



FESTIVAL ARENA
INTERCONTINENTAL.
DUBAI FESTIVAL CITY

***ORGANISERS, EXHIBITORS, CONTRACTORS
HEALTH AND SAFETY MANUAL***

Health and Safety Rules and Regulations

Section 1: Introduction

1.1 The Tenancy Agreement and the Rules and Regulations

The rules and regulations produced by the Festival Arena shall be observed and enforced, at all times by tenants, exhibition organisers, exhibitors, contractors, sub-contractors and in some cases, visitors. These rules and regulations form part of the tenancy agreement contract.

1.2 Responsibilities and Duties under Law

Under Dubai Municipality Code of Practice, it is the duty of every employer to protect the health and safety of their employees. Events' floor under build-up and tear-down is defined as a 'construction area', hence the requirements of Dubai Municipality Code of Construction Safety Practice apply at all times while on-site.

It is highly recommended that persons or companies involved in this construction process must implement accident prevention responsibilities under the 'code of practice'. These include advising employees of exposure to risk within their work to avoid unsafe conditions and eliminate hazards and/or exposure to injuries.

1.3 Personal Protective Equipment requirements at the venue (During build-up and tear-down)

1.3.1 Mandatory Hard Head Protection

All persons working on event floor or involved in construction work must wear a hard hat whilst working at the construction area during build-up and tear-down.

1.3.2 High Visibility Vest

All persons must wear high visibility vest for easy identification while working at the marshaling yard, the conference or exhibition hall during build-up and tear-down.

1.3.3 Mandatory Foot Protection (open shoes are not permitted).

Wearing open footwear is not permitted during Event's build-up and tear-down. Steel toe footwear is highly recommended



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Section 2: Event Planning

2.1 Event floor plan must be reviewed and approved by Festival Arena Health & Safety team:

Floor plan should be prepared by the event organiser considering clear access to fire doors and fire escapes, shutter door and electrical distribution boxes. Recommended main central aisle way is 2.50 meter (for B2B shows) and 3.0 meter (for public shows) wide, while secondary aisles way can be 2.0 meter wide.

The proposed floor plan must be submitted approx. 3 months prior to the event, and the final copy submitted 2 weeks prior to the event. This is to allow any adjustments to the layout if required with least inconvenience caused to the layout allocations

2.2 Structural Limitations

The organiser must ensure that structural engineering limitations are not exceeded at the venue. This includes the following:

- 2.2.1 Roof loading points: for primary, secondary trussing or hanging points
- 2.2.2 Floor loading weight: for both internal and external areas to prevent damage.
- 2.2.3 Exhibits or display stands are not allowed to use venue walls for bracing to stabilise stands or other temporary structures

2.3 Organiser's Responsibility

- 2.3.1 The organiser must ensure to contract sufficient time for build-up and tear-down activities of the event. Reducing the timescale has a significant impact on the safe activity of contractors during construction and dismantling work. Thus the venue reserves the right to intervene if the timescale in relation to required production are not at acceptable level.
- 2.3.2 The organiser resumes responsibility to ensure sufficient and competent supervision at the event hall during the entire tenancy. The event does not finish from a health and safety perspective until the dismantling work is completed and the hall is vacated.

2.4 Goods Access to the Venues

Exhibits and stand fixtures must be installed and ready for display before the start of the event. Exhibitors' stored products should not pose as hazard or cause obstructions to public or to Venue structure.

2.5 High Risk Equipment and Substance Approvals:

If the organiser or exhibitors plan to display or use any of the below work scope during the entire tenancy period, this must be communicated to the venue management 2 weeks prior to the event.

- Vehicles display at the show
- Laser or Pyrotechnics Display
- Smoke or Haze machines
- Compressed Gas Use or LPG Gas cylinders

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Section 3: General Requirements

3.1 General rules to be considered and thoroughly adhered to at all-time are:

- The Festival Arena is a no-smoking venue. This is a legal requirement in Dubai. Smoking is permitted outside the building only, away from the entrances.
- Any Hot Work, welding, brazing, grinding and any other operation generating heat or sparks must consider adequate precautions against damages or injuries.
- Harness and safety belts must be used in any activities above 3 meters.
- Do not block fire exits / routes, Aisles, corridors, staircases and walkways with any materials or equipment. Temporary storage on-site is not allowed
- All equipment and moving machinery must be operated in a safe manner. Persons who operate machinery shall carry a competency certificate at all times.
- Materials must be stacked in safe manner and orderly physical arrangement.
- Walkways, Aisles, flooring must remain free from any tripping, slipping and sliding hazards.
- PPE: The use of Personal Protective Equipment (PPE) will be mandatory where there is a foreseeable risk or a requirement to prevent injury. Full requirements of PPE are in accordance with Dubai Municipality Code of Construction Safety Practice

3.2 Specific Requirements:

HOT WORKS: All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed inside the hall. If such work will be carried out outside the hall or offices, adequate precautions against damage to property or injury to persons must be considered at all time.

The Acting party must advise the venue management in advance of such work. The immediate Supervisor will be responsible for providing firefighting equipment if this work is a fire hazard.

3.3 General Requirements:

- All contractors must abide by the Venue rules and regulations with regards to the Health and Safety Guidelines.
- All contractors must ensure their equipment, material and fabrics used are cleared from the venue straight after the event is over. Venue reserves the right to discard the stuff and will not be held responsible for any compensation. Moreover, the contractor will be liable for the penalty of Dhs: 7,000/ in the case that area is not clear and waste is removed to skips on time.
- Inside the hall, all fixtures should be self-supported, peripheral walls and ceilings must not be used. Nothing is to be nailed, screwed, or stapled to the doors or walls or other surfaces.
- Painting, drilling and welding is not allowed inside the venue
- During build up, contractors should consume Food and Beverage items outside the hall. They can eat and drink in a place to be allocated for this purpose.
- Smoking is strictly prohibited in all indoor areas at all times for safety reasons.
- Marshaling yard cannot be used as car parking. Any vehicle parked without prior permission will be towed away at owner's expense.

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Section 4: Contractors' Safety Regulations

- ✓ All labor should be under direct sponsorship [Visa] of the Contractor/Service Provider. Valid ID must be submitted with payment of admission fee before gaining access to the Venue.
- ✓ Contractors' badges must be worn along with their company uniform and safety harness (PPE) at all times on-site. Contractors shall be deemed responsible of any safety or dress-code violation.
- ✓ Rigging/Trussing or scaffold work areas must be cordoned off with suitable barriers to prevent unauthorized access under that work area.
- ✓ Contractors will ensure their tools/ equipment to be used are safe, serviced and maintained in good condition.
- ✓ All machinery in use (e.g. lifting equipment) must have valid certification and updated service record.
- ✓ Only Licensed Operators of equipment will be allowed to operate Boom lift, Genie lift & Cherry picker, in accordance with the manufacturer's guidelines.
- ✓ MSDS/ Risk Assessments & Method Statements: Must submit all information, copies of certificates and necessary MSDS for any hazardous/ toxic substance brought onto the venue prior to commencement of work. Such substances must be stored on-site in accordance with good practice.
- ✓ Contractors' smoking and eating are only allowed in the designated areas, not inside the venue.
- ✓ Work area must be kept clean and tidy at all times. Any hazards must be removed promptly (e.g. oily rags, & flammable materials). Contractor will be responsible for removal/ disposal of waste materials.
- ✓ For any work at heights, proper scaffolding must be erected by a qualified scaffold erector only. Mobile scaffolding must have wheels securely locked before work commences.
- ✓ Contractors must ensure that area is free from dangerous gases. Hot work (welding, brazing or grinding) must only be carried out at the areas approved earlier within their work permit. Contractor will provide firefighting equipment such as Dry Powder or chemical extinguisher or a fire blanket during hot works.
- ✓ Appropriate emergency procedures, tools and equipment (e.g. lifeline, harness, breathing apparatus, oxygen resuscitator) must remain accessible and in place to all parties at the venue during their work.



Acknowledgement By Contractors:

- We understand that some work will require prior approval and respective forms to be submitted.
- We will ensure these guidelines are fully adhered to at all time
- We will supervise our work to ensure they are in accordance with the H & S terms.
- We understand that the company we represent could face due penalties, at the discretion of IHG HSE Management, for any non-compliance with the aforementioned Safety Regulations Manual.

Contractor Details

Contact Name:
Contact Number:
Authorised Signature:

Company Name:
Company Stamp: