

RISK MANAGEMENT DURING FAIRS OR EVENTS IN KORTRIJK XPO

During the preparation of a fair, Kortrijk Xpo takes a number of preventive measures in order to eliminate or reduce the risks that may occur during the installation or dismantling of the fair.

A) PRIOR TO THE START OF A FAIR OR EVENT THE EXHIBITORS, CONTRACTORS, STAND BUILDERS, ORGANISERS RECEIVE A LETTER IN ORDER TO MAKE A NUMBER OF SAFETY AGREEMENTS.

The organiser of the fair or event sends a couple of months prior to the opening of the fair or event an information letter to the exhibitor- stand builder together with among other things the following documents:

- **A safety, health, environmental charter**
- **A checklist for exhibitors-stand builders**
- **The procedure 'working with third parties'**

1) Safety, health, environmental charter

In order to make the safety coordination possible, the contractors send 4 weeks prior to the opening of the fair the completed and signed charter back to the organiser.

Example of the charter: see appendix 1.

During the installation and dismantling, the organiser, Kortrijk Xpo's internal prevention advisor and the external technical inspection service carry out random checks.

- Are the people who signed the charter the same people as those who signed the checklist 'attendance of third parties' at the exhibition secretariat?
- Are the works being carried out as described in the charter?

Violations will be recorded in a logbook.

2) Checklist for exhibitionists, contractors and stand builders

This document is a practical tool for the stand builder - contractor.

3) Procedure for working with third parties

This procedure 'working with third parties' gives an overview of some basic principles and rules which are applicable for third parties who carry out works in Kortrijk Xpo.

Every third party who comes to Kortrijk Xpo to carry out works must prior to starting off work:

- read the procedure
- sign the procedure

4) Checklist attendance of third parties

- This form is presented for signature to every exhibitioner-stand builder who comes to Kortrijk Xpo to carry out works.
- By signing this document the third party confirms having read and understood the procedure 'working with third parties'.
- He also confirms that he will comply with this procedure.
- Only after signing this document, he receives the wristbands which grant him access to Kortrijk Xpo to carry out the works.

B) PRIOR TO THE OPENING OF THE FAIR OR THE EVENT, KORTRIJK XPO RECEIVES FROM THE ORGANISER THE DRAWN UP FLOOR PLAN.

On the basis of this plan a serious risk analysis and evacuation plan of the fair are drafted.

Prior to the fair, very concrete and clear agreements on safety are made towards the organiser.

The results of this drafted risk analysis and evacuation plan determine whether the floor plan will be accepted or not.

In case the drafted plan does not meet the safety standards, the plan must irrevocably be adjusted.

The prevention advisor will look together with the organiser for possible solutions in order to meet the required safety standards.

The organiser is and stays responsible for the safety on his event.

The drafted risk analysis and evacuation plan of Kortrijk Xpo's prevention advisor are handed over to the organiser only FOR ADVICE.

The prevention advisor makes a safety tour during the construction and right before the opening of a fair. The result of this safety tour is distributed to the organiser. In case of deviation of the original plan:

- the risk analysis and evacuation plan are adjusted.
- adjustments are made to the exhibition floor.

1. The risk analysis

The report is drafted on the basis of the general conditions for organisers chapter VIII: safety in Kortrijk Xpo.

1.1. The plans mention:

- the location of the hydrants
- the portable fire extinguishers
- fire detectors
- emergency telephones
- electrical switchboards
- exits and emergency exits
- location of the stands

1.2. It ensures unobstructed use of the fire safety equipment:

- fire extinguishers
- fire reels
- fire detectors
- emergency telephones

Measures taken in case one or several abovementioned points are not OK.

1.3. Exits - emergency exits

- the evacuation routes comply with the required minimum width
- the evacuation routes comply with the required minimum length.
- all emergency exits are extensions of the evacuation routes.
- number of maximum expected simultaneously present persons per hall
- number of centimetres of free emergency exits per hall
- total number of centimetres of free emergency exits for the event
- location of the free emergency doors
- free passage through the gates between the occupied halls

Measures taken in case one or several abovementioned points are not OK. We establish the standard that per present person minimum 1 centimetre of free emergency exit and evacuation route should be available. This is being calculated hall per hall on the moments of which we expect it to be peak moments.

E.g. official opening of a fair weekend.

1.4. Additional safety measures

- Is it necessary or not to place additional icons?
- Are extra 50 kg powder extinguishers necessary?
- Are extra measures concerning the general smoking ban necessary?

1.5. Conclusion

Either the exhibition plan meets the standards and Kortrijk Xpo gives the organiser a GO, or the exhibition plan does not meet the standards and the organiser has to draw up a new plan in which the remarks made by Kortrijk Xpo are taken into account. If necessary, Kortrijk's fire brigade may provide advice. The adjusted plan will be evaluated again as described above. When the new plan has been approved, the organiser gets a GO.

2. The evacuation plan

In the evacuation plan the points a, b and c are entirely repeated.
The report is drafted on the basis of the general terms for organisers.

2.1. Gates exits entrance halls

- Are the gates during the installation or dismantling of the fair open or closed?
- Are the doors of the adjacent entrance halls during the installation or dismantling of the fair open or closed?
- Are alternative entrance possibilities provided?

2.2. Additional safety measures

- Is it necessary or not to place additional icons?
Is it necessary to provide additional signage?
- Are there chairs and/or tables in the corridors?
- In case of fire alarm the fireproof gates close automatically (evacuation only possible via the emergency doors).

2.3. Accessibility of the site.

- Are the barriers of the parking lots activated?
- Are the passages on the site free for the fire brigade?
- Are the gates accessible?

2.4. Contact persons

- Phone number of mobile phone number of the organiser
- Emergency number of the reception desk: 056 24 11 19
- Mobile phone number prevention advisor: 0476 86 86 06
- Mobile phone number account: 0477 18 40 82
- Red telephone: 0478 41 81 06

2.5. Organisation sheet

For all emergency situations which occur in Kortrijk Xpo the organiser provides a chain of command in order to organise a quick and safe evacuation of the present persons.

EMERGENCY PLAN

In a building like ours, where people and organisations meet because of various events, safety on the entire premises is an absolute priority. Therefore naturally several preventive measures have been taken in order to avoid emergency situations and if necessary, to solve emergency situations. Apart from various technical provisions, Kortrijk Xpo has an efficient emergency plan that has been drafted in consultation with Kortrijk's fire brigade. A drafted specific emergency response plan regulates the coordination of the different disciplines which come in action during a specific emergency situation.

The procedures implied in the emergency plan are related to:

- information and directions concerning measures in case of emergency
- alarm and communication systems
- evacuation plans
- intervention team Kortrijk Xpo
- support and communication with fire brigade Kortrijk
- safety training
- activation of the specific emergency response plan