

Declaration of Preventive Norms CONGRESS OF ECCO (INFLAMMATORY BOWEL DISEASES) 2015

1.1 The Company/Freelance received the information about the existing risks, its protection and prevention measures as well as the emergency measures to apply. The Company recognizes and accepts its contractual responsibilities to insure safety and healthy maintenance, for all its employees or external workers who are to carry out tasks on places which are under the supervision of the company. The company has evaluated the risks of the contracted mountings and services and also the planning of the prevention activities. Following the rules of co-operation, the information will be provided in writing when a company generates risks which are classified as serious or very serious.

1.2 The company will provide and maintain healthy and safe working conditions which will include, if possible, the following:

1.2.1 The supply and maintenance of PPEs, work equipment and systems which are safe and do not constitute any health risks.

1.2.2 The actions needed to insure safety and absence of health risks, in relation to the use, storage and transport of objects and substances.

1.2.3 The provision of information, instruction, training and supervision (prevention supervisor) necessary to insure the safety and health of its employees.

1.2.4 The maintenance of all workplace under control, in safe and harmless conditions, with proper entries and exits.

1.2.5 The creation and maintenance of a safe working range, posing no health risks and adequate in what regards the installations and measures for the professional wellbeing of its and other companies employees.

1.2.6 The company guarantees the delivery of the safety documents, made available by the contractor during a meeting prior the beginning of the Works, to all of its employees and subcontracted workers, assuring that these are understood and will be effectively complied. The obligation of giving information and formation to the workers has been fulfilled.

1.2.7 The company will consult and encourage all of its employees to actively engage in the activities and safety measures described in the chapters of the event safety plan which apply to them, aiming to maintain working conditions and policies of uttermost safety.

1.3 The company will carry out regular revisions of the norms to assure that the uttermost safety and health standards are maintained.

1.4 The company cannot subcontract other companies to do one or more jobs without coordination.

1.5 The company is responsible of bringing in qualified personnel for the tasks for which they contract, them being responsible for having workers do their job.

*Please notify any disagreement before starting any work.*

Name & Surname: .....

Company:.....

Position:..... **RETURN FILLED IN COMPLETELY  
To GL Events CCIB, S.L.**

Date:.....Signature & stamp

## SITE SAFETY RULES CONGRESS OF ECCO (INFLAMMATORY BOWEL DISEASES) 2015

All contractors must read and understand these rules before being allowed to work on the site.

1. Only authorized persons are to be allowed on site.
2. All Staff and visitors are to attend induction training before going onsite.
3. Work at height will be taking place on this site so there is a risk of falling objects. All overhead tools will need to be anchored. The work area is to be kept free of unnecessary staff, and access is to be denied to those who might not be conscious of the dangers. Staff working in this area may need personal protection equipment (PPE).
4. Access platforms and towers will need safety rails, lifelines and baseboards or metal catwalks of 30cm minimum.
5. All personnel working above 2m are to use suitable fall protection equipment and be trained and proficient in its use unless using access towers according to good practice and the manufacturer's instructions. Ladders are not recommended and should only be used by trained staff for jobs of short duration.
6. Vehicles and machinery imply risks. Speed limit on the site is 10KPH. Vehicles are not allowed on the venue unless previously agreed with the Production Manager. All vehicles attempting to reverse or carry out any other difficult manoeuvres must be assisted by another person.
7. Machinery can ONLY be operated by competent personnel.
8. All working equipment brought on site must be safe and suitable for its purpose. Documentation supporting statutory inspections and maintenances will be required for on-site inspection.
9. Consumption of intoxicating substances or other substances which might impair judgement is strictly prohibited on site.
10. Any contractor performing tasks that may affect the safety of others is required to document the hazards and controls and inform all other contractors likely to be affected of the risks before carrying out the work.
11. No hazardous substances may be brought on the site.
12. Due to the nature of this event, it is possible that noise levels will sometimes be high (over 80dB). It is the responsibility of all contractors, whether directly contracted, subcontracted or self-employed, to provide their own ear protection.
13. All contractors are responsible for providing personal protection equipment and ensuring that their staff, whether full-time or self-employed, wear or use the equipment as required and are trained in its use. Personal Protection Equipment (PPE) should only be used as protective measure of last resort.
14. All tripping hazards, including electric cables, are to be removed or protected.
15. All accidents and incidents must be reported
16. No power is to be connected without consulting the power supplier.
17. Everyone will receive from their respective companies information on the work to be done and the overcoming risks, as well as training in their own security procedures to neutralize the risks by first, means of collective protection, and second, with the use of personal protection equipment (PPE).

**SITE SAFETY RULES CONGRESS OF ECCO (INFLAMMATORY BOWEL DISEASES) 2015**

18. The contracting company will provide each contracted company information about risks and safety measures to take, in function of the job they are performing at the event, as well as a list of PPE recommended for its activities. It is assumed that each contractor conforms with the stipulations in Articles 18 and 19 of Law 31/1995 regarding its responsibility towards its workers.
19. No contractor may in turn subcontract another company for the same event without coordination.
20. All workers who contribute to the event must have the medical and professional capacity to carry out the contracted work. Under no circumstances should a worker perform tasks superior to its capacities.
21. For incoming workers and equipment in the area of the event, it is essential to comply with the documentation requirements of coordination regarding health and safety. Entry to the event may be refused if requirements are not met.

# 1 RISK ANALYSIS CLASSIFIED BY AUXILIARIES ASSOCIATED TO ACTIVITIES

## 1.1 SCAFFOLDS OR TRESTLE PLATFORMS

### Most frequent risks

- Falls to another level
- The derivatives of use of boards and work in small section or in bad conditions (breaks, defects, swaying)
- Risks inherent to the work

### Preventive measures

- Scaffolding will be perfectly levelled in order to avoid working over inclined surfaces.
- Wooden trestles will be sound, perfectly glued and without wavering, deformations or breaks, to avoid risks of sudden failure or swaying.
- Work platforms will not protrude from the sides of the trestles in order to avoid swinging and other undesired movements.
- Work platforms will not protrude from the sides of the trestle more than 40cm, in order to avoid the risk of capsizing due to unbalance.
- Trestles will not be separated by more than 2,5m in order to prevent platforms from bending.
- Scaffolds will be mounted on a minimum of 2 trestles. Its is strictly prohibited to substitute trestles with large cans, drums, piles of material or similar, in order to avoid unstable situations.
- On trestle scaffolding, only the necessary tools will be kept and spread evenly over the work platform in order to avoid overweight which might reduce the boards resistance.
- Metal trestles with opening system or scissors will be equipped with chains allowing trestle legs to open only to maximum length permitted to assure perfect stability.
- Work platforms on trestles will have a minimum width of 60cm ( 3 boards joined together) and board thickness will be of at least 7cm.
- Trestle scaffolding with work platform raised above 2m in height will be enclosed with a guard rail 90cm high, including hand rail, bar at mid-height, and baseboard
- Metal trestles used to hold work platforms at 2m or more in height will be cross-linked together with the platforms in order to avoid swaying movements which might make the ensemble unsafe.

-Tasks done on trestle scaffolds with risk of high falls will need to have the risk of falls prevented by the following methods:

- A) Putting up strong safety points in the structure: cables to which the harness can be anchored.
- B) Mounting vertical supports firmly to the ground and roof, to which must be installed a solid guard rail 90cm high including hand rail, bar at mid-height, and baseboard.

-It is prohibited to mount scaffolds over simple metal trestles whose work platform is raised to 6m or higher.

-It is prohibited to work over platforms raised on trestles which are themselves held on trestle scaffolds.

-Portable electric lighting to be used on scaffolds will have an anti-humidity cable cover, safety leak proof lamp holder with isolated handle and protective light bulb grid, and will be connected to the distribution panel.

-It is prohibited to have trestles lean and block electric cables or hoses in order to avoid shearing them and cause electric contact.

-The wood used will be in good conditions and without any defects or visible knots, in order to avoid risks of using broken boards as a working surface.

## 1.2 METAL TOWER SCAFFOLDS AND METAL STRUCTURES

### Most frequent risks

- Falls to another level
- The derivatives of use of boards and work in small section or in bad shape (breaks, defects, swaying)
- Risks inherent to the tasks.

### Preventive measures

- Scaffolding will be perfectly levelled in order to avoid working over inclined surfaces.
  - Metal scaffolds will be perfectly anchored to the scaffolds in order to avoid swinging and other undesired movements.
  - Work platforms will not protrude from the sides of the trestle more than 40 cm, in order to avoid the risk of capsizing due to unbalance.
  - Work platforms will not protrude from the sides of the trestle more than 40cm, in order to avoid the risk of capsizing due to un balance.
  - Scaffolds will not be separated by more than 2,5m in order to prevent platforms from bending.
  - Scaffolds will be mounted on a minimum of 2 frames. It is strictly prohibited to substitute frames with large cans, drums, piles of material or similar, to avoid instable situations.
  - On the metal scaffolding, only the necessary tools will be kept and spread evenly over the work platform in order to avoid overweight which might reduce the boards resistance.
  - Metal scaffolds with an opening system or scissors must be equipped with chains allowing towers to open only the maximum permitted to assure perfect stability.
  - Work platforms on the scaffolding will have a minimum width of 60 cm (3 boards joined together and board thickness will be of at least 7cm)
- Metal scaffolding with work platform raised above 2 meters in height will be enclosed with a guard rail 90cm high, including hand rail, bar at mid-height, and baseboard.
- Metal trestles used to hold work platforms at 2 meters or more in height will be cross-linked together with the platforms in order to avoid swaying movements which might make the ensemble unsafe.

## 1.3 LADDERS

### Most frequent risks

- Falls to another level
- Slipping from incorrect support (lack of safety feet, etc.)
- Lateral capsizing due to irregular support.
- The derivatives of inadequate use or dangerous assembly (joining ladders, mounting work platforms, short ladders, etc.)

### Preventive measures

#### a) Applied to the use of wooden ladders

- Wooden ladders will have single-piece crossbars without any defects or knots which could reduce their safety.
- Wooden steps (crossbars) will be solidly assembled.
- Wooden ladders will have been treated to hold against wind and weather through the use of transparent varnishes, so as not to hide any possible defects.
- Wooden ladders will be kept indoors; if possible they shall preferably be kept for indoor use during the event.

#### b) Applied to the use of metal ladders

- Metal crossbars will be of one single piece without any defects or dents.
- Metal ladders will be painted with rust-proof paints which will help preserve it against wind and weather.
- Metal ladders will not be complemented with welded joints.
- The union of metallic ladders will be made with the installation of industrial devices built for such use.

#### c) Applied to the use of stepladders

- Stepladders must be equipped in the upper part of the joint with safety opening caps.
- Stepladders must be equipped half-way in height with chains (or steel cable) limiting the opening.

-Stepladders in position of use will be mounted with its crossbars opened to the fullest in order to not diminish its safety.

- Stepladders shall never be used as trestles to hold working platforms.

- Stepladders shall always be used mounted on horizontal grounds (or temporary horizontal surfaces).

d) For the use of all ladders, regardless of what they are made of.

-It's prohibited to use ladders to reach heights of more than 5m.

-Ladders must be equipped on the lower end with non-slip safety feet

-Ladders must be firmly anchored on the upper part to the object or structure to which they give access.

-Ladders must need to exceed the reached height by 1m. This measure is to be taken vertically from the crossbar's upper side.

-It's prohibited to transport weights by hand or by shoulder equal or superior to 25kg. on ladders.

-It's prohibited to lean ladders on unstable places or objects which might diminish the stability of this auxiliary tool.

-Workers must climb ladders one by one. It is prohibited to have more than one worker at a time on a ladder.

-The ascension and descension on the ladder is done frontally; that is looking directly at the ladder's steps.

-Measures to protect against falls need to be taken when the height of operation is of 3.5m



## 1.4 ELECTRIC TOOLS IN GENERAL (POWER TOOLS)

### Most frequent risks

- Cuts
- Burns
- Collisions
- Projectile fragments
- Falling objects
- Contact with electrical power
- Vibrations
- Noise

### Preventive measures

- Electrical tools must be protected with double insulation.
- The tool's electric motors need to be protected by shells proper to each tool, in order to avoid risking contact with the electric current.
- Strap motor transmissions need to be protected with a frame supporting a metal mesh, mounted in a way as to permit view of a proper transmission and also to prevent workers or objects getting caught in such transmissions.
- No handling or repairing shall be done on strap transmissions when they are switched on. Any repairs or adjustments will be done with the power disconnected from the tool in order to avoid accidents.
- The mounting or adjustments of strap transmissions will be achieved with the use of a strapmounting device; never screwdrivers, hands, etc. in order to avoid risking getting caught.
- Mechanical gear transmissions need to be protected with a frame supporting a metal mesh, mounted in a way as to permit view of a proper transmission and also to prevent workers or objects getting caught in such transmissions.
- Signs saying "damaged machine", "machine out of service", etc., will be put up and taken down by the same person.
- Cutting tools need to have the saw covered by a projectile shield.
- Electric tools which do not have double insulation must be connected to a ground in combination to the differential circuit breaker of the event's general distribution panel.
- Electric tools used near flammable products or explosives (flammable dissolvent, combustibles and similar), must be protected by means of an anti-deflagration shell.

-In humid areas, supplying power to the electrical tools which are unprotected with double isolation must be achieved through a connexion to 24V transformers.

-To prevent risks of dust inhalation, dust-producing tools must be used with the humidifier, thus eliminating harmful masses of air.

-Tools activated by means of a compressor must be kept at least 10m away from the compressor, (general norm), to avoid the risks of high acoustic levels.

-Tools activated by means of a compressor must be equipped with a silencer, wich should never be removed, thus reducing the acoustic level.

-Tools activated by means of liquid fuels may not be used in closed spaces or places with insufficient ventilation, in order to prevent the risks of working in the presence of toxic fumes.

-Electrical tools connected by means of wire-lamps, shall always be protected with their corresponding electric contact-proof shell.

-Whenever possible, pressure hoses for operating machine tools, will be installed above ground. Places of aerial crossing of internal circulation paths must be signalled with a flag rope, to prevent the risks of tripping (or cuts of the pressure circuit).

#### Personal protection equipment

-Safety helmet

-Safety gloves

-Safety boots

-Safety projectile-proof goggles

-Ear protection (only if necessary according to workplace)

## 1.5 ASSEMBLY OF GIANT SCREENS

### Most frequent risks

- Falls of people from same or different level.
- Cuts in hands, arms or feet during the operations of transport and positioning of glass.
- The derivatives of incidental glass breaks.
- The derivatives from use of auxiliary aids.

### Preventive measures

- Piles of giant screen parts will be placed in the indicated spots, on wooden sleepers.
- When screen is on the ground, the whole working area (including where screen is hosted) must be defined by flag ropes in order to avoid injuring people with fallen or loose fragments.
- It is prohibited to stay or to work below an installation of giant screens.
- Workspaces must remain free of fragments, to avoid the risk of cuts.
- The giant screens will be custom-cut accordingly to each hole in the premises indicated to this end.
- Giant screens handled with safety gloves protecting from cuts.
- Giant screens presented/displayed in the corresponding stands will be immediately installed upon reception, to avoid the risk of breaking.
- Giant screens must be stored vertically, and slightly tipped against a wall, in the designated places, on wooden sleepers or edges preventing from footsteps and collisions.
- Internal paths where giant screens circulate shall be cleared of hoses, cables or assorted piles which make the transportation difficult and may cause accidents.
- When transported by hand, giant screens must be moved horizontally or vertically in the most advisable way possible in order to avoid breaking.
- Installation of giant screens will be achieved with the worker sustained by a safety belt, anchored to a strongpoint.
- Scaffolds used for the installation of giant screens in the facades or interiors, must be protected on the front side (facing street or empty place), by a solid railing of 90 cm. height, measured from the working platform.

-It is prohibited to use cans, steel drums, boxes or similar piles of material as trestles in order to avoid working on unstable surfaces.

-It is prohibited to work with giant screens when strong winds are blowing.

#### Personal protective equipment

- Safety helmet.
- Safety gloves preventing cuts.
- Safety boots.
- Full body rescue harness.

## 1.6 METAL WORKING AND STRUCTURE ASSEMBLY

### Most frequent risks

- Falls to another level
- Falls into empty spaces (mounting structures)
- Hits and cuts with objects or tools.
- Fall of metal elements on people.
- The derivatives from use of auxiliary aids.
- Contacts with electrical power.
- Inherent risks from use of autogenous welding.

### Preventive measures

-Space destined to store the gas cylinders (or bottles) of liquefied gases will be situated in the allocated place and must have constant airflow ventilation.

-“Danger of explosion” and “smoking prohibited” signs must be posted on the door of the liquefied gas warehouse.

-A dry chemical dust extinguisher must be kept next to the liquefied gas warehouse door.

-It is prohibited to leave burners and blowpipes turned on.

-Use of burners and blowpipes next to inflammable materials is prohibited.

-Liquefied gas bottles or gas cylinders will be transported and kept in their bottle carriers.

-Welding with bottles or gas cylinders of liquefied gases exposed to the sun must be avoided.

-At all moments paths for the event’s inner and outer circulation must be kept clear to avoid stumbling or jamming.

-Material shall remain strapped together when hauled up with a crane hook. Never hoist loose components. The packaging will be broken once in the desired level.

-When structures are waiting to be mounted it will be verified that they remain perfectly wedged and propped up, to avoid risks of collapse.

-It is important to verify that all electric tools are in optimal conditions and with all the mechanisms and security protectors installed before being used.

-Metallic structures will be handled by a minimum of 4 people in order to avoid risks of capsizing, blows and falls.

-Scaffolds receiving structures, banners, signboards, panels and screens from the interior of facades or structures, will be delimited on the front part (facing empty space), by a solid railing 90cm high measured from the work platform, including hand rail, bar at mid-height, and baseboard.

-Long metallic sections carried on the shoulders by a single man must be inclined backwards so front end is raised above fellow worker's heads, in order to avoid hitting other workers.

-It is prohibited to use cans, steel drums, boxes or similar piles of material as trestles, in order to avoid working on unstable surfaces.

-All electrical tools used during this event must be equipped with either a ground connection in combination with the differential circuit breakers of the event's general distributor, or with double isolation.

-It's prohibited to remove the ground connexion from electric cables

-Metallic components judged to be unsafe in their consolidation must be held together to firm objects in order to guarantee a perfect final location and to avoid collapsing.

#### Personal protective equipment

- Safety helmet.
- Leather gloves.
- Safety boots.
- Welding goggles.
- Welder's helmet.
- Welding mask.
- Leather apron.
- Leather arm bracers.
- Leather mitts.
- Projectile-proof safety goggles.
- Standard electrical welding protection.

## 1.7 SOUND, LIGHTING, AUXILIARIES AND ELECTRICAL INSTALATIONS

### Most frequent risks

- Cuts
- Burns
- Collisions
- Projectile fragments.
- Falling Objectives.
- Contact with electric power.
- Vibrations.
- Noise.
- Falls to another level.

### Preventive measures

- Electrical tools must have a ground connector pin in their plugs.
- Ground connection will be verified daily previous to the beginning of working.
- Security footwear must be worn at all times.
- No repair or maintenance shall be carried out in the electric circuit without having first disconnected the power supply and notified fellow workers about the disconnection.
- Bare or deteriorated conductor cables must be immediately replaced.
- Tools used must always be well isolated and in perfect conditions.
- Signs saying “damaged machine”, “out of service”, “disconnected line”, etc. must be put up and taken down by the same person.
- As a preventive measure, before handling electrical cables it must be verified that these are free of voltage.
- In humid conditions the work must be performed with extreme precaution, using the ground connector and having previously verified its efficiency.
- Machine and tools electrically connected by means of wire-clamps, shall always be protected with their corresponding electric contact-proof shell, each in its corresponding socket without the use of multiple outlets extension cords on unauthorized junctions.
- Handling and joining of live electrical conductors in tension must be avoided.
- LOW VOLTAGE ELECTROTECHNIC REGULATIONS must be kept in mind during the installation.

### Personal protective equipment

- Safety helmet for circulating on the site.
- Safety gloves.
- Safety boots.
- P.V.C. or rubber gloves.
- Safety glasses.



## 1.8 HEAVY MACHINERY DRIVERS

### Most frequent risks

- Falls from different heights.
- Hand cuts from objects or tools.
- Getting caught in heavy objects.
- Getting caught in capsized machinery.
- Collisions against moving objects.
- Collisions against machinery's moving components.
- Collisions, shock or blows against other vehicles.

### Preventive measures

- It is prohibited to use a machine if it does not have an instruction manual and if the operator has not been trained about its risks.

-When rising or lowering machine, climbing handles must be checked so that they are not loose, semi loose or greasy, in order to avoid falling.

-All machinery with driver seat must have a cockpit to protect the driver in case of capsizing. It must also hold a safety belt to secure the driver in its seat.

-Only authorized personnel who have received specific training in use and safety of the vehicles may drive them. Those under 18 years old are prohibited from driving these machines.

-Machines must be equipped with a device capable of protecting against possible loose components and capsizing, making it mandatory to wear the safety belt.

-Machines with combustion motors should not be used in closed working areas, unless there is sufficient air to guarantee workers absence of health risks.

-The machine's maximum load capacity must be respected and also avoid having forks sticking out from the pallet. It is necessary to check that the load is well kept in place and will not fall from the loader.

-Material must be picked up by introducing the forks under the load, elevating the load just a little (15cm) and immediately inclining the mast backwards. Limit the size and height of the load in order to have better visibility.

-Pull out the load from the truck or loader lowering it immediately to the desired level before maneuvering; this will diminish risks of capsizing.

-Daily inspect the machine's main safety features: tire conditions, brakes, mast elevation and inclination systems, visual and acoustic signals, etc.

-Site ground must be resistant, fixed, stable and non-slippery, and without dangerous slope irregularities. Ramps used to save small irregularities must be anchored to the ground to avoid moving.

-Under no circumstance should ramps be built with accumulated material, not even for very temporary tasks.

-Maximum speed is 10km/h inside the premises, and 20km/h outside. Corresponding safety signals must be placed on the vehicles when circulating within the site.

-Heavy machinery must circulate in marked lanes (possibly by a continuous white or yellow line), just like zones reserved for personnel and pedestrians working in the vicinity.

-Width of lanes must allow for the 2-way circulation of vehicles; if it is not possible, the lane intersections have a chamfer of 45° in order to facilitate the visibility.

-Don't drive machinery at intersections with low visibility and honk if it is necessary. It is also recommended to put up mirrors in these areas. All machines must have danger warning lights on while they are circulating.

-Circulate slowly and with forks or loader low, about 15 cm from the ground.

-When driving loads downhill on slopes, it is recommended to drive backing-up, looking in this direction, and paying careful attention to the driving.

-It is not allowed to have more than one person on a vehicle. Overweight may cause vehicle to capsize, and passengers might suffer severe accidents.

-Always park vehicles in the assigned zones and do not to leave them in the middle of lanes or other places where they can be dangerous. Before stepping down from the machine, make sure the brakes are on and the ignition key is taken out. This will prevent other people from using it.

#### Personal protective equipment

- Safety helmet for circulating on the site.
- Leather gloves.
- Safety boots.

## 1.9 MANUAL HANDLING OF LOADS

### Most frequent risks

- Cuts with sharp-edged objects.
- Cuts from handling loads with edges.
- Falls at same level.
- Falls at different level (mainly from ladders).
- Back injuries.
- Skeletal muscle injures.

### Preventive measures

- Support feet firmly
- Separate feet an approximated distance of 50 cm from one another
- Bend hips and knees when picking up the load.
- Main the back straight
- Never turn the body sideways while holding a heavy load. Nothing injures a back more quickly than an excessive load.
- Keep load as close to the body as possible because it increases the rising capacity.
- Take advantage of body weight effectively to push or pull objects.
- Do not raise a heavy load above the waistline in a single movement.
- Keep arms as close to the body and as tense as possible.
- Do not hesitate in requesting the help of a companion when load size implies it.

### Personal protective equipment

- Safety helmet for circulating on the site.
- Leather gloves.
- Safety boots.

## 1.10 SET

### Most frequent risks

- Falls to another level.
- Hits or cuts from objects or tools.
- Fall of set components on people.
- The derivative risks from use of auxiliary aids.
- Contact with electric power.

### Preventive measures

- Varnishes and flammable glues must be stored in the indicated, well-ventilated area.
- “Danger of explosion” and “smoking prohibited” signs must be posted on the door where glues and varnishes are stored.
- A dry chemical dust extinguisher must be kept next to the glues and varnishes storage room door.
- It is prohibited to leave cans opened in order to prevent toxic fumes from evaporating.
- The use of burners and blowtorches next to flammable materials is prohibited.
- Welding near cans of varnish or glue must be avoided, as well as keeping these cans exposed to sun.
- At all times, paths reserved for internal and external circulation must be kept clear, in order to avoid stumbling or jamming.
- Carpentry materials shall remain strapped together when hauled up with a crane hook. Never hoist loose components. The packaging will be broken once on the desired level.
- When structures or boards are waiting to be mounted it must be checked that they remain perfectly wedged and propped up, to avoid risks of collapse.
- It is important to make sure all electric tools are in optimal conditions and with all the mechanisms and security protectors installed before being used.
- Wooden structures must be handled by a minimum of 4 people in order to avoid risks of capsizing, blows and falls.
- Scaffolds receiving structures from the interior of facades must be delimited on the outer part (facing empty space), by a solid railing 90 cm high measured from the work platform, including a hand rail, a bar at mid-height, and a baseboard.

-Long metallic sections carried on the shoulders by a single man must be inclined backwards so front end is raised above fellow worker's heads, in order to avoid hitting other workers.

-It is prohibited to use cans, steel drums, boxes or similar piles of material as trestles, in order to avoid working on instable surfaces.

-All electrical tools used during the event must be equipped with a ground connection in combination with the differential circuit breakers of the event's general distributor, or with double isolation.

-It is prohibited to remove the ground connexion from electric cables.

-Metallic components judged to be unsafe in their consolidation must be held together to firm objects in order to guarantee a perfect final location and to avoid collapsing.

#### Personal protective equipment

- Safety helmet.
- Leather gloves.
- Safety boots.
- Projectile –proof safety goggles
- Protective equipment specific for carpentry.
- Tool belt.
- Full body rescue harness.

## 1.11 WORK AT HEIGHT

### Most frequent risks

- Falls at a different heigh.
- Cuts or hits from objects or tools.
- Fall of working equipment on people.
- The derivatives from use of auxiliary aids.

### Preventive measures

-Be sufficiently qualified and trained according to the company to perform such tasks. Those working at height must also possess certificated or authorization for the job.

-Wear and understand the use of the Personal Protective Equipment provided by the company.

-Possess adequate training to perform works at height.

-It is forbidden to leave tools or other objects on hanging components.

-It is forbidden to drink alcoholic beverages during work.

-It is forbidden to manually carry up heavy objects to avoid extra suspended weight when climbing. Heavy objects must be hoisted with the use of mechanical devices.

-It is forbidden to carry objects by hand. Hands must remain free at all times.

-It must be verified that power tools are in excellent conditions and all mechanisms and safety features are installed before use.

- Wooden structures must be handled by a minimum of 4 people in order to avoid risks of capsizing, blows and falls.

-It is prohibited to use cans, steel drums, boxes or similar piles of materials as trestles, in order to avoid working on instble surfaces.

-Metallic components which seem unsafe in consolidated situations will stay propped up or tied to firm elements, in order to guarantee their perfect definitive location and to avoid collapsing.

### Personal protective equipment

- Safety helmet for work at height.
- Leather gloves.
- Flexible shoes.

- Projectile –proof safety goggles
- Tool belt.
- Full body rescue harness.

## 1.12 ACCESS CONTROL AND SITE SECURITY

### Most frequent risks

- Falls from same level.
- Cuts or hits from objects or tools.
- Fall of working equipment on people.
- The derivatives from use of auxiliary aids (extinguisher, flashlights...)
- Contact with electric power.
- Treading on objects.
- Excessive noise.

### Preventive measures

- Workspace must be kept free of objects which may cause falls. Whatever remains must be signposted.
- Become familiar with the workplace: exits, fire escapes, location of extinguishers, etc.
- Be sufficiently informed and trained about the tools and equipment which will be used.
- It is forbidden to leave the appointed area during the event unless justified, since there are responsibilities to hold in case of emergency.
- Check that all work equipment runs properly before beginning working.
- Standing below areas or structures where there is a possibility of falling objects must be avoided.
- At all times paths reserved for internal and external circulation must be kept cleared, in order to avoid stumbling or jamming.
- In case there is a need to use electrical tools connected to the power supply, check that they are grounded properly and without temporary joints or bare wires.
- When standing on structures, make sure they are perfectly propped up and wedged in order to avoid collapsing.
- When working near the stage or near sound monitors, it is important to wear maximum safety earplugs and hearing protectors.

### Personal protective equipment

- Hearing protection.
- Earplugs.
- Safety shoes .
- Standard protective equipment according to job.
- Work clothes.



## 1.13 CATERING SERVICES

### Most frequent risks

- Cuts from sharp-edged objects.
- Cuts from handling sharp-edged loads.
- Falls at same level.
- Lower back pains.
- Skeletal muscle alterations.
- Burns.
- Injuries caused by machines or tools.

### Preventive measures

- Support feet firmly
- Separate feet an approximate distance of 50 cm from one another
- Bend hips and knees to pick up the load
- Maintain the back straight
- Never turn the body sideways while holding a heavy load. Nothing injures a back more quickly than an excessive load.
- Keep load as close to the body as possible because it increases the rising capacity.
- Take advantage of body weight effectively to push or pull objects.
- Do not raise a heavy load above the waistline in a single movement.
- Keep arms as close to the body as possible
- Do not hesitate in requesting the help of a companion when load size implies it.
- Be trained in the use of restaurant equipment.
- Do not store flammable products near the stove.
- Handle pans with oven mitts.
- Frequently remove waste from working area.
- Verify gas pipes.
- Verify smoke extractor.
- Keep in mind where extinguishers are located.

### Personal protective equipment

- Work clothes
- Rubber/latex gloves
- Safety shoes

## 2 RISK ANALYSIS CLASSIFIED AS HIGIENIC OR ERGONOMIC

### 2.1 HYGIENIC

-Chemical products used during the carrying out of the event are:

F: Highly Flammable

Xn: Harmful if inhaled, may produce nausea in poorly ventilated areas.

-Universal thinner (Painting jobs)

F: Highly Flammable

Xn: Harmful if inhaled, may produce nausea in poorly ventilated areas.

May produce skin irritation

-Impact glues (carpet adhesive)

F: Highly Flammable

Xn: Harmful if inhaled, may produce nausea in poorly ventilated areas.

May produce skin irritation

-Dust and noise generating by the use of circular wood saws

Asphyxia and obstruction of respiratory airways.

Exposure to noise > 95 dbA

#### COMMON PREVENTIVE ACTIONS:

No smoking is allowed when using solvents, glues and alcohol and it is important to have a fire extinguisher located nearby.

When glueing carpet or other elements use latex gloves.

Make sure working area is well ventilated when using glues, solvents and alcohol.

When handling solvents, glues and alcohol try working right above the recipient in a well ventilated area.

When using a circular saw or similar cutting tool wear disposable dust masks as well as hearing protection.

## 2.2 ERGONOMICS

Ergonomic risks possible from working during the event are:

- Cervical fracture/neck pains from the effect of working on the ceiling
- Posture injuries. Back, lower spine, joints, (bursitis, carpal channel, wrists, knees)

### COMMON PREVENTIVE ACTIONS:

-Rotate tasks (from the neck upwards, the same position should not be held more than 30 minutes).

-Use reinforcing braces, wristbands and knee pads.

-It is recommended to use kneepads or cushions to rest knees during work, as well as doing the exercises suggested at the end of the work.