CDM Information

Construction, Design and Management information applies to all 'construction' activities including all those at the event build up and break down periods of exhibitions.

There is compulsory documentation that you will have to produce for the management of your exhibition stand, these requirements are detailed below. The information is intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

The key principles to manage construction safely are:

- eliminate or control risks so far as is reasonably practicable
- ensure work is effectively planned
- appoint the right people and organisations at the right time
- making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- have systems in place to help parties cooperate and communicate with each other and coordinate their work
- consult workers with a view to securing effective heath safety and welfare measures

What are the responsibilities of an Exhibitor under CDM?

Exhibitors must ensure that their participation at an event is carried out safely and CDM information is intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

Shell Scheme Exhibitors:
CDM will only apply to you if you intend to carry out any construction within your shell scheme stand (i.e. build within your shell scheme). Stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction. If you are undertaking construction within your shell scheme stand you will need to follow the guidance below for Space Only stands.

Space Only Exhibitors:
Under CDM you are defined as the 'Client' and your duties/responsibilities are:

- Make arrangements for managing a project. You do not need a specialised co-ordinator but you should ensure that someone is named as responsible for ensuring all of the required roles are fulfilled. The majority of responsibilities can be delegated to your space only stand builder (contractor), marketing agency or designer if you use one.
- Ensure construction work is carried out safely and that welfare requirements are complied with. This can usually be delegated to your stand builder or agency.
- Ensure a **Construction & Dismantle Phase Plan** is drawn up. Your Designer/Contractor will do this for you and will run alongside existing Risk Assessments and Method Statements that they should be doing as part of their obligations
- Appoint a Principal Designer, Principal Contractor & Contractors:

The **Principal Designer** would be the person or company who is in control of the 'designs' of your stand.

The **Principal Contractor** would be the person or company who is in control of the 'build' of your stand. The Principal designer and Principal contractor could be the same company.

The role of Contractor is often provided by the same company who fulfil the Principal Contractor role. However, should the Principal Contractor employ a third party or other subcontractors to actually deliver on-site, the third party or sub-contractor would take this responsibility on.

The above roles may be carried out within your own business, by one external party or by several separate parties. They can also be carried out by the same person – the important thing to remember here is that you appoint parties to fulfil the below elements and the parties you appoint are competent, understand their responsibilities and liaise with each other.

The **Principal Designer** must:
Ensure that all planning and design, pre-construction, is carried out in compliance with the law, organisers and venue regulations

Ensure that risks are identified, eliminated and controlled at the design stage.

Ensure that a Construction Phase plan is drawn up and a Health & Safety file is prepared and revised where necessary.

Ensure that pre-construction information is provided to contractors.

The **Principal Contractor** must:
Plan, manage and co-ordinate the construction phase (build-up & breakdown).

Ensure work is carried out without risks to Health & Safety.

Draw up site rules for the stand area (these will often mirror the Event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities.

Restrict access to your site as and when required by the work being carried out at the time.

The **Contractor** must:
Plan, manage and monitor the way construction work is carried out. This includes ensuring it is safe to construct and remove within an event environment.

Plan construction in such a way that it has little or no impact on the neighbouring constructions or contractors.

Provide information, instruction, and training.

Liaise and comply onsite with Event Operations team (Floor Management). Under CDM, your role is defined as that of the **Principle Designer** and/or **Principle Contractor.**

Both of these roles require the Stand Builder to ensure that the CDM "Client" – ie the exhibitor – is aware of their own duties within CDM, which are effectively to provide resources to the project, appoint the other CDM roles, manage their coordination and ensure that these other organisations fulfil their duties such as producing a Construction Phase Plan, Risk Assessment and Method Statement and providing welfare.

As well as educating the exhibitor, as a **Principal Designer** a Stand Builder will be responsible for controlling the pre-construction information, design and planning phase of the project. They will be responsible for using and communicating exhibitor, organiser and venue provided information. They will also be responsible for coordinating in-house and external technical designers including a structural engineer where relevant, designing out fabrication and assembly risk before production

Over and above that, you should ensure that the welfare of the team carrying out the construction is planned for, please consider:

- Working hours.
- Equipment required.
- What Protective equipment (PPE) is required?

Vehicles and Pedestrian routes:
It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown. Please be clear with any staff that you are bringing on site that care should be taken at all times. If your teams are operating in loading areas they should be aware of the movement of traffic and should wear hi-visibility clothing as a minimum. Where you are able to drive a vehicle within the event perimeter your driver should be made aware that pedestrians have right of way at all times and there will be speed restrictions in place.
If you have any queries, please do not hesitate to contact a member of the Operations team and thank you for taking the time to read this important information.

For more information: operationsemea@iaapa.org

structural engineer where relevant, designing out fabrication and assembly risk before production starts, assembling a Health and Safety file and Principal Contractor liaison (if not taking this role on themselves).

As **Principal Contractor**, the Stand Builder will then manage and monitor the construction and de-rig safely, documenting their approach in a **Construction & Dismantle Phase Plan**. They will coordinate and manage freelancers and subcontractors (identified simply as **'Contractors'** under CDM), undertake an induction talk and provide relevant health and safety information, instruction, training and supervision to all personnel, including emergency and first aid arrangements. Stand Builders should also undertake due diligence on their own suppliers and also on those suppliers appointed by a venue or an organiser where required.

Stand Designers and Stand Builders need to ensure that their participation at an event is carried out safely. **Each Space Only exhibition stand will be classed as a separate CDM site** within the larger CDM site of the event itself. Under the Construction, Design & Management (CDM) Regulations the roles fulfilled are as outlined below and the key duties/responsibilities are.

What is the Construction & Dismantle Phase Plan?
The Construction & Dismantle Phase Plan, (CDPP) is a simple plan that needs to be documented and communicated before the construction work starts. Essentially it needs to demonstrate that you have thought about health and safety involved with the construction (and de-construction) of your stand. It is compulsory for all space only and other stands holders - where construction activities occur, to consider and document the following:
Who are the duty holders? (particularly Principal Contractor) What training/experience do they have?
What do they need?

How will they be monitoring progress & safety?
How will site rules, changes of information, Construction Phase Plan, Method Statement, Risk Assessment, Accidents & Incidents be communicated?
What consultation process is in place with your contractors?

Who is responsible for what?
What are the site rules?
What are your Welfare Arrangements?
What are the main dangers in your construction process and what controls are in place?

A template for **CDPP Plan is available but** please do note though that the style with which you provide the plan is not mandated and you may submit the document in your own format. We require your **CDPP** to be submitted as part of your stand design submission. Permission to commence build will not be issued until this plan is received.

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