ordination

Discuss your plans with supervisors exhibiting within the same area as you. Ensure that there is sufficient resources e.g. electricity and lighting for the needs of all exhibitors during assembly and exhibition.

### Materials

When ever possible materials must be obtained from suppliers on your departmental approved list. When this is not possible you must assess materials on an individual basis for their suitability.

### Waste Disposal

Ensure that exhibitors are aware of UCL and Departmental arrangements for the disposal of waste.

## Assembly

Monitor to ensure that the controls identified during the planning phase are being used, and that there are no previously unforeseen hazards present.

## Exhibition

Make arrangements to have the exhibit;  
switched on and off, daily, if appropriate.  
checked frequently to ensure it is maintained in a safe condition.

## Dismantling

If you or your students are not directly involved in the dismantling process ensure that the people who are, are made aware of any hazards that may affect them, and any special arrangements for waste disposal that have been identified.

**N.B. Ensure that all accidents/incidents, whether they result in injury or not, are reported according to departmental arrangements.**

# Responsibilities of Exhibitors or Students

## Planning

### Plan

Draw a plan of the exhibit. Keep the dimensions to within the space you have been allocated.

### Hazards

Use the checklist, appendix 1, to identify the hazards associated with your exhibit. Remember to identify hazards associated with the construction as well as the finished exhibit. Branded products will have the hazards and necessary precautions already printed on the label or information sheet.

Consideration must be given to the variety of people viewing your finished exhibit. Children are especially vulnerable and must be protected from low level protrusions, sharp edges and the possibility that their smaller fingers can gain access to moving parts. You must therefore consider fencing all or part of your exhibit.

### Authorisation

Submit your plan and hazard checklist to your supervisor/manager, for their authorisation. Discuss and document (using appendix 1b), the controls needed to minimise the risks associated with your exhibit, with your supervisor/manager.

## Assembly

Do not cover, remove or interfere (e.g. paint or adorn) with fire signs, call points, fire extinguishers, smoke detectors or fire doors.

Do not obstruct corridors or fire exits.

Ensure the work area is kept free from rubbish and debris.

All rubbish and waste must be placed directly into a container appropriate for that waste.

Structural alteration of the building is **not** permitted.

## Exhibition

If the exhibit is connected to the electrical supply your supervisor will make arrangements to have it switched on/off. Ensure that the power outlet is marked to indicate to what it is connected. Discuss this arrangement with your supervisor/manager.

## Dismantling

If you are not involved in the dismantling of your exhibit, discuss with your supervisor/manager any hazards that might affect those who have been appointed to carryout the dismantling.

**N.B. All accidents/incidents must be reported to your supervisor, whether they result in injury or not.**

## Appendix 1A HAZARD CHECKLIST *(to be used by exhibitor)*

*Exhibitors Name*

*This list is not exhaustive. Additional hazards that are identified must be listed, the risks assessed and appropriate controls documented.*

<b>HAZARD</b>		<b>Does the hazard exist? Yes or No</b>	<b>RISKS</b>
<b>Chemicals</b> e.g. paints, adhesives, battery acid,			harmful, corrosive, toxic, irritant
<b>Combustible materials</b> e.g. paper, cloth, plastics			fire
<b>Darkened Rooms</b>			collision, trips, inability to see exits
<b>Dust</b> e.g. sanding, sawing, plaster etc.			asthma, skin sensitisation, eye and respiratory irritation, fire, false fire alarms
<b>Electricity</b>	power tools		electrocution, electric shock, fire
	wiring/connections		cable damage, equipment damage.
	trailing cables		trips caused by cables and equipment
<b>Hot surfaces</b> e.g. bulbs, casings, equipment			burns, fire
<b>Inappropriate Storage</b>			obstruction, trips, fire hazard
<b>Items Suspended From Ceiling</b>			falling objects (ceiling or exhibit)
<b>Loading &amp; Unloading</b>			strain, sprain, crush injury
<b>Machinery</b> e.g. moving parts, cogs, belts			traps, nips, pinches
<b>Manual Handling</b>			strain, sprain, crush injury
<b>Noise</b>			damage to hearing, nuisance
<b>Organic Matter</b> e.g. animal, vegetable etc.			infestation, putrefaction, vermin, smells
<b>Pressure systems</b>			explosion, sudden pressure release
<b>Protrusions</b> e.g. scaffolding, wood, metal			scratches, abrasion, eye injuries,
<b>Sharp Edges</b> glass, metal			cuts, collision injuries
<b>Sharps</b> e.g. knives, scalpels, saws			cuts and scratches
<b>Solvent Based Substances</b> e.g. white spirit, paint, paint stripper			flammable
<b>Special lighting</b>	ultra violet		eye injury, burns, epilepsy
	lasers		
	strobe		
<b>Waste</b>	domestic		obstruction, fire
	specialist e.g. chemical		difficult, expensive or impossible disposal
	sharps e.g. blades, glass		puncture wounds, cuts and scratches
	dust e.g. sawdust, plaster dust		asthma, skin sensitisation, eye and respiratory irritation, fire
	organic e.g. animal, veg.		difficult, expensive or impossible disposal
<b>Welding/Brazing</b>			burns, fire, eye damage, false fire alarms
<b>Working at Height</b>			falls, falling objects
<b>Other Hazards</b>			

### RISK CONTROL AUTHORISATION

The purpose of this document is to ensure that any risks to the health and safety of students, staff and visitors, arising from or connected with the exhibit, are adequately controlled.

The supervisor/manager must assist the exhibitor/student to document the measures necessary to control the risks arising from the hazards identified on the hazard checklist (Appendix 1a).

**CONTROLS:** The measures necessary for controlling the risks associated with the hazards you have identified may already exist:

- in your Departmental arrangements.
- provided by manufacturer/supplier of chemicals or equipment.
- listed in Appendix 2.

In the space below list all the hazards identified and the control measures required.

Where there are concerns about a particular hazard a risk assessment must be carried out.

HAZARD	CONTROL MEASURES

*use additional sheets where necessary*

**SUPERVISOR/MANAGER DECLARATION**

I the undersigned agree that the exhibit may go ahead with the controls identified in this document (and in additional documents where indicated)

Name of Supervisor/Manager (Print)...../sign.....

**EXHIBITOR/STUDENT DECLARATION**

I the undersigned agree to proceed with the exhibit and comply with the controls identified in this and additional documents.

Name of Exhibitor/Student (Print)...../sign.....

## Appendix 2 CONTROLS *(information and guidance)*

HAZARD		CONTROLS
<b>Chemicals</b> e.g. paints, adhesives, battery acid		refer to manufacturers instructions, COSHH assessment, (to include, use, storage, first aid and disposal)
<b>Combustible Materials</b> e.g. paper, cloth, plastics		if part of exhibit must be treated with fire retardant, if waste must be kept to a minimum and disposed of frequently
<b>Darkened rooms</b>		light individual objects, low level lighting, fenced walkways, permanent supervision
<b>Dust</b> e.g. sanding, sawing, plaster etc.		provide appropriate PPE i.e. masks, gloves, etc.
<b>Electricity</b>	power tools	use 110v transformer, tools electrically tested, trained to use
	trailing cables	cable covers, routed safely
	wiring/connections	tested or checked by competent electrician
<b>Hot Surfaces</b> e.g. bulbs, casing, equipment		guarded but not enclosed (may cause heat build-up)
<b>Inappropriate storage</b> (corridors/escape routes must be kept free from obstructions at all times)		area/room set aside to store deliveries, exhibits and materials
<b>Items Suspended From Ceiling</b>		seek advice from Estates and Facilities
<b>Loading and unloading</b>		training, appropriate PPE
<b>Machinery</b> e.g. moving parts, cogs, belts		protection by guard or separation
<b>Manual handling</b>		training, appropriate PPE, provision of trolleys etc.
<b>Noise</b>		if excessive noise is due to more than one activity reschedule one or more activities, ear protectors
<b>Organic Matter</b> e.g. animal, vegetable etc.		limited time authorised by department
<b>Pressure systems</b>		obtain specialist advice, approved by competent person, locked pressure controls
<b>Protrusions</b> e.g. scaffolding, metal, wood.		placed out of reach, either by height, guarding, or fencing
<b>Sharp edges</b> e.g. glass or metal		placed out of reach, either by height, guarding or fencing
<b>Sharps</b> e.g. knives, scalpels, saws		cutting guards, suitable work surface
<b>Solvent Based Substances</b> e.g. white spirit		refer to manufacturers instructions
<b>Special Lighting</b>	ultra violet light	obtain specialist advice from Safety Services
	lasers	obtain specialist advice from Safety Services
	strobe	obtain specialist advice from Safety Services
<b>Waste</b>	domestic	see departmental arrangements
	specialist e.g. chemical	contact David Moore, Hazardous Waste Manager, x 32585
	sharps e.g. blades, glass	provide sharps bins and seek advice from domestic services on disposal
	dust e.g. sawdust, plaster dust	provide a dustpan and brush or suitable vacuum cleaner and appropriate container with lid provide appropriate PPE i.e. masks, gloves etc.
<b>Welding/Brazing</b>		carried out by competent person wearing appropriate eye protection, provide eye protection for anyone in area who may be affected
<b>Working at height</b>		to gain height use ladders or scaffolding tower ( <b>erected by competent person</b> ), ladders must be maintained and serviced to protect those working below, provide hard hats or prevent access to area by fencing-off

## Glossary and Definitions

### *Control*

The precautions put in place to prevent people being injured or made ill by a hazard.

### *Departmental Arrangements*

Written procedures by which departmental activities are managed.

### *Disabled People*

Any person who would have difficulty leaving the building by the stairs.

### *Hazard*

Anything that can cause harm e.g. electricity, working at heights, chemicals etc.

### *Means of Escape*

A safe route for persons to travel from any point in the building, to a place of safety, which includes corridors, protected staircases and final exits.

### *Obstruction*

Any item, regardless of position, which is placed within the corridor or protected stair is regarded as an obstruction.

### *Risk*

The chance, high or low, that someone will be harmed by a hazard.

### *Risk Assessment*

Risk assessment is the method by which you identify a hazard, assess the risks associated with that hazard and put in place suitable safety control measures to protect against the assessed risks.

### *Visitors*

Members of the public, non-participating staff and students and staff and students from other Departments.

Safety Services Reference(s):

Exhibitions	
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