



spaces
at The Spine



exhibitor guidance notes

Guidance method statement and risk assessment for exhibitors and stand builders

These notes are to be used as guidance only and a signed copy should be submitted with your own method statement, risk assessment and required permits to work for your specific event.

General notes

1. All operatives will be fully conversant with the task in hand and are competent tradesmen at the activity for which they are employed.
2. All operatives will wear personal protective equipment (PPE) at all times.
3. All operatives will abide by these guidance notes.
4. Operatives will use the RCP site facilities as made available to them.
5. Storage of equipment will only be provided by prior arrangement.
6. Site foreman / event organiser to take responsibility for site operatives.
7. Site meetings to be attended when required.
8. All deliveries to report to the event organiser and RCP porter prior to unloading, advance warning and times must be agreed in advance.

The guidance notes cover a majority of the day to day details of carrying out work associated with large exhibition installation. However, for every job the site conditions, type of work and materials to be used should be considered prior to commencement and you would be expected to provide the following:

- Site-specific risks assessment (as per a normal risk assessment but taking into account your specific task for the event) (see note 1).
- Method Statement covering all details of how the work is to be carried out on site (states how you will conduct your task and who will do it) (see note 2).
- A job specific Permit to Work (where applicable) is to be completed in association with the required RAMS (see note 3).
- A signed copy of RCP guidance notes confirming that you have read and agree with these notes (see note 4).

Notes

1. Site-specific Risk Assessments are required by any exhibitor/visitor setting up or running any stand/display larger than a table top display (pop-up banners are not included in this). Risk assessments must be provided at latest 7 working days prior to your event.
2. Method Statements are required by:
 - a) persons bringing on to RCP floors any structure that requires assembly / disassembly on site
 - b) any equipment that requires a trained operator to supervise its use or installation
 - c) any set- up or clear up that takes place out of normal working hours.
3. There are limited spaces available for loading and unloading. This has to be prearranged with your event planner at least 7 working days prior to the event. In order to access the loading bay we will require the following information in advance:

Company name
Vehicle registration number
Arrival time

Once you have unloaded your equipment, you will then need to move your vehicle to an alternative car park.

4. **Images will be required of all exhibition stands / equipment going on table top exhibition stands.**
5. Guidance notes are required by all.



Guidance notes for fitting out exhibition area

These notes relate to exhibitors or sub-contractors who are working for a specific event organiser.

Description of work

For non-standard materials or activities an appendix to these guidance notes will be added by the exhibitor, when the method of work is to be significantly changed.

Sequence of work

All work, will be carried out following recommended manufacturer's guidelines with any appropriate British Standards and construction drawings.

Parking

There is no parking available for exhibitors on site.

The nearest car park to The Spine is Paddington Village multi-storey car park, located on the campus at 2 Elm Grove, Liverpool L7 3AD.

Access

A safe means of access must be used at all times. Usually this will be via the undercroft entrance to the building. Please press the intercom at the car park barrier where the building reception will grant access (where previously authorised).

The building is open 7am – 7pm. Exhibitors wishing to access the building to set up outside of these times must make prior arrangements through their meeting planner via the event organiser. Access times must be agreed in advance with 48 hours notice. This must also be clearly shown on your method statement and risk assessment.

The dimensions of the **goods lift at the rear of the building** are:

Door: 2070mm high, 1070mm wide

Lift: 2210mm high, 1835mm wide, 1585mm deep

There are 6 passenger lifts available, all of which are DDA compliant. Please note, all equipment must be transported to the event floor via goods lift, not passenger lifts.

Consideration should be given for moving objects too large to fit into the lifts. For oversized equipment, a separate risk assessment and action plan should be attached to the method statement.

Items too large for the lift have to be managed by the client for movement to the upper levels (level 12 & 13).

If using a van to load and unload items at our venue, please be aware that the height restrictions of the **roller shutter in the undercroft** are:

Max height: 4.3 metres

Note: Access from the rear car park is **7am – 7pm Monday to Friday. No access on Saturday or Sunday.**

There is no access via the rear doors and rear car park out of hours.



WELL Standard

Our building incorporates all ten WELL Building Standard concepts – Air, Water, Nourishment, Light, Movement, Thermal Comfort, Sound, Materials, Mind and Community – to create an environment that has a positive impact on wellbeing.

Subtle design features include the use of repeating patterns in nature which have a naturally calming effect on the mind. Echoing a tree rising through the building, an earthier colour palette on the lower floors merges into greener, leafier colours and patterns and blue tones on the upper floors.

A natural theme continues with the introduction of plants at various levels throughout the building to improve air quality.

General care

All materials within the venue meet the WELL Standard Platinum rating. Our wooden floors are oak, vinyl flooring is made out of 96% recycled glass bottles and our carpets are created using 100% recycled fishing nets. We ask that visitors take great care when using our spaces to minimise the risk of damage or spills.

Interior fit out

The works must be undertaken by operatives who are aware of the risks involved in handling exhibition and display material. Gloves and other means of protection must be used to prevent cuts and abrasions from sharp edges.

Large units will be handled by a sufficient number of people to avoid the risk of injury.

Mechanical aids should be used at all time to reduce manual handling.

Decorative works

Reference must be made in your RAMS to any relevant COSHH data for substances being used and the required precautions taken.

Please note, up to date testing certificates and RAMS must be provided 7 days prior to your event.

Lasers and lighting

If laser levelling or alignment is used, the installation must be undertaken by a competent person.

Where possible a class 1 laser should be used. If a higher-powered laser is necessary then extra precautions to warn others and protect from accidental exposure will be taken.

Supervision, control and monitoring

All employees and self-employed labour will comply with the requirements of the Health & Safety at Work etc. Act 1974 and all other relevant health and safety regulations.

All subcontractors are to be supervised and monitored by their site foreman and they will provide all relevant **risk assessments and method statements** relevant to the work process.

Where applicable, a work specific Permit to Work must be completed and authorised before proceeding. This includes any tasks that involve electrics, heights or hot works. These must be submitted in addition to and not in lieu of the associated RAMS.

Please contact the RCP workplace manager for further guidance information.

The site foreman will abide with any specific site rules and requirements from the principal contractor's/ event organiser's safety policy and construction phase health and safety plan.

All work by exhibitors, contractors or sub- contractors is to be directly controlled by the on- site foreman, who will ensure the safe means of working as described in their method statement is complied with.

The foreman will liaise with the principal contractor/ event organiser for any overlapping issues with the principal contractor or other subcontractors.



Safety of third party

All employees and subcontractors will be made aware during the site induction of any risks their work can impose on others in the vicinity.

Work will only be undertaken in such a way as to minimise these risks or when adequate protection is in place. The foreman will liaise with the principal contractor /event organiser to ensure protection against falling materials is adequate.

Portable appliance testing

All portable electrical items must be fully compliant and tested, certificates must be provided, at least 7 working days in advance of your event.

Public Liability Insurance

PLI certificate (if applicable) must be provided at least 7 working days prior to your event.

Environmental control

Every effort will be made to keep noise, dust and waste levels to minimum and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed.

RCP and Liverpool City Council recycle most waste products. There is a facility to recycle, paper, food and glass. During working hours ask for porter assistance and they will remove these items for recycling.

Clinical waste

The client must inform their meeting planner if clinical waste will be produced during their event. It is the clients' responsibility to dispose of any clinical waste immediately and they must provide details of the collection company prior to the event.

Smoking

The RCP and Liverpool City Council operate a strict no smoking policy. This includes any space within The Spine building. There is designated smoking shelter located opposite the entrance to the Kaplan building.

Personal protective equipment (PPE), first aid and emergency procedures

All operatives and subcontractors will wear PPE at all times whilst on site. Additional PPE is to be worn as the work dictates.

All operatives will be made aware of first aid and emergency procedures on their arrival to site. This information will be provided by the principal contractor/ event organiser. RCP employs a system of first aid at work trained personnel. Should assistance be required please report to reception.

For contractors working outside of normal working hours, there will not be the normal first aid cover. This must be shown on the method statement and risk assessment. First Aid cover must be provided by the event organiser

Please note that lone working is prohibited on site at all times.



Siting of exhibition stands

No equipment of any description is to be set up in close proximity to any RCP property and protection must be provided to protect carpets and wooden floors (if applicable) - this is at an additional cost which can be provided by your Meetings & Events Planner.

Any questions regarding the siting of stands should be addressed to the meeting planner via the event organiser. No fixtures and fittings are to be altered in any way.

Notices, posters or displays of any kind are not to be placed on to any surface in the building, including doors. Signage stands can be provided on request and poster boards can be supplied at an additional cost.

Furniture

Stands will usually be provided with a 6ft table, two chairs and access to power (unless specified otherwise). If these are not required please bring this to the attention of the event manager and they will be removed. Please do not move any other furniture. If you require furniture to be moved, again ask the event manager and they will assist with your requests.

Delivery and collection address

The RCP will only accept deliveries and collections between 7.30am and 4pm at the following address only:

The Royal College of Physicians
The Spine
2 Paddington Village
Liverpool
L7 3FA

Deliveries

The RCP will only accept deliveries marked with the following details:

Please address your deliveries as follows:

- The Royal College of Physicians
- Title of event
- Name of contact at the venue (e.g. organiser/ exhibitor stand name and number)

- Date of event
- Room the box needs to be on the day
- Box (number) of (total number)

Please use the labels below wherever possible. Any items incorrectly labelled may be refused.

Deliveries by pallet will only be accepted by prior arrangement. Should these arrive, an automatic charge of £50 + VAT per pallet will be added to your booking to cover disposal if the courier does not offload and remove them from RCP property.

Collections

Please mark any items to be collected as follows:

- Name of company (receiving)
- Title of event
- Name of contact and telephone number
- Date of event
- Delivery address (receiving)
- Date of collection and by which courier company
Box (number) of (total number)

Please use the labels below wherever possible. Any items incorrectly labelled may not be given to couriers for collection.

Deliveries and collections should be made within the RCP opening hours.

As storage is at a premium, please do not deliver items more than 24 hours prior to your event and collect them no later than 24hrs after your event. Any items left longer at the RCP may be destroyed.

All items stored are at your own risk and any items not labelled with return address will be disposed of.

The RCP will not be responsible for any item sent by post or courier that gets lost or damaged or for any items left at the RCP after the event has taken place.

Company name: _____
Date of exhibition: _____
Event name: _____
Signed: _____
Print name: _____
Date: _____





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delivery note

DELIVERY ADDRESS:

The Royal College of Physicians
The Spine
2 Paddington Village
Liverpool
L7 3FA

TITLE OF EVENT _____

EXHIBITING COMPANY NAME _____

DATE OF EVENT _____

ROOM _____ STAND NO _____

EXHIBITOR/ORGANISER CONTACT _____ MOBILE NO _____

THIS IS BOX _____ OF _____

PLEASE AFFIX A COMPLETED COPY OF THIS FORM TO EACH PARCEL
YOU DELIVER TO THE VENUE

ITEMS NOT USING THIS LABEL MAY BE REFUSED

Deliveries by pallet will only be accepted by prior arrangement.
Should these arrive, an automatic charge of £50+VAT per pallet will be
added to your booking to cover disposal if the courier does not offload
and remove them from RCP property



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collection note

COMPANY NAME _____ STAND NO _____

RETURN ADDRESS _____

TITLE OF EVENT _____ DATE _____

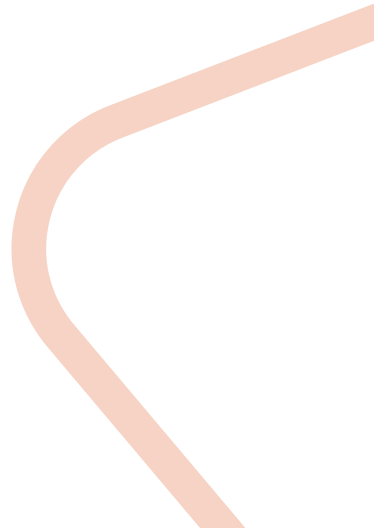
EXHIBITOR CONTACT _____ MOBILE _____

TOTAL NO. OF ITEMS _____ COURIER COMPANY _____

**PLEASE AFFIX A COMPLETED COPY OF THIS FORM TO EACH PARCEL
YOU LEAVE FOR COLLECTION**

It is the clients/exhibitors responsibility to communicate to the courier,
the number of items to be collected.

If items re being sent to multiple addresses the courier will have to show
all these details at the collection point before the items will be released.



collection form

Items for storage and labelling:

- Please ensure the items are secured in the packaging that they were delivered in.
- Fill in the form overleaf and leave this with the items you wish to have collected. We will keep this form and ensure that the courier collects as per the details on the form.
- Ensure that all items are labelled with the attached labels. Should you require more copies, these will be provided. (If you have already produced your own labels, please ensure they have the same information on them as the ones we provide).

Part A - To be completed by the client/exhibitor	
Date of event	
Name of event	
Name of exhibitor	
Number of items	
Address to be delivered to	
Date to be collected	
Courier company (if known)	
Part B - To be completed by RCP	
Date collected from RCP	
Time of collection	
Courier company	
Name of courier	
Total number of items collected	
Remarks	

Collections:

RCP will store items prior to collection for a period of 24 hours only. Long periods of storage must be arranged with your meeting planner prior to the event.

It is the clients/exhibitors' responsibility to communicate to the courier, the number of items to be collected. If items are being sent to multiple addresses the courier will have to show all these details at the collection point before the items will be released.

Permit to Work Systems

Introduction

As part of the revised Property Services strategy we will now be implementing a Permit to Work System for all contractors throughout the RCP estate.

These documents are designed to enable tighter control of the risks involved during planned works around the building and help with our statutory obligations to the RCP. They are also intended as documented evidence to safeguard ourselves ensuring contractors comply with their statutory and legal requirements.

Guidance information about Permit to Work Systems

A permit to work (PTW) is a formal written safety control system that is implemented to help prevent accident or injury to personnel, prevent damage to plant/machinery and to prevent damage to a product or to a client site. This is, in particular, required when the work has foreseeable high risk content.

The RCP have 4 work permits available:

1. Generic Permit to Work
2. Electrical Permit to Work
3. Permit to Work at Height
4. Hot Works Permit

All PTW's should be **task specific** and accompany the required necessary risk assessments and method statements; a permit is not a replacement.

In most circumstances, permits should only be in place for a limited duration and be clearly dated and with specific conditions attached. However, PTW's for a generic programme of works and where the working practices remain the same they can be left open for longer periods but will be subject to review.

All permits will always be cancelled and revised should working methods or personnel change and when the operations laid out in the permit have been completed.

Typical areas / work activities that should be covered by a permit include:

- Hot works (welding, soldering or cutting using hot flame techniques outside of designated areas)
- Working at height, including on roofs
- Confined or isolated spaces for example, ducts
- Electrical works or live working on electricity supply systems
- Hazardous materials
- Work in the proximity of, or involving, explosives or highly flammable substances
- Isolation of or modification to fire safety systems, alarms, etc.
- Work in areas where there is a risk of exposure to hazardous chemicals or microorganisms

Permits should be completed in all instances by the supplier to avoid any misinterpretation. They should then be returned to a member of the Property team for countersigning along with any supporting documentation i.e. Risk Assessments, Method Statements etc. for review.

Only when the permit has been authorised, and in accordance with other departments where necessary, should the works commence.

If risks are too high, for example because of bad weather conditions or dangerous structure, then a permit should not be issued.

All permits will be retained by Property Services and a copy should be kept with the contractor.


Please note all RAMS may be passed to the landlord for review if relevant and related to the building.



The Royal College of Physicians
The Spine
2 Paddington Village
Liverpool
L7 3FA

 spacesatthespine.co.uk

 spaces@rcp.ac.uk

 0151 318 2200

 @RCPspaces

 @rcpspaces

 RCP Spaces at The Spine

