

Business Activity Coordination.

Information on hazards and preventive measures in
exhibition areas during build-up and dismantling
Palacio Municipal at IFEMA MADRID.

The image shows a large, modern building with a facade made of dark blue and grey panels. A large, stylized logo is visible on the left side of the facade, consisting of a red and white abstract shape. The text "IFEMA MADRID" is printed in large, white, sans-serif capital letters across the middle of the facade.

IFEMA
MADRID

IN ACCORDANCE WITH ARTICLES 24, 30, 33 AND 34 OF THE WORKPLACE HAZARD PREVENTION LAW

Article 24: Coordination of business activities

1. When two or more companies are working in the same workplace, they must co-operate in applying workplace hazard prevention regulations. To do this, they must establish any means of coordination necessary for their protection, the prevention of workplace hazards and sharing information about them, in accordance with section 1 of article 18 of this Law.
2. The owner of the workplace must adopt the necessary measures so that other companies working in the workplace receive adequate information and instructions in relation to the hazards existing in the workplace and the corresponding protection and prevention measures, as well as applicable emergency measures, to be transmitted to their respective workforces.
3. Companies contracting or subcontracting other companies for tasks or services corresponding to their own activity in their own workplaces must ensure compliance with workplace hazard prevention regulations by these contractors and subcontractors.
4. The obligations assigned in the last paragraph of section 1 of article 41 of this Law will also be applicable to contracted work if the workers of the contractor or subcontractor company do not work in the workplace of the main company, as long as these workers are working with machinery, equipment, products, raw materials or tools provided by the main company.
5. The duties of co-operation, information and instruction set out in sections 1 and 2 will be applicable to freelancers working in these workplaces.

IMPORTANT INFORMATION - PREVAILING REGULATIONS:

– If you are an Organiser of a fair or event at Palacio Municipal at IFEMA MADRID, see the “Participation regulations for events with or without exhibitions at Palacio Municipal at IFEMA MADRID” as well as the technical annexes that complement the aforementioned regulations, all which are available at ifema.es in the Conventions and Congresses area.

As the data controller for the personal data gathered in this form, INSTITUCIÓN FERIA DE MADRID (0/2873018B) informs you that: **Purposes:** (i) the management of companies and their personnel and (ii) the management and handling of the assembly of the fair or event. **Legal basis:** consent and contractual relationship. **Recipients:** The contractor shall obtain, where appropriate, the consent of its personnel for the transfer of this data. IFEMA MADRID may communicate your data to companies involved in assembly-related work (see ifema.es) as well as to the administrative and judicial authorities, where legally required. Your data will not be subject to international transfer. **Storage:** The data will be stored for the legally required periods. **Rights:** you may exercise your right to access, rectification, deletion, restriction or objection to processing and to data portability, withdrawing the consent given by writing to Avenida del Partenón 5, 28042 Madrid, or by sending an email to "protecciondedatos@ifema.es" with the subject: "ASSEMBLY-company and name of the fair", including your name and passport or national identification number. You may request guidance from the AEPD and consult our full privacy policy at ifema.es. Help us keep data up to date by informing us of any changes thereto. **Failure to provide this information or its cancellation means you will not be authorised to provide services on the premises.**

INFORMATION ON RISKS AND PREVENTATIVE MEASURES IN EXHIBITION AREAS DURING THE ASSEMBLY AND DISMANTLING STAGES.

In compliance with the Occupational Health and Safety regulations, IFEMA MADRID informs companies that carry out work in the exhibition/meeting areas of the Palacio Municipal at IFEMA MADRID about the risks that exist in these areas during the assembly and dismantling phases, as well as the health and safety measures to be adopted to eliminate or minimise them.

GENERAL ISSUES






In order to avoid Workplace Accidents, all companies and/or professionals working for themselves or third parties inside the Palacio Municipal at IFEMA MADRID must comply with the Occupational Health and Safety regulations with respect to the tasks they perform. Special care must be taken with machines and tools, as regards their compliance and training of users, circulation of vehicles and use of Personal Protective Equipment. Likewise, companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures.

Specifically, as a general safety measure in the event of a concurrence of activities it shall be mandatory to wear a hardhat, highvisibility vest and safety footwear throughout the assembly and dismantling phases of fairs and events in all of the exhibition areas.

Access will be strictly prohibited without said personal protective equipment. This instruction applies to any person accessing, in transit or carrying out activities in, or simply present in the halls or exterior exhibition areas during the assembly and disassembly procedures.

This instruction does not exempt anyone from the responsibility to use any other protection equipment necessary for each specific task in the course of said assembly and dismantling phases.

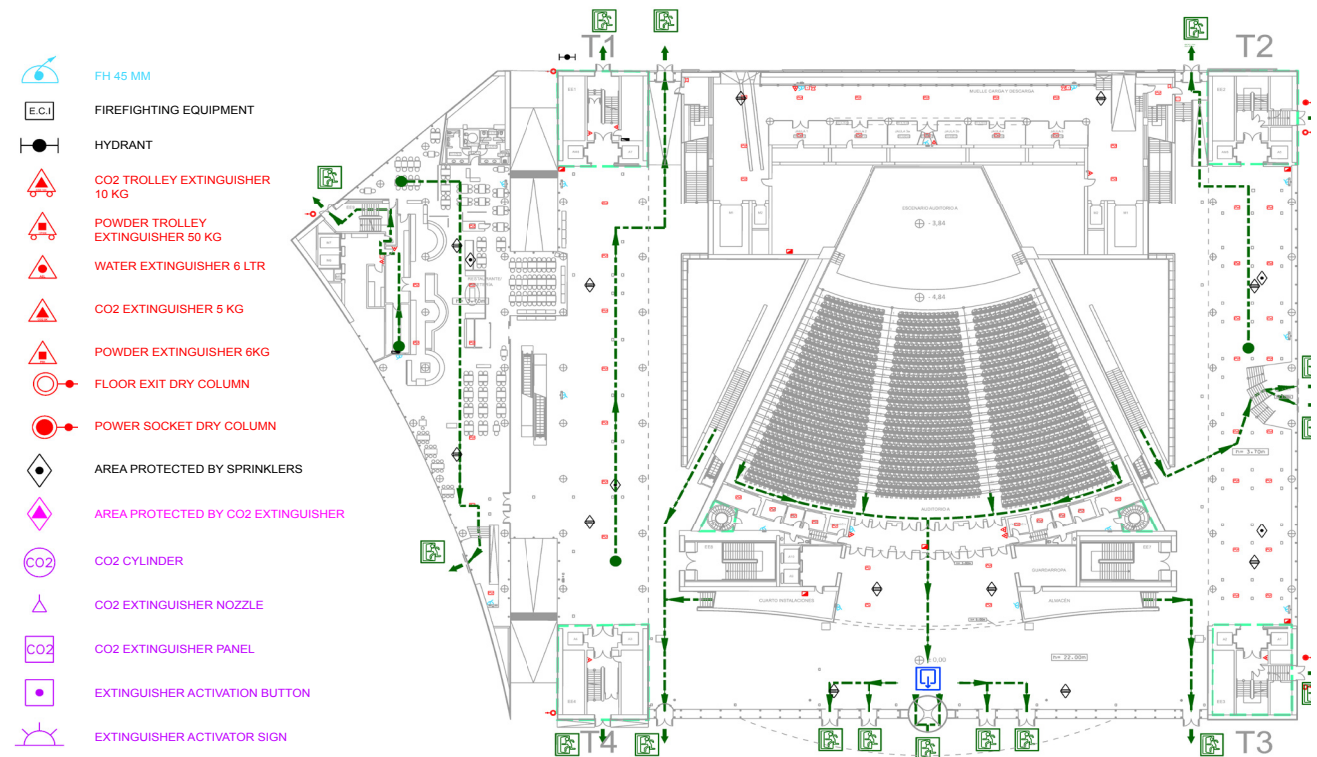


RISKS		PREVENTION MEASURES
Risk of same level falls due to tripping over various materials.		<ul style="list-style-type: none"> - Keep your assigned work area clean and tidy. - Do not store material or work in the interior aisles.
Risk of stepping on sharp objects.		<ul style="list-style-type: none"> - Do not leave materials with protruding nails or screws on the floor.
Risk of impacts with vehicles.		<ul style="list-style-type: none"> - All vehicles circulating in the Palacio Municipal at IFEMA MADRID loading and unloading area shall use the safety equipment established by the manufacturer, with the permanent use of lights and sound. - Drivers or operators shall have adequate training and shall apply these measures at all times. - Do not carry more people than that permitted for each type of vehicle.
Risk of falling objects.		<ul style="list-style-type: none"> - During the assembly and dismantling of raised installations, the necessary measures shall be adopted to avoid accidents due to falling objects
Risk of starting fires in assembly materials.		<ul style="list-style-type: none"> - The materials used for covering floors shall be EFL fire retardant. In the case of walls and ceiling, materials shall be class c-s2, d0. - Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.). - Unobstructed access to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.), even when these are inside the contracted spaces. - Before work begins, all companies shall inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area.

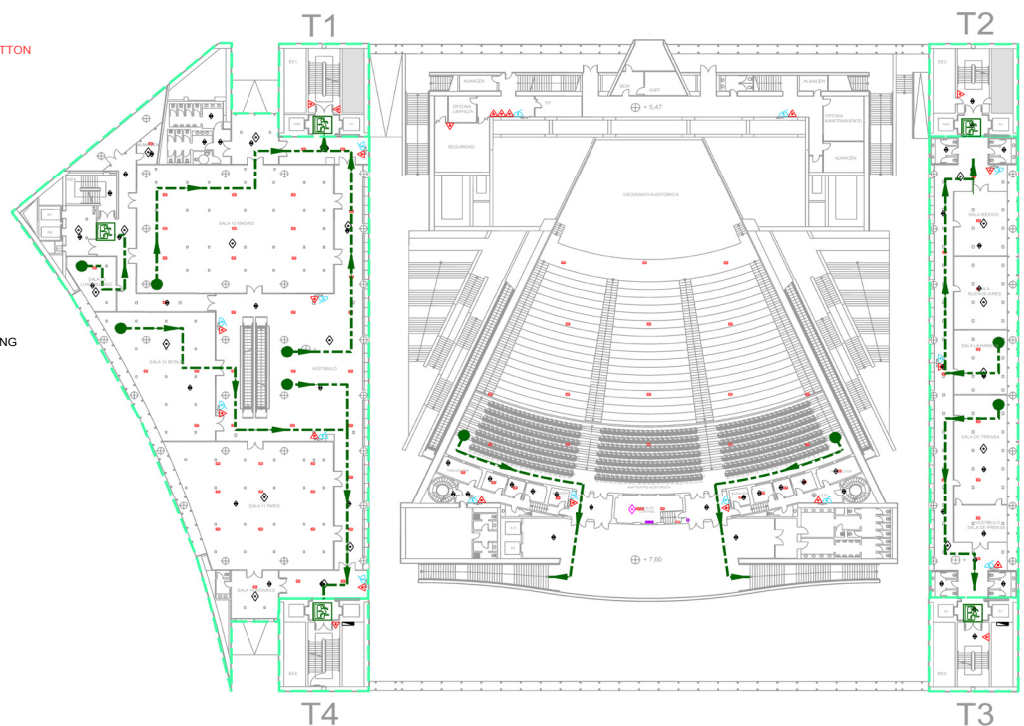


INFORMATION ON EMERGENCY MEASURES AND EVACUATION IN PALACIO MUNICIPAL AT IFEMA MADRID, PLAN SHOWING LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS, FIREFIGHTING AND HEALTHCARE FACILITIES

EXPANDED PLAN OF THE EXHIBITION AREAS

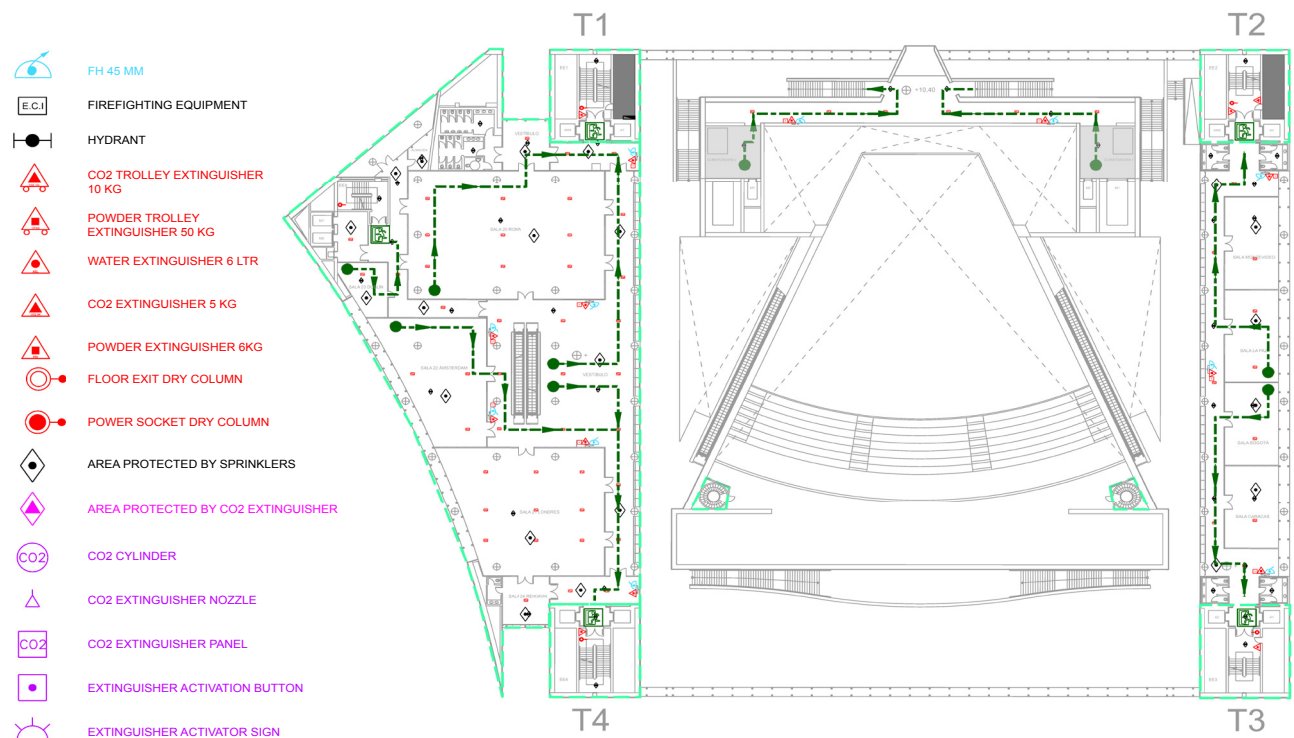


Ground Floor

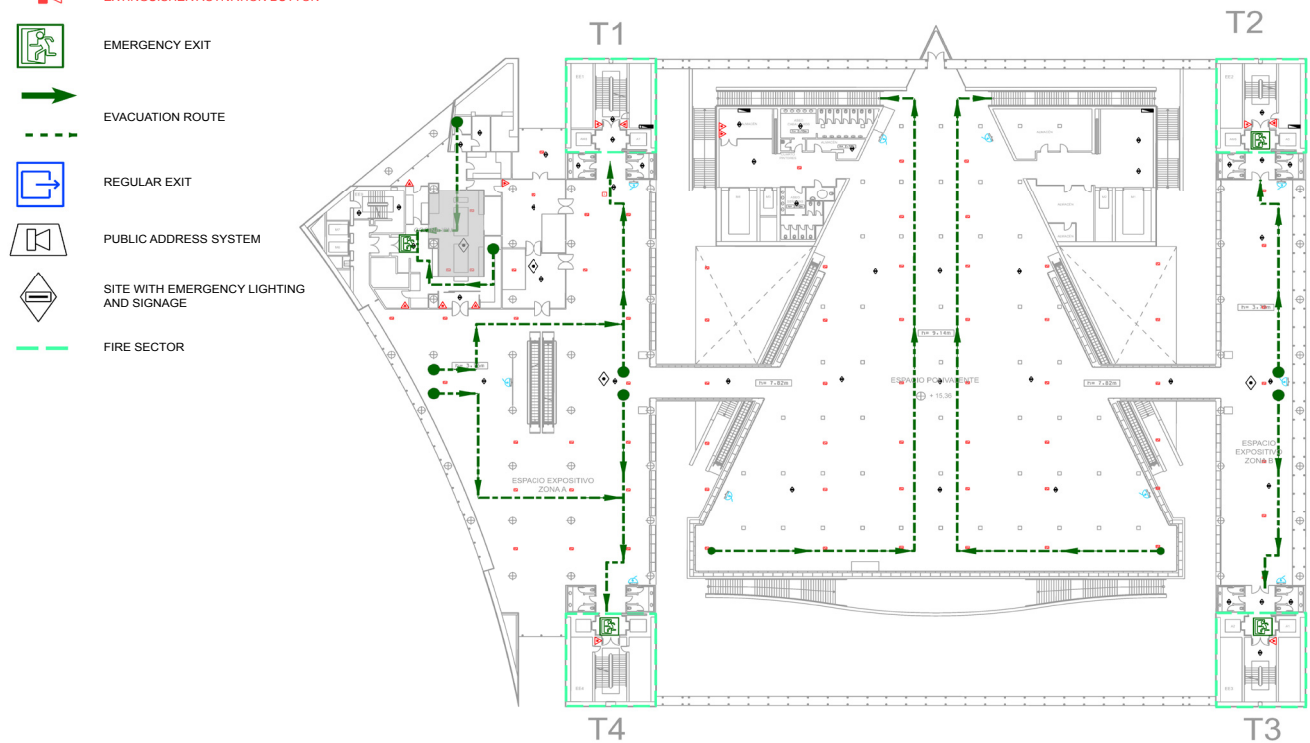


First Floor

EXPANDED PLAN OF THE EXHIBITION AREAS

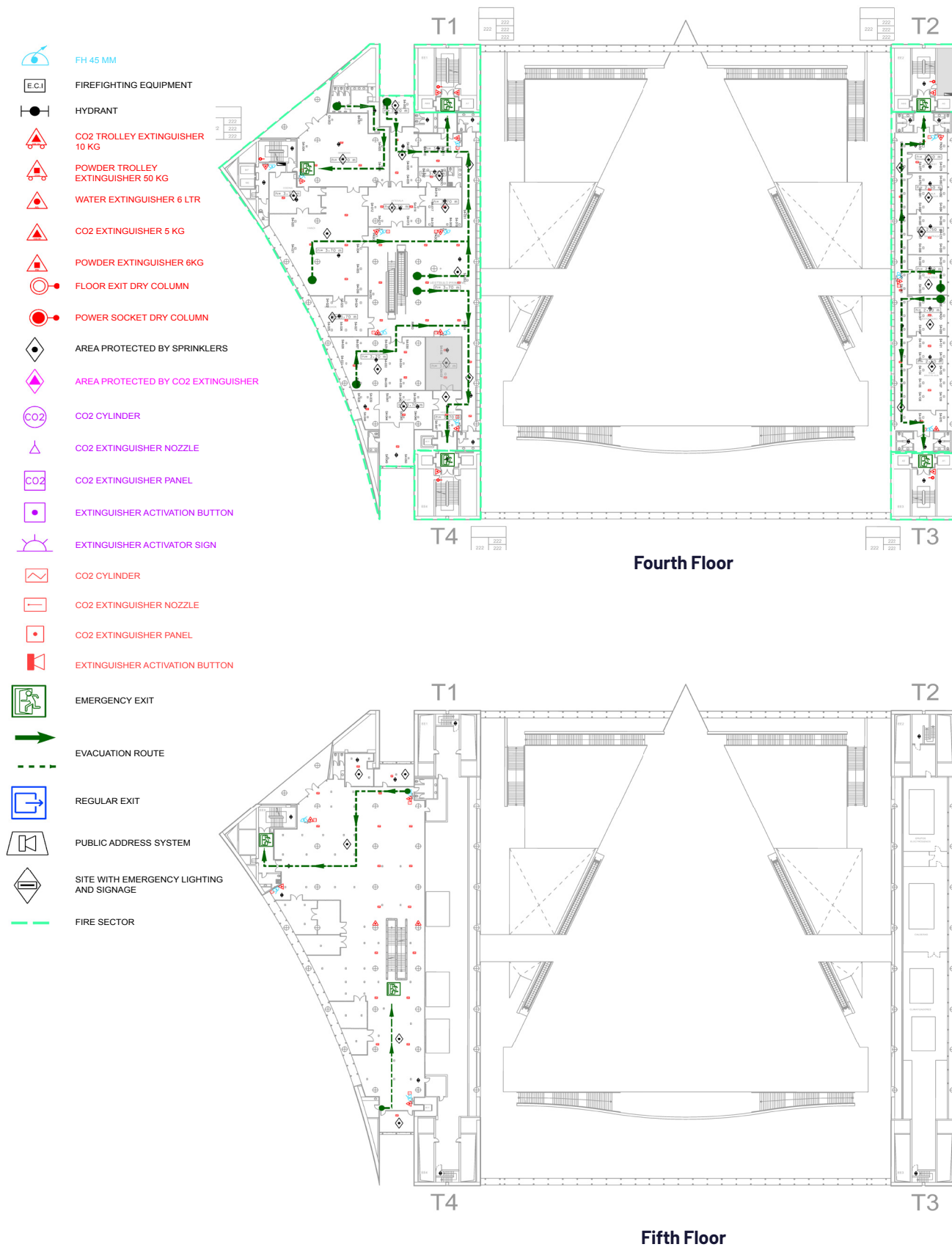


Second Floor

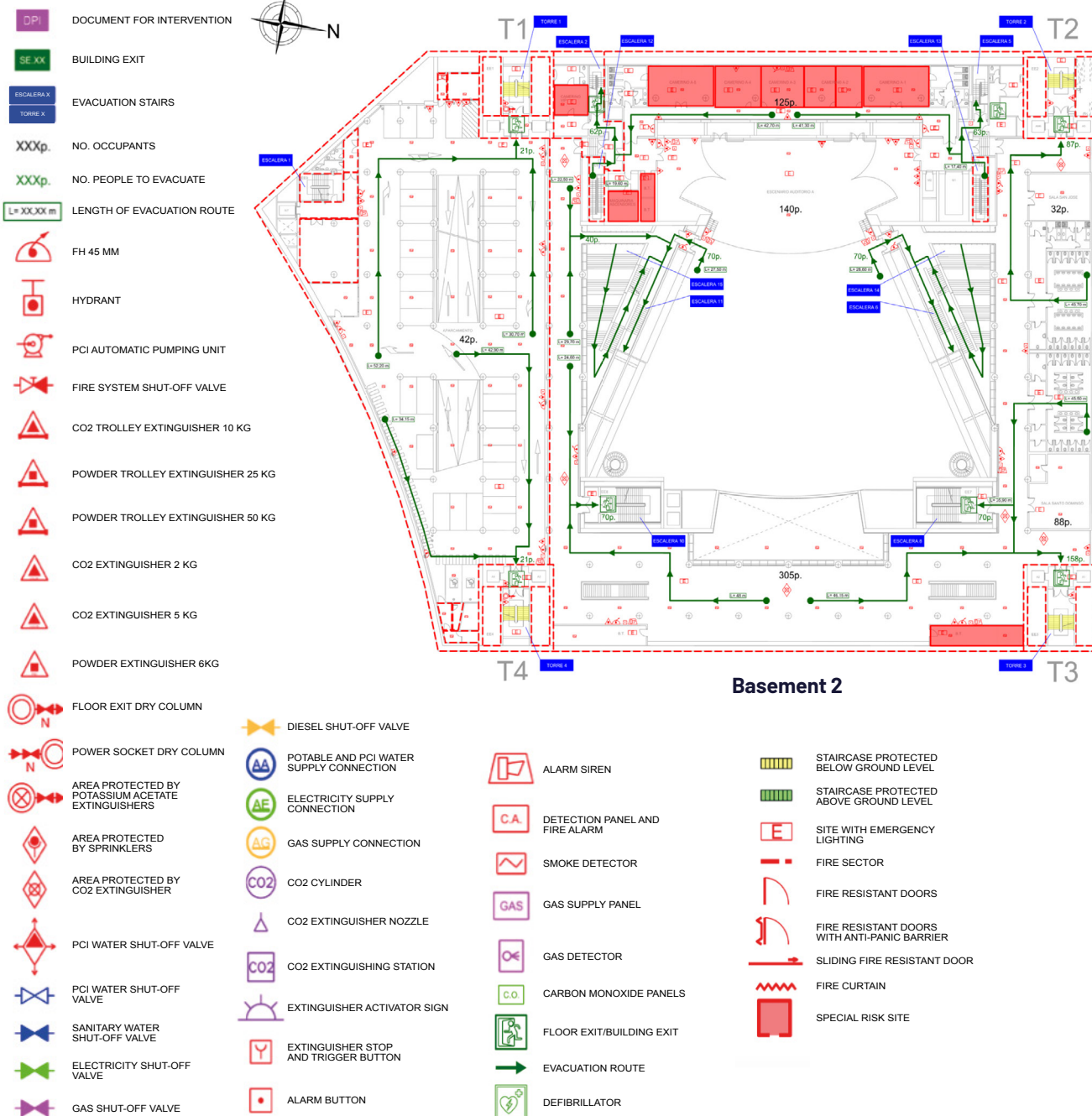


Second Floor

EXPANDED PLAN OF THE EXHIBITION AREAS



EXPANDED PLAN OF THE EXHIBITION AREAS



Basic Emergency and Evacuation Regulations

- When you arrive at your work area, identify and show your personnel the Evacuation Routes, Emergency Exits and Firefighting Equipment.
- When you hear the Evacuation Order, transmit it to all your personnel and start evacuation immediately.
- Leave the area via the Evacuation Routes to the Emergency Exits.

- Be sure that all your personnel are leaving ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams.
- Avoid doing anything which might cause panic.
- Aisles and evacuation routes must be kept free of objects at all times.

Public Emergency Services
112

For any type of Emergency
91 722 58 00
24-hour service

Your own safety and that of everyone working in the Palacio Municipal at IFEMA MADRID depends on your appropriate action. **Thank you for your cooperation.**

<< Help us prevent accidents >>

Occupational Health and
Safety Committee

