

# RISK MANAGEMENT DURING EXHIBITIONS OR EVENTS IN KORTRIJK XPO

In preparing a trade exhibition, Kortrijk Xpo takes a number of preventive measures to eliminate, or restrict to an acceptable minimum, risks during construction, the exhibition itself, and the dismantlement of the exhibition.

- A) A letter is sent to exhibitors, contractors, stand constructors, and organisers before the exhibition asking them to accept a number of safety arrangements.

A few months before the opening of the exhibition or event, the organiser of the exhibition or event sends an explanatory letter to the exhibitors/stand constructors which includes:

- A health, safety, and environmental charter.
- A checklist for exhibitors and stand constructors.
- The procedure for working with third parties.

## **1) Health, safety, and environmental charter.**

To facilitate safety co-ordination, the contractors return the signed and completed charter to the organiser at least 4 weeks before the opening of the exhibition. An example of the charter can be found in appendix 1.

During construction and dismantlement, the organiser, internal safety adviser of Kortrijk Xpo, and the external technical inspection service carry out random inspections.

- Are those who have signed the charter the same people as those who have signed the checklist 'for the presence of third parties' in the exhibition office?
- Is the work being carried out as prescribed in the charter?
- Transgressions are noted in a log book.

## **2) Checklist for exhibitors, contractors, and stand constructors.**

This document is a practical guide for stand constructors and contractors.

## **3) Procedure for working with third parties.**

This procedure for working with third parties gives a summary of some basic principles and rules which apply to 'third parties' who carry out work in Kortrijk Xpo.

All 'third parties' who work in Kortrijk Xpo must satisfy the following conditions before they start work:

- They must read the procedure for working with third parties.
- They must sign this procedure.

#### **4) Checklist for the presence of third parties.**

This form must be signed by all exhibitors and stand constructors who carry out work in Kortrijk Xpo.

By signing this document, the 'third party' declares that he or she has read, understood, and signed the procedure.

He or she receives working bands granting access to Kortrijk Xpo to carry out his or her work only after this document has been signed.

B) Before the exhibition or event starts, the organiser sends the completed exhibition plan to Kortrijk Xpo. This plan is used to draw up an in-depth risk analysis and evacuation plan for the exhibition. As regards safety, clear and precise agreements are made with the organiser in advance. The results of the risk analysis and evacuation plan determine whether or not the exhibition plan is approved. If the plan drawn up by the organiser does not meet the safety norms, the plan must definitely be adjusted. The safety adviser then works together with the organiser to look for possible solutions so that the prescribed safety norms can be met.

##### 1) The risk analysis.

The report is drawn up on the basis of the 'General terms and conditions for organisers', chapter VIII: Safety in Kortrijk Xpo.

##### a) The plans mention clearly:

- The location of the hydrants.
- The portable fire extinguishers.
- The fire alarms.
- The emergency telephones.
- The electricity switch cupboards.
- The exits and emergency exits.
- The location of the stands.

##### b) It guarantees unrestricted use of fire safety equipment:

- Fire extinguishers.
- Fire hose reels.
- Fire alarms.
- Emergency telephones.
- Measures to be taken if one or more of the above are not in order.

##### c) Exits and emergency exits.

- The evacuation passages satisfy the minimum width requirement.
- The evacuation passages satisfy the minimum length requirement.
- The emergency exits are located in the extension of the evacuation passages.
- The maximum number of people allowed in each hall at the same time.
- The number of cm for available emergency exits for each hall.
- The total number of cm for available emergency exits for the event.
- The spread of the available emergency exits.
- Free passage from the gates between the occupied halls.
- The measures to be taken if one or more of the above are not in order.

We apply the norm that there must be at least 1cm of available emergency exits and access ways for each person present.

This exercise is calculated for each hall when we expect peak moments e.g. official openings of exhibitions, weekends, etc.

d) Additional safety measures.

- Is it necessary to deploy additional pictograms?
- Is it necessary to cover up permanent pictograms?
- Do extra portable fire hose reels have to be installed?
- Does an extra portable 50kg-powder extinguisher have to be installed?
- Do extra measures have to be taken with regard to the general smoking prohibition?

e) Conclusion.

Either the exhibition plan meets the norms and the organiser is given a GO by Kortrijk Xpo. Or the exhibition plan fails to meet the norms and the organiser has to draw up a new plan which offers solutions to the points noted by Kortrijk Xpo. If necessary, Kortrijk fire service can be involved to give advice. The adapted plan is then re-evaluated as described above. If the new plan is approved, the organiser is given a GO.

2) The evacuation plan.

Points a, b, and c are repeated integrally in the evacuation plan. The report is drawn up on the basis of the 'General terms and conditions for organisers'.

d) Construction gates and exits and entrances.

- Are the construction gates open or closed during the construction or dismantlement of the exhibition?
- Are the doors of the adjoining entrances open or closed during the construction or dismantlement of the exhibition?
- Are there any possible alternatives for access?

e) Additional safety measures.

- Is it necessary to deploy additional pictograms?

- Is it necessary to provide additional signposting?
  - Will chairs and/or tables be put in the passageways?
  - When a fire alarm sounds, the RF gates close automatically (evacuation is only possible via the emergency exits).
- f) Accessibility of the site.
- Are all the car park barriers in good working order?
  - Are the passageways on site free for the fire brigade?
  - Are the construction gates largely accessible?
- g) Contact persons.
- Telephone number or mobile phone number of the organiser.
  - Reception emergency number: 056/241119.
  - Mobile phone number of the safety adviser: 0476/868606.
  - Mobile phone number account: 0477/184082.
  - Red telephone: 0478/418106.
- h) Organisation index card.

For all emergencies in Kortrijk Xpo, the organiser provides a 'chain of command' with a view to organising the safe and speedy evacuation of the people present.

### **EMERGENCY PLAN:**

In a building like ours where people and organisations meet for various events, safety on the entire complex is an absolute priority. Therefore, it goes without saying that various preventive measures have been taken to prevent emergencies and, if necessary, resolve emergencies. In addition to various technical facilities, Kortrijk Xpo has, of course, an efficient emergency plan which has been drawn up in consultation with the Kortrijk fire service.

The procedures with regard to the emergency plan relate to:

- information and instructions regarding measures in the event of an emergency
- alarm and communication systems
- evacuation plans
- the Kortrijk Xpo intervention team
- the reception of and communication with Kortrijk fire service
- safety practices.