

SPACE

Space Display UK Limited

Health & Safety Guidelines For The Assembly Of Portable Display Systems

STAND BUILD PERIOD

Manual handling of portable display stands from the vehicle to the show floor	All care will be taken by the stand build crew to ensure stand components are carefully transported by hand to the show floor. Staff will be instructed on safe handling and lifting procedures
Manual assembly of portable display stands	All care will be taken whilst assembling the display systems to keep floor and adjacent aisles clear of trip hazards. Staff will be instructed on safe handling and lifting procedures. All unwanted packaging/components will be removed from the show floor as soon as possible and returned to the vehicle for safe storage

STAND OPEN PERIOD

Staff briefing	A daily briefing will take place before the start of the show instructing staff to ensure the stand is kept clean and tidy to eliminate all potential slip or trip hazards. Staff will also be given details on emergency procedures provided by the show organisers
Disability Discrimination Act	Staff will be advised to take care and consideration when dealing with disabled visitors to the stand and how to assist them onto the stand if required
Electrical equipment	Stand staff will ensure cables are secured at all times during the show to avoid any potential trip hazards.

STAND TAKE DOWN

Disassembly of portable display stands	All care will be taken whilst disassembling the display systems to keep floor and adjacent aisles clear of trip hazards. Staff will be instructed on safe handling and lifting procedures. All unwanted packaging/components will be removed from the show floor as soon as possible and returned to the vehicle for safe storage
Manual handling of portable display stands from show floor to vehicle	All care will be taken by the stand take down crew to ensure stand components are carefully transported by hand from the show floor. Staff will be instructed on safe handling and lifting procedures