

D.U.V.R.I.

Unified text on assessment of risks created by interference among activities conducted simultaneously in the same workplace.

PALAZZO DEI CONGRESSI AND SALA MAGGIORE

Ref. Art. 26 Legislative Decree 81/08, as amended and supplemented - Obligations relating to work or supply contracts

1. If works, services or supplies are assigned to a contracting firm or to self-employed workers within the company or within a single production unit of the company and in any area of the company's production cycle, provided the employer is legally entitled to use the places in which the contract or self-employed work is performed, he must:

a) adopt the methods established in the decree referred to in Article 6, subsection 8, letter g) to check the technical/professional qualifications of said contracting firms or self-employed workers in relation to the works, services and supplies to be assigned by contract or by means of work or supply contract.

Until the date that the aforementioned decree comes into effect, this check is to be conducted as follows:

1) acquisition of certificate of registration with the chamber of commerce, industry and artisanship;

2) acquisition of self-certification on the part of the contracting firm or self-employed workers declaring that they possess the requisite technical/professional qualifications, (.....);

b) provide these parties with detailed information on the specific risks that exist in the workplace and on the prevention and emergency measures adopted in relation to their activities.

2. In the situation referred to in subsection 1, employers, including subcontractors:

a) must cooperate in implementing measures to prevent and protect against risks of workplace accidents relating to the working activity established in the contract;

b) must coordinate procedures to prevent and protect against risks to which workers are exposed by sharing information for purposes that include eliminating risks due to interference between the work of the various companies involved in the work as a whole.

3. The employer must promote cooperation and coordination as referred to in subsection 2 by preparing a unified risk assessment document that specifies the measures adopted to eliminate or, if this is not possible, to minimise the risks due to interference. This document is enclosed with the work contract and must be adapted as the works, services and supplies proceed (.....). The provisions of this subsection are not applicable to specific risks associated with the activities of contracting firms or individual self-employed workers. (.....).

3-bis. Without prejudice to the provisions of subsections 1 and 2, the obligation set out in subsection 3 does not apply to services of an intellectual nature, to the mere supply of materials or equipment or to works or services with a duration of no more than two days, provided they do not entail risks deriving from the presence of carcinogens, biological agents, explosive atmospheres or the presence of the specific risks set out in annex XI.

3-ter. In the event that the contract is assigned to parties indicated in article 3, subsection 34 of legislative decree no. 163 of 12 April 2006, and in all cases in which the employer and the principal are not the same party, the party awarding the contract shall draft the risk evaluation document complete with an assessment of the standard risks relating to the type of service that may potentially derive from performance of the contract. Before work commences, the party on whose premises the contractual work or services are to be performed must complete the aforesaid document with reference to the specific risks of interference present in the places where the contract will be performed; the supplementary section, signed for acceptance by the performer of the work or services, becomes an integral part of the contractual documents.

4. Without prejudice to current legal provisions regarding joint liability for non-payment of wages and social security and insurance contributions, the employer is jointly liable with the contractor and with each subcontractor (if any) for all injuries for which the worker, employed by the contractor or by the subcontractor, is not compensated by the National Insurance Institute for Industrial Accidents (INAIL) or by the Social Security Institute for the Maritime Industry (IPSEMA). The provisions of this subsection are not applicable to injuries deriving from specific risks associated with the activities of contracting or subcontracting firms.

5. The costs of the measures adopted to eliminate or, if this is not possible, to minimise the workplace health and safety risks deriving from work interference must be specifically indicated in individual subcontracts, contracts and supply contracts, (.....), on pain of invalidation pursuant to article 1418 of the Civil Code. The aforesaid costs are not subject to discounts. (.....). On request, such data may be accessed by the workers' safety delegate and by local officers of major national labour unions.

6,7 (.....).

8. All workers employed by the contractor or subcontractor must wear a photo identification badge indicating the worker's name and the employer's name when performing any work as part of a contract or subcontract.

Date: 26/01/2017

Rev. 00/2017

1. GENERAL

This document is the "UNIFIED TEXT ON ASSESSMENT OF RISKS INDICATING MEASURES ADOPTED TO ELIMINATE INTERFERENCE" ("DUVRI") as envisaged by Article 26 of Italian Legislative Decree 81/2008 and integrated by Interministerial Decree of 22 July 2014 and by the relevant Interpretative Circular of the Ministry of Labour no. 35 of 24 December 2014.

The relationship between Bologna Congressi and the Organiser is formalised by way of the agreement in possession of the parties.

Depending on the type of scheduled event, Exhibitors (contractual relations between the Exhibitors themselves and the Organiser) and Fitters (contractual relations between Exhibitors and/or Organiser and fitting companies) may be present.

This document is an integral part of the "Exhibition/Congress Regulations" enclosed with this document and referring to the following periods of activity on the premises managed by BolognaCongressi S.p.A.:

- pre-event: days set aside for outfitting in preparation for an event;
- event: the days devoted to the event itself;
- post-event: the days set aside for dismantling.

This document applies to the following parties:

a) **Bologna Congressi S.r.l.**

Company name: **Bologna Congressi S.r.l.**, with registered offices in Bologna, Piazza Costituzione 4/c TEL +39 051.63.75.111 FAX +39 051.637.51.70
 VAT number and Tax Code 00620510370
 Registration with C.C.I.A.A. (Chamber of Commerce) Bologna REA 226562.....
 INAIL (National Institute for Industrial Accident Insurance) position no. 48108154
 employee pos. technical employee pos.
 INPS (National Social Insurance Institute) position no. 1305917675 for Travel
 Agency pos. 1310045279
 Employer (D.L.): Giovanni Giuliani
 Prevention and Protection Service Manager: Roberta Bini
 Competent doctor: Alessandra Mussi
 Worker Safety Representative (RLS): Luca Capelli
 Activity conducted: events organisation.

b) **Event Organiser (congress, exhibition, etc.)**

Depending on the type of event, the Organiser may be:

1. Bologna Congressi S.r.l.
2. some other company/body that promotes, organises and manages the event in Palazzo dei Congressi and/or Sala Maggiore.

All activities carried out under the exclusive care and responsibility of the Organiser must comply with current applicable legislation in the field of workplace safety (Legislative Decree no. 81/08 as amended and supplemented). The Organiser must therefore adopt the necessary safety, information and coordination activities in respect of the parties who will be involved before and during the show, particularly the stand fitters. This includes any obligations specifically established in relation to temporary or mobile sites if the activities fall within the field of application of Title IV of Legislative Decree 81/2008 as amended and supplemented, including the amendments made to said Legislative Decree by Interministerial Decree of 22 July 2014 entitled "Decreto Palchi" ("Stage Decree") and by the Interpretative Circular of the Ministry of Labour no. 35 of 24 December 2014.

c) **Exhibitor companies:**

Companies/Bodies that purchase an exhibition space on the premises managed by Bologna Congressi S.r.l. directly from the Organiser.

d) **Fitting Companies:**

Companies appointed directly by the Exhibitor, the Organiser or, in the case of a subcontract, by a Fitting company, to set up and dismantle exhibits in the exhibition/congress spaces available.

d) Suppliers of Bologna Congressi S.r.l. and/or the Organiser.

This document may be updated according to the scheduled event. Subsequent updates will be published on the website www.bolognacongressi.it.

Hereinafter the “**Contracting Party**” will refer to any company (Exhibitor, Fitter, Supplier, Organiser, etc.) who assigns to other parties (“Contractors”) work/supplies and installation/services within the premises managed by Bologna Congressi S.r.l..

If the “Contracting Party” carries out any activities or work with its own employed personnel, then it will also be a “Contractor”.

2.CONTRACTS AND SUBCONTRACTS

With regard to all supply contracts, subcontracts and work contracts, the Contracting Parties must comply with the provisions of Article 26 of Italian Legislative Decree 81/2008, as amended and supplemented.

Contracts and subcontracts (if any) must be formalised in writing so that subcontractors will assume all of the obligations applicable to the contractor and those stated in this document and in the “Exhibition/congress regulations”.

As required by law, the Contracting Party must check the technical and professional qualifications of all contracting and subcontracting companies.

3. INFORMAZIONI FORNITE DA Bologna Congressi S.r.l. SUI RISCHI SPECIFICI PRESENTI NEI LOCALI IN OGGETTO E SULLE MISURE DI PREVENZIONE E DI EMERGENZA

ALSO CAREFULLY READ THE EXHIBITION/CONGRESS REGULATIONS ENCLOSED WITH THIS DOCUMENT.

a) Organisation by Bologna Congressi S.r.l.

For the activities to be conducted on the premises managed by Bologna Congressi S.r.l., the contact persons are:

- Show office TEL +39 051 6375111 FAX +39 051 6375170

b) Areas where the work is to be performed:

The floor plan of the premises is enclosed.

c) Means of access to the areas where work is to be performed:

Unless other instructions are provided by the Organiser, the personnel of Exhibitor/Fitter companies must enter the premises via the entrance in Via Calzoni no. 1/5 and must display their identification badge as established by art. 26 subsection 8 of Legislative Decree 81/08, as amended and supplemented. The access procedures are dealt with specifically in the attached Regulations.

Access is subject to request for authorisation by submitting the following documents:

- *Request for authorisation for access to Palazzo Dei Congressi for own personnel; or*
- *Request for authorisation for access to Palazzo Dei Congressi for own employees, contractors and suppliers;*

On entering the premises of Bologna Congressi S.r.l., the Exhibitor and Fitter companies undertake to comply with the above-mentioned Regulations.

The access times and procedures are stated in the contract stipulated with the Organiser.

A floor plan of the premises with an indication of the escape routes and fire-fighting points is enclosed with this document.

d) Plant, Machinery and Equipment present in the area subject to work and special protection measures/systems to be adopted:

Work on live electrical systems

ALL ELECTRICAL SYSTEMS ON THE PREMISES OF BOLOGNA CONGRESSI S.R.L. MUST BE ASSUMED TO BE LIVE, EVEN IN CASE OF TEMPORARY POWER FAILURES.

It is strictly forbidden for Exhibitors to connect up the power supply under their own initiative or to alter or tamper with the mains electricity system of Palazzo dei Congressi.

In case of malfunction of service sockets or of electrical systems in general, immediately contact the Bologna Congressi S.r.l. Technical Department.

It is strictly forbidden to work on the electrical service systems or to personally connect up the stand electrical system.

Special measures/protection systems to be adopted:

Plant/Machine/ Equipment:	Owner:	User:	Type of use:	Information/Protective measures and systems to be adopted:
CARS, LORRIES, ARTICULATED LORRIES,	Bologna Congressi S.r.l. Organiser Exhibitors Fitters Suppliers	Bologna Congressi S.r.l. Organiser Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	For work in external areas, use high-visibility clothing; for critical manoeuvres and manoeuvres with poor visibility, operator must be helped by a co-worker on foot; observe road markings and signage; speed limit for vehicles in external areas and on roads around Palazzo dei Congressi, 15 km/h.
LIFT TRUCKS	Organiser Fitters Suppliers	Organiser Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	
BREAKDOWN TRUCKS - CRANES	Exhibitors Fitters Suppliers	Organiser Exhibitors Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	Periodic checks of ropes and chains, periodic checks by local health authority (AUSL); High-visibility clothing in external areas; Hard hat in areas where there is a danger of objects falling from above; delimiting and marking of areas involved in lifting/handling with 2-colour tape; for critical manoeuvres and manoeuvres with poor visibility, the
PLATFORMS AND LIFT BASKETS	Exhibitors Fitters Suppliers Bologna Congressi	Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	Periodic checks, annual checks by local health authority (ASL); Hard hat in areas where there is a danger of objects falling from above; Transport and lifting of material is forbidden; Delimiting and marking of areas involved in lifting/handling with 2-colour tape; Safety harnesses. Note: Bologna Congressi allows its equipment to be used only by its own suppliers involved in work on the stage.
PORTABLE ELECTRIC TOOLS AND MANUAL EQUIPMENT	Bologna Congressi S.r.l. Exhibitors Fitters Suppliers	Bologna Congressi S.r.l. Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	PPE (Personal Protection Equipment) needed depending on tool used.
LADDERS – ROLLING SCAFFOLDS	Bologna Congressi S.r.l. Exhibitors Fitters Suppliers	Bologna Congressi S.r.l. Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	Hard hat in areas where there is a danger of objects falling from above; Delimiting and marking of areas involved in lifting/handling with 2-colour tape; Provision of holders for portable tools.

Plant/Machine/Equipment:	Owner:	User:	Type of use:	Information/Protective measures and systems to be adopted:
ELECTRICAL SYSTEMS, MECHANICAL SYSTEMS	Bologna Congressi S.r.l.	Bologna Congressi S.r.l. Exhibitors Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	Do not tamper with equipment or systems; do not make alterations to systems under your own initiative; only authorised personnel may carry out work on systems; observe workplace safety legislation.
LIFTS/GOODS LIFTS	Bologna Congressi S.r.l.	Bologna Congressi S.r.l. Organiser Exhibitors Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	Lifts may not be used for transporting materials; Emergency call procedures in lifts; Must not be used in case of fire.
GRID	Bologna Congressi S.r.l.	Bologna Congressi S.r.l. Organiser Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	see specific procedure enclosed

Note. The above list is not exhaustive. The equipment indicated is not owned by the Organiser, and it is therefore not possible to provide a complete list of the equipment that will be present when work is performed. Before starting work, the contractor is required to carry out an inspection to determine the condition of the premises.

Contracting Parties and Contractors are strictly prohibited from borrowing any tools, machines, and/or systems from other suppliers or third parties.

In case of lease/authorisation to use or rental of machinery and equipment without an operator (Art. 72 of Legislative Decree 81/2008, as amended and supplemented), Contracting Parties and/or Contractors must verify that such equipment conforms to the safety requirements specified in Annex V of Legislative Decree 81/2008, as amended and supplemented, and that they include all necessary documentation.

e) Personnel present in the work zone:

The following parties work in Palazzo dei Congressi and in Sala Maggiore during set-up and dismantling periods:

- Exhibitors;
- Fitters hired directly by the Exhibitor and subcontractors;
- Employees of Bologna Congressi S.r.l. and/or of the Organiser;
- Suppliers of Bologna Congressi S.r.l. and/or the Organiser. Personnel responsible for various services and/or periodic maintenance such as:
 1. cleaning
 2. catering
 3. security
 4. checks/work on electrical systems
 5. checks/work on mechanical systems
 6. checks/work on fire-fighting equipment
 7. checks/work on lifts/goods lifts
 8. portorage
 9. building and renovation work
 10. sewer cleaning.

f) List of accident prevention devices and P.P.E.

During the set-up and disassembly periods, all personnel working in the premises in question must be equipped with the following PPE – **Personal Protection Equipment**:

<input checked="" type="checkbox"/> Safety footwear (always)	<input type="checkbox"/> Goggles/visor
<input type="checkbox"/> Protective gloves	<input checked="" type="checkbox"/> Safety helmet*
<input type="checkbox"/> Respiratory system protection equipment	<input checked="" type="checkbox"/> Hearing protection*
<input checked="" type="checkbox"/> Fall prevention devices ^	<input checked="" type="checkbox"/> PPE relating to specific risks of the contractor
<input checked="" type="checkbox"/> High-visibility clothing	

* Use is optional depending on surrounding conditions.

◦ Use is mandatory in external areas adjacent to traffic zones during work.

^ Use is mandatory on platforms or baskets or work at heights in general if the operator is not protected by temporary works, and in case of provision of fall prevention system (DPI III class with obligatory training).

The individual employers must decide on the equipment and PPE according to the risks associated with specific activities.

g) First aid and emergency management:

The Contractor must appoint personnel who are specifically trained to provide first aid, fight fires, and manage emergencies.

In case of technical and health emergencies, proceed as described in the enclosed emergency procedure.

The Bologna Congressi S.r.l. Technical Department must also be notified of accidents by contacting the emergency telephone numbers (always reachable during the opening hours of the Palazzo dei Congressi):

- 348-3975080 from external or mobile phones
- 8000 from internal telephones

h) Connection to the following utilities:

The methods and connection points to utilities provided at the expense of Bologna

Congressi S.r.l. and/or necessary for work must be arranged with:

Ufficio Planner 051.63.75.111 of Bologna Congressi S.r.l. or with companies that it has specifically appointed. All stand assembly and disassembly work shall be carried out after the electrical equipment has been disconnected from the mains power supply of Palazzo dei Congressi.

i) General rules of conduct:

1. *Do not perform repair or replacement work on parts connected to live voltage. Only use portable power tools with double insulation. Only use electrical equipment in perfect working order.*
2. *Do not leave electrical cables/extension cables on the floor, in areas of transit/walkways, or where they are exposed to crushing. Make sure that electrical cables are adequately protected against mechanical damage. Before starting work and at the end of the day, check the efficiency of the electrical systems by visually inspecting the state of cables and connections.*
3. *All openings onto empty space must be protected with suitable guardrails. (Annex XVIII 2.1.5 Legislative Decree 81/2008 as amended and supplemented: the guardrail referred to in Art. 126 of section IV consists of one or more elements parallel to the floor, the upper margin of which is located not less than one metre from the floor, and a toeboard not less than 20 cm high, placed edge-wise and resting on the floor).*
4. *Make sure that passageways are not obstructed by waste or scrap materials.*
5. *Follow the safety instructions on the safety sheets for the products handled.*
6. *Use PPE suitable for the specific risks associated with the equipment, products and activities.*
7. *Enter work areas via specified passageways only; in particular, do not use unsafe routes.*
8. *Keep the workplace tidy, removing all obstacles that may cause a risk of falling, slipping, injury, etc. from walkways.*
9. *Avoid situations of danger for yourself and others. In particular, avoid dangerous acrobatics, do not wear clothing that may become entangled with moving parts, avoid handling bulky loads with methods that may harm third parties, do not use machines in improper ways.*
10. *Prevent admission to non-authorized persons.*
11. *Observe the "Congress/Exhibition regulations".*
12. *Do not drink alcoholic beverages or take psychotropic substances.*
13. *Do not use ladders if more suitable fixed or rolling scaffolds are available.*
14. *Each Contractor must dispose of waste in accordance with current law.*

j) In general, the exhibitor and the Contracting Party must:

- have formalised in writing their supply contracts, subcontracts, and work contracts with their suppliers according to the criteria established by applicable legislation;
- have acquired the minimum necessary information on the site of installation of the temporary work;
- have checked the technical and professional qualifications for contracted and subcontracted activities in accordance with art. 26 subsection 1, letter a) of Leg. Decree 81/2008, as amended and supplemented; The technical and professional suitability of non-Italian contractors may be demonstrated by means of the form referred to in annex II of Interministerial Decree 22.7.14;
- inform contractor companies of the risks present on the premises managed by Bologna Congressi S.r.l.

k) Fitters, Suppliers and Contractors in general must:

- comply with insurance and social security regulations;
- possess the technical and professional requirements for the contracted activities;
- have checked the technical and professional qualifications of subcontractors and/or self-employed workers in compliance with art. 26, subsection 1 of Leg. Decree 81/08, as amended and supplemented.
- have prepared the risk assessment document (or self-certification) pursuant to Leg. Decree 81/2008, as amended and supplemented;
- when performing contracted work, comply with the general safety measures referred to in Art. 15 of Leg. Decree 81/2008, as amended and supplemented;
- have appointed the workers responsible for implementing the fire prevention and fire fighting measures;
- have informed and trained employees with regard to the specific risks they may be exposed to in connection with their working activities (articles 36 and 37 of Leg. Decree 81/2008, as amended and supplemented), the use of PPE, and the specific risks associated with the contract in question by writing Safety Plans and/or procedures and schemes for setting up the stand;
- keep a copy of the above-mentioned documentation on the stand for inspection by the Supervisory Authority;
- in the cases required by law, subject their employees to health surveillance.

4. SAFETY COSTS

Based on the instructions contained in this document, the Contracting Party must estimate the safety costs of contracted activities in supply contracts, subcontracts, and work contracts stipulated with individual contracting companies.

It is understood that for direct suppliers of Bologna Congressi S.r.l., these costs are already included in contractual figures and that this evaluation concerns the costs deriving from the interference risks. By signing the contracts, the suppliers to Bologna Congressi S.r.l. declare that they are fully satisfied and confirm that the safety costs fully repay the effective costs sustained in order to guarantee the utmost safety of their own workers and of third parties who may be present.

The assessed costs must include, among other things, the following items:

- specific information for workers regarding activities on the premises of Bologna Congressi S.r.l. (risks of interference, emergency procedures, etc.)
- periodic inspections by the RSPP (Safety Manager), coordination meetings with technicians/RSPP of Bologna Congressi S.r.l. (at least 1 per year and in any case where necessary);
- PPE for interfering activities;
- barricades and barriers to indicate work in progress;
- specific signs.

5. ACTIVITIES CONDUCTED DURING THE EXHIBITION IN THE PRESENCE OF THE PUBLIC.

If activities are conducted in the presence of the public, in addition to following the rules and instructions indicated in the "Exhibition/congress regulations" and the preceding chapters the firm carrying out the work must cordon off the area and contact the Technical Department of Bologna Congressi S.r.l. if access to the areas is to be restricted for safety reasons.

In case of work inside exhibition stands, the firm carrying out the work **must implement the following PROCEDURE before entering a stand:**

- 1. Notify the stand personnel and ask whether work can commence.**
- 2. Coordinate work with personnel present to identify work areas.**
- 3. Refrain from performing work or procedures requested by the exhibitor that are contrary to the "Exhibition/congress regulations" or applicable workplace health and safety regulations.**

6. WORK INTERFERENCE

Is there any work interference?

Yes No

The Contracting Parties and Contractors referred to in this document may operate in the spaces managed by Exhibitors or by the Organiser both during set-up and disassembly operations and during the exhibition. Various types of interference may occur, including:

1. overlapping of work activities in the same stand, with other firms, with fitters, or with the Exhibitor's activity;
2. interference with suppliers to Bologna Congressi S.r.l.;
3. overlapping with work performed in adjacent stands;

The measures to be taken must necessarily be determined in situ on the basis of information received from Bologna Congressi S.r.l. and current workplace health and safety legislation, and must be coordinated with the Exhibitor and with other workers present, taking special care to:

- separate the interfering activities in time or space by dividing the stand into separate areas;
- avoid obstructing the longitudinal transit aisles and in particular the escape routes shown on the enclosed floor plan
- if it should be necessary to work with ladders and rolling scaffolds in shared paths, the area involved must be cordoned off and marked.
- The Bologna Congressi S.r.l. supplier will not switch on power to the stand if a request has not been made by the exhibitor/fitter together with submission of the declaration of conformity of the plant drafted pursuant to Ministerial Decree DM 37/08 and if stand personnel are not present to arrange the time of connection.

Measures adopted to eliminate observed work interference (measures not exhaustive: see "Congress/Exhibition Regulations"):

To estimate the risk R, refer to the following values:

$8 \leq R \leq 16$ Very high Accident that may result in death or total and/or permanent disability	$4 \leq R < 8$ High Injury that may result in permanent partial disability	$2 \leq R \leq 3$ Medium Injury that may result in reversible disability	$R = 1$ Low Minor injury that can be treated within a few days
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Areas where work is performed	Risks of interference	R	Safety measures Informative notes	Companies responsible for implementing safety measures
external areas car parks	1. Collisions between lift trucks, motor vehicles, small tractors and other vehicles present in external areas and vehicles of exhibitors, fitters, other contractors and suppliers.	3	Inform/train operators.	Contractors
			Operator must be helped by a co-worker on foot for critical manoeuvres and manoeuvres with poor visibility.	
			Observe the areas used for parking.	
			Maximum speed: 15 km/h.	
external areas car parks Palazzo Congressi Sala Maggiore Multifunctional hall	2. Slipping and falling over obstacles on floor, such as stored materials and scraps or waste materials left by fitters on walkways during pre and post event activities.	3	It is strictly forbidden to deposit materials along pedestrian routes.	Contractors
			Inform/train operators.	
			Pay particular care to sheets or carpet that are not properly fixed to the floor.	
			When washing with water, the areas concerned must be cordoned off and marked.	Contractors /Bologna Congressi SpA
external areas car parks Palazzo Congressi Sala Maggiore Multifunctional hall	3. Noise	1	The contractor must adopt all technical measures to reduce the emission of noise and vibrations deriving from work performed by its employees. If the noise is produced by other people working in the vicinity, the contractor must provide his personnel with PPE.	Contractors
		The values measured by Bologna Congressi S.r.l. are below the legal limits. Operations that involve exposure to this noise may be performed during the fitting and disassembly periods. The Contractor is responsible for checking specific noise exposure due to nearby activities.		
external areas car parks	4. Operators hit by lift trucks, motor vehicles or small tractors.	4	Lift truck drivers must have received special theoretical and practical training from the contractor.	Contractors
			Workers in external areas and in areas with poor visibility must wear high-visibility clothing.	
			Use the pedestrian paths. Watch out for vehicles when leaving the premises.	
			Maximum speed: 15 km/h.	
			During set-up and dismantling periods, speed must be further reduced according to actual traffic and crowding conditions.	
All areas	5. Cuts caused by materials or waste left on floor (nails, glass, etc.).	3	Safety footwear must be worn in all areas where fitting/disassembly work is performed.	Contractors
			Dispose of waste materials.	
	6. Falling of persons due to utility manholes left open for maintenance.	3	Mark and cordon off.	Company responsible for specific activity
			Close the manhole when work is finished.	Contractors
			Inform/train operators.	

Areas where work is performed	Risks of interference	R	Safety measures Informative notes	Company responsible for implementing safety measures
external areas car parks Palazzo Congressi Sala Maggiore Multifunctional hall	7. Fall of persons from rolling scaffolds or ladders.	4	The work area must be marked and cordoned off.	Company responsible for specific activity Contractors
			Inform/train workers.	
			Maximum speed of vehicles: 15 km/h.	
Palazzo Congressi Sala Maggiore Multifunctional hall	8. Interference due to the presence of the public	3	Make sure that the work area is always cordoned off with barriers and marking tape and provided with signage according to applicable regulations	Contractors
	9. Inhalation of dust	2	Material cutting operations may not be performed on the premises. Perform these operations outside in the areas provided as notified by the Bologna Congressi S.r.l. contact person.	Contractors
	10. Microclimate	1	During the stand set-up and disassembly periods, the heating system is not in operation and opening the doors may expose people present to draughts and/or sudden changes in temperature.	//
external areas car parks Palazzo Congressi Sala Maggiore Multifunctional hall	11. Objects falling from above.	3	Areas involved in handling operations and overhead work must be marked and cordoned off.	Contractors
			Do not place any materials (even temporarily) on structures or systems owned by Bologna Congressi S.r.l.	
			The Contractor's personnel must be provided with and if necessary must wear a safety helmet when working in the halls during the fitting and disassembly periods.	
			It is strictly forbidden to hoist materials on a lifting platform.	
			Materials may not be deposited on intermediate floors, etc. without the prior consent of Bologna Congressi S.r.l.	
			Inform/train operators.	
			Check for the presence of workers on the grid by means of the signal "WORK ON GRID" .	
			Leave the scaffolding immediately if not authorised.	
Check procedure "BC_PS_00_use of grid and requirements for suspended loads"				
Palazzo Congressi Sala Maggiore Multifunctional hall	12. Fire	4	Flammable materials may not be deposited anywhere on the premises. Only the quantities of products needed for daily work may be stored.	Contractors
			Inform/train operators.	
			Each Contractor must be capable of dealing with emergencies relating to the activities he is conducting using his own personnel. A fire extinguisher must be present in the working areas from the first day of work through to the completion of contracted activities.	

Areas where work is performed	Risks of interference	R	Safety measures Informative notes	Company responsible for implementing safety measures
			Smoking is forbidden inside the halls, even during the fitting and dismantling work. Naked flames must not be used inside the premises.	
external areas car parks	13. Thrown material	2	The area concerned must be marked and cordoned off.	Contractors
halls gallery	14. Exposure to chemicals	2	Inform/train operators. Safety sheets must be provided in the areas where work will be performed. It is strictly forbidden to deposit materials Inform any third parties present of the associated risks. The Contractor is obliged to adopt all technical measures for reducing the formation and diffusion of dust, fumes, vapours and odours deriving from the operations performed and which are toxic, flammable and irrespirable or otherwise unpleasant or harmful.	Contractors
external areas car parks PALAZZO DEI CONGRESSI AND SALA MAGGIORE Multifunctional hall	15. Persons falling from a height	6	When working on stands and during set-up/dismantling, Contractors' personnel may not use the stand structures as work surfaces, supports, etc. It is strictly forbidden to transport and lift people on lift trucks. Work positions on intermediate floors or on stand structures during set-up must be equipped with temporary fall protection measures or certified fall-prevention systems. Operators must be adequately trained in the use of safety harnesses (class III PPE). It is forbidden to lean over balustrades or railings or to use them as work surfaces.	Contractors
All areas	16. Electric shock <u>NOTE: SYSTEMS MUST BE ASSUMED TO BE LIVE!!</u>	8	In the event of work on the electrical system, signage must be installed on the electrical panels indicating "work in progress". Personnel operating on behalf of Bologna Congressi S.r.l. may proceed to turn on the electricity supply to the stand only after the installation company has presented the declaration of conformity for the system. Inform/train operators. Observe workplace safety legislation. Do not make alterations to systems under your own initiative; only authorised personnel may carry out work. Electrical cables located along transit routes must be protected. Do not tamper with equipment or systems; work may not be performed on panels or systems owned by Bologna Congressi S.r.l. Electrical cables and extension cables must be in good condition, without abrasions or cuts. Electrical connections with an adequate degree of protection for the working environments must be used (presence of dust and water).	Company responsible for specific activity Bologna Congressi S.r.l./Contractors Contractors
external areas	17. Occupation of traffic and escape routes, obstruction of	4	If traffic lanes and/or escape routes are obstructed, alternative walkways and traffic lanes must be indicated with signs.	Company responsible for specific activity /

Areas where work is performed	Risks of interference	R	Safety measures Informative notes	Company responsible for implementing safety measures
car parks Palazzo Congressi Sala Maggiore Multifunctional hall	emergency doors (due to work)		Inform/train operators. Do not obstruct emergency traffic lanes, escape routes, or emergency doors by parking work vehicles and/or depositing materials.	Contractors

NOTE. Contractors must eliminate risks due to possible interference with set-up work performed by other firms and coordinate their activities as necessary. Work must be carried out using own equipment. Equipment borrowed from other fitters/exhibitors may not be used.

7. ANNEXES

Floor plan indicating escape routes and fire-fighting stations

Exhibition/congress regulations

Emergency procedure

Forms (ME1, ME2)

BC_PS_00_BC_PS_00_use of grid and requirements for suspended loads Bologna, 26

January 2017

**VALID FOR PRE AND POST PERIODS
ANAND DURING EVENTS**