

## BUSINESS ACTIVITY COORDINATION AND PREVENTION OF LABOUR RISKS

Protocol for designating the Person in Charge of monitoring the workplace hazard, in prevention of the regulations in the work, carried out in Exhibition of Palacio de Congresos de Granada.

Ensuring the health and safety of all the people working on the workplace is the legal obligation of the owners, and thus the aim of Palacio de Congresos de Granada and Grupo RCK.

In accordance with the current regulations, this is directed to the contractors, subcontractors, freelancers and exhibitors carrying out works during the assembly and dismantling phases of fairs and events, working for themselves or others, in the Palacio de Congresos de Granada.

Please, send this completed document to: [servicios@rck.es](mailto:servicios@rck.es)

FAIR/EVENT \_\_\_\_\_

COMPANY \_\_\_\_\_

ACTIVITY \_\_\_\_\_

### COMPANIES FOR WHOM THE WORKS IS BEING CARRY OUT

SOCIAL DENOMINATION	HALL	STAND N.º
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### PERSONNEL CARRYING OUT THE WORK

LAST NAME AND NAME	ID DOCUMENT	LAST NAME AND NAME	ID DOCUMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### PERSON IN CHARGE FOR COMPLIANCE WITH THE WORKPLACE HAZARD PREVENTION REGULATIONS

LAST NAME AND NAME \_\_\_\_\_ ID DOC. \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

The applicant company declares to know and accept the Application Regulations (see note on the back).

The companies hired by the Exhibitor must comply with the Procedure for Coordination of Business Activities established and complete this document.

The data reflected in this document will be included in a file of RCK in order to manage the companies and personnel assigned to the assembly and dismantling of competitions of the Palacio de Congresos de Granada. The contractor shall obtain, where appropriate, the consent of its personnel for the transfer of this data to RCK.

If you wish to deregister your data, please inform RCK by this same email.

The refusal to provide this information or its cancellation entails the non-authorization to provide services on-site.

## STATEMENT OF COMPLIANCE

Works carried out in the Palacio de Congresos de Granada.

The company ..... with VAT number: ..... States the compliance with the following points described for the works of assembly and disassembly in the exhibition area of the Palacio de Congresos de Granada, in ..... from (DATE) ..... to ..... of .....

1. TC1 / TC2 / RNT (paying the taxes and social security contributions) and/or to have the receipt certificate of being up-to-date of payments of the freelancers.
2. Being up-to-date of payments with the social security.
3. Being up-to-date of payments with the Tax Agency.
4. Being up-to-date of payments with of the third party risk prevention service.
5. Risk assessment of workplaces.
6. Training and information on occupational risk prevention for workers.
7. Delivery of personal protection equipment to the workers.
8. Workers' aptitude (health / medical examination).
9. Civil liability insurance.

Date: ..... of 20..... in .....

COMPANY NAME:.....

Signature and company's stamp:

## 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.

### Article 30: Protection and prevention of occupational hazards

6. In compliance with the obligation to prevent occupational hazards, the company will designate one or more workers to monitor this activity, constitute a prevention service or contract this service from an external specialist body.

### Article 33: Consultation of workers

7. The company must consult its workers sufficiently in advance regarding the adoption of decisions relating to:
  - a. Planning and organising work in the company and the introduction of new technology, in everything relating to the consequences this may have for the health and safety of the workers, arising from the choice of equipment, determining and adapting working conditions, and the impact of environmental factors at work.
  - b. Organising and carrying out activities to protect health and prevent occupational hazards in the company, including the designation of workers in charge of these activities or contracting an external prevention service.
  - c. Designating workers in charge of emergency measures.

### Article 34: Rights of participation and representation

8. Workers have the right to participate in the company in matters relating to the prevention of workplace hazards. In companies or workplaces with six workers or more, their participation will be channelled through their representatives and the specialist representation regulated in this chapter.

### PREVAILING REGULATIONS:

- If you are an exhibitor at a fair or congress organised by RCK, you may consult the General Participation Regulations of Palacio de Granada and the specific rules of the fair or congress you will attend.
- If you are an Exhibitor of a Fair or Congress with Exhibition not organised by RCK, you must consult the Protocol for Exhibitors (Rules of Participation for Exhibitors at Externally Organised Fairs)
- If you are the organiser of a Fair, Congress or event with or without Exhibition in Palacio de Congresos de Granada: you must consult the Protocol for Organizers.

In the last two cases, we suggest consulting the Organizer's own rules for their exhibitors as they may contain additional useful information.

## Information on risks and preventative measures in exhibition areas during the assembly and dismantling stages

In compliance with Workplace Hazard Prevention Regulations, RCK informs the companies working in the exhibition areas of Palacio de Congresos de Granada of the existing risks in these areas during the assembly and dismantling phases, and the use of preventive measures to be adopted to eliminate or minimise them.

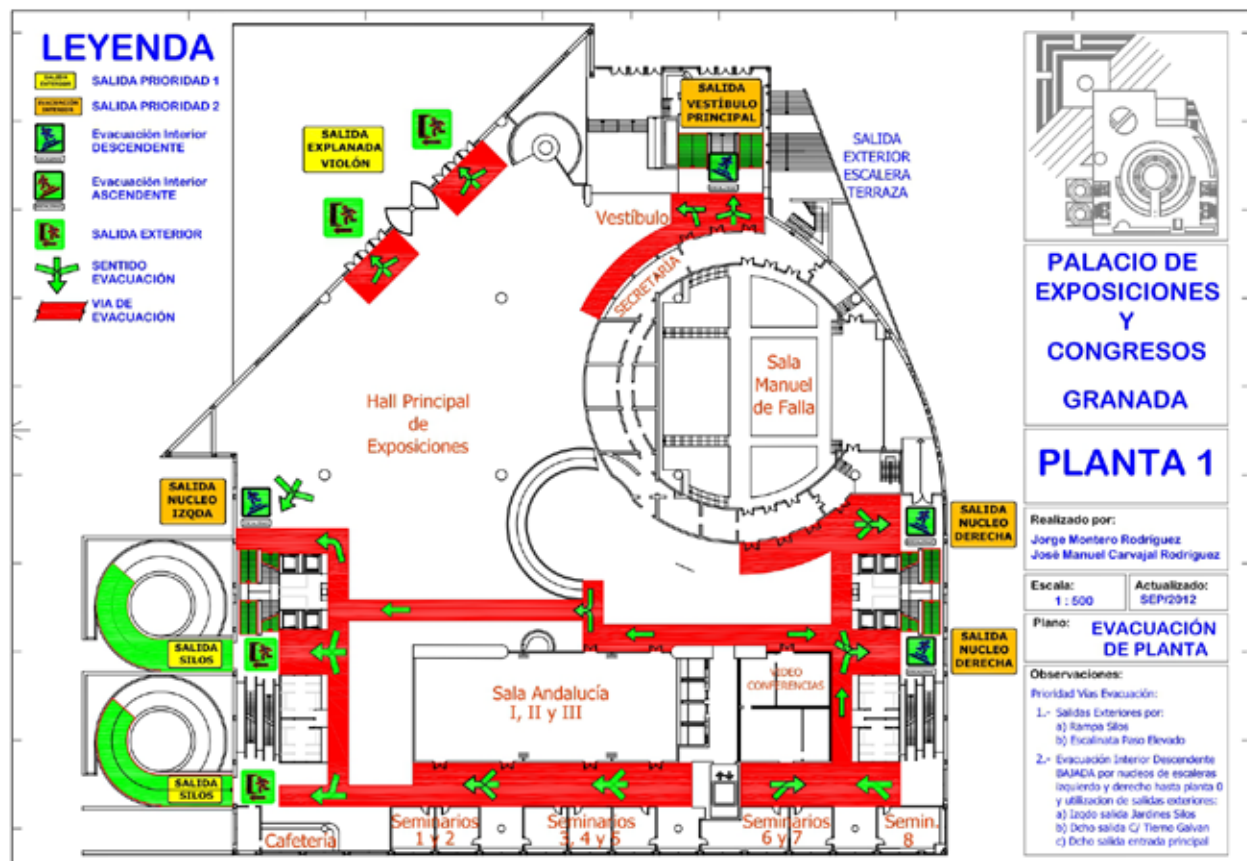
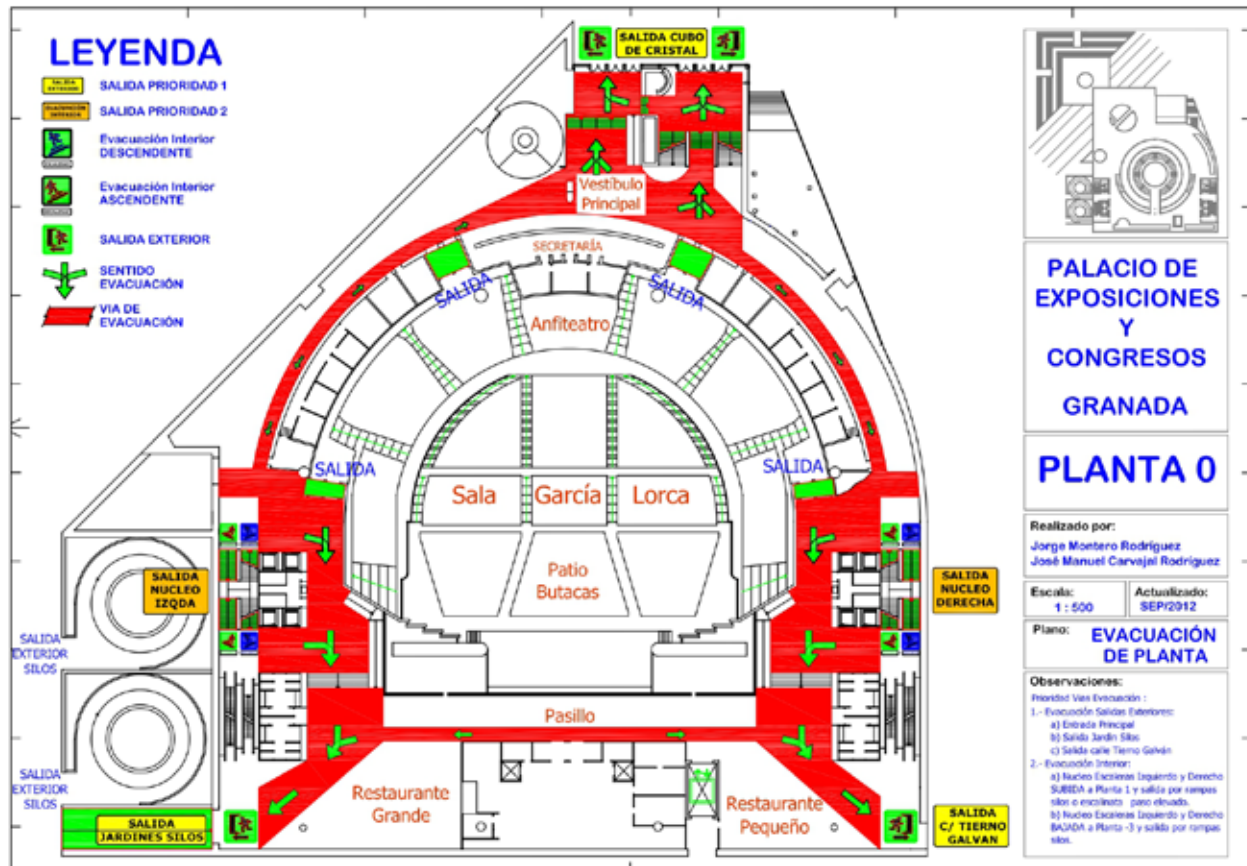
### General Information

In order to avoid workplace accidents, all the companies and/or professionals working for themselves or others inside Palacio de Congresos de Granada must comply with the Workplace Hazard Prevention Regulations. Special care must be taken with machines and tools, with regard to their compliance and training of users, circulation of vehicles and use of Individual Protective Equipment. The companies contracting or subcontracting others for work must also ensure they adopt these prevention and safety measures. Likewise, companies that contract or subcontract with others the performance of works, will ensure that they adopt the aforementioned prevention and safety measures.

Risks	Preventive Measures to apply
 <p>Risks of falls at the same level due to tripping over different materials</p>	<p>Keep your assigned work area clean and tidy.</p> <p>Do not store material or work in the interior aisles.</p>
 <p>Risk of stepping on sharp objects.</p>	<p>Do not leave materials with nails or screws sticking out on the floor.</p> <p>Wear safety shoes S3.</p>
 <p>Risk of impacts with vehicles.</p>	<p>All the vehicles circulating in the fair site must be fitted with the safety measures established by the manufacturer, with special emphasis placed on the use of light and sound equipment at all times.</p> <p>Drivers or operators must have adequate training and apply these measures at all times.</p> <p>Inside the halls and exhibition areas vehicles must be driven at walking speed.</p> <p>Do not carry more people than those established for each type of vehicle.</p>
 <p>Risk of falling objects.</p>	<p>During the assembly and dismantling of raised installations, the necessary measures must be adopted to avoid accidents due to falling objects.</p>
 <p>Risk of starting fires in assembly materials.</p>	<p>The materials used for covering floors must have an EFL fire-resistance rating. In the case walls and ceiling they must have a c-s2, d0 rating.</p> <p>Construction and decoration materials cannot include easily flammable elements (straw, wood or paper shavings, sawdust, peat, etc.).</p> <p>The use of working equipment with an open flame or which generates high temperatures will require previous authorisation from the Fair Services Department.</p> <p>Free access to the firefighting installations (hoses, FHCs, extinguishers, alarms, emergency exits, etc.) must be respected, even when these are inside the contracted spaces.</p> <p>Before work begins, all companies will inform their employees of the location of the Evacuation Routes and Emergency Exits in the assigned exhibition area..</p>

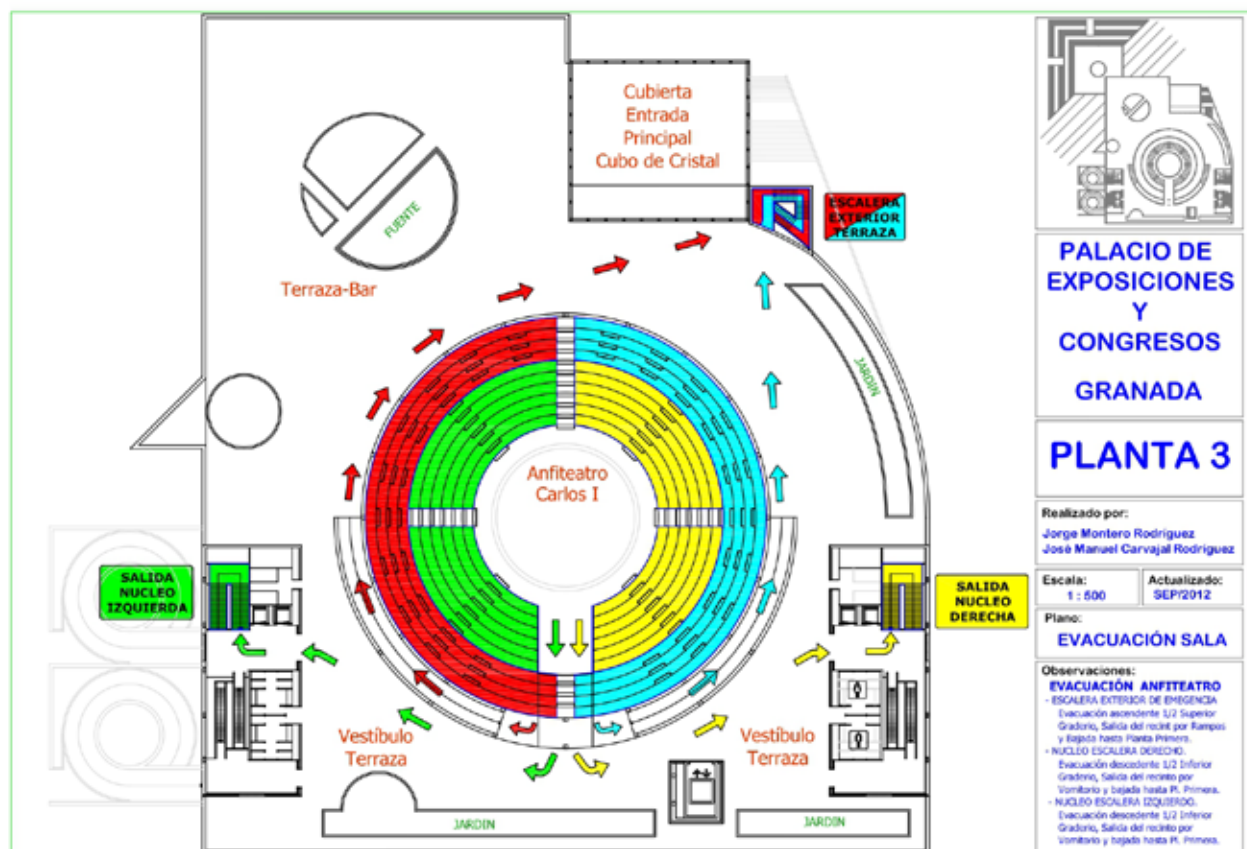
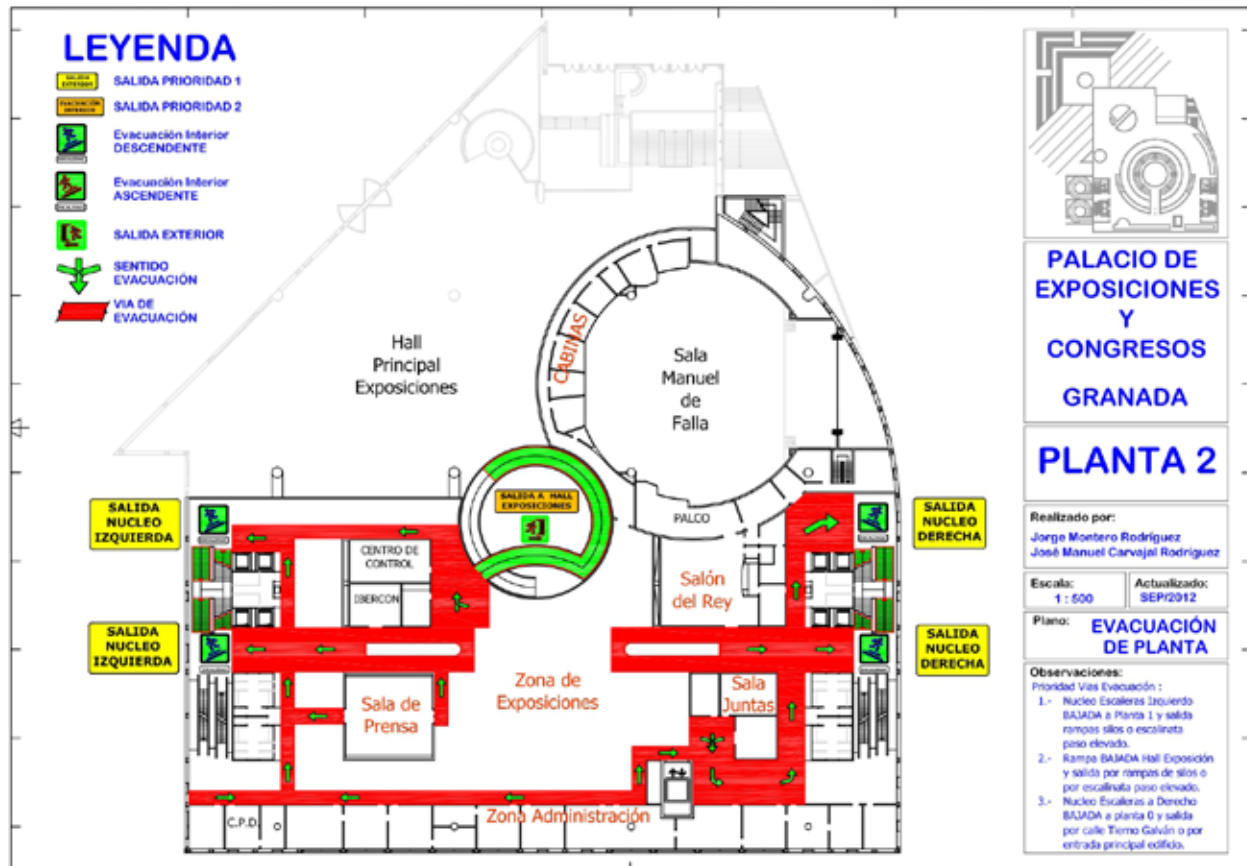
# Information on Emergency Measures and Evacuation in the Conference Center, Location of Evacuation Routes, Emergency Exits, Fire Equipment and Medical Care Facilities.

## FLOOR EVACUATION

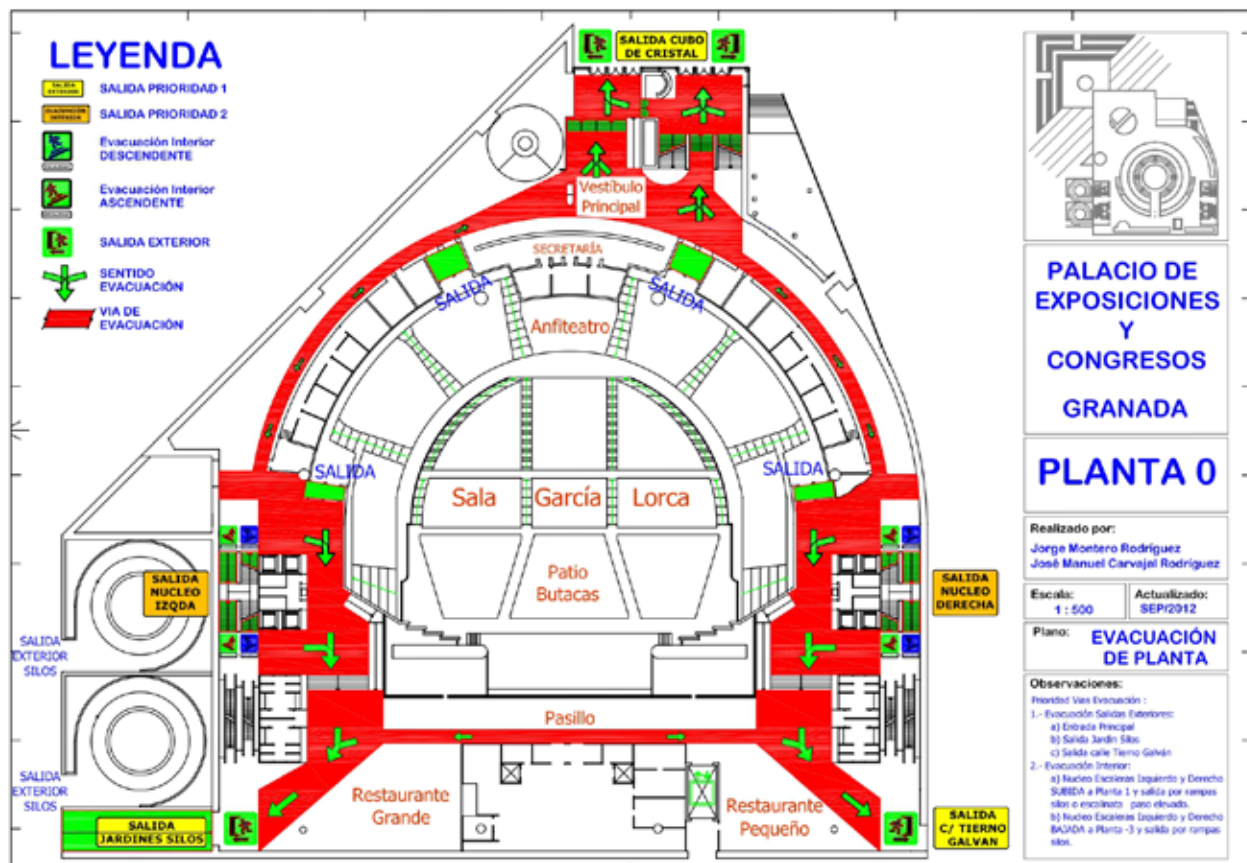
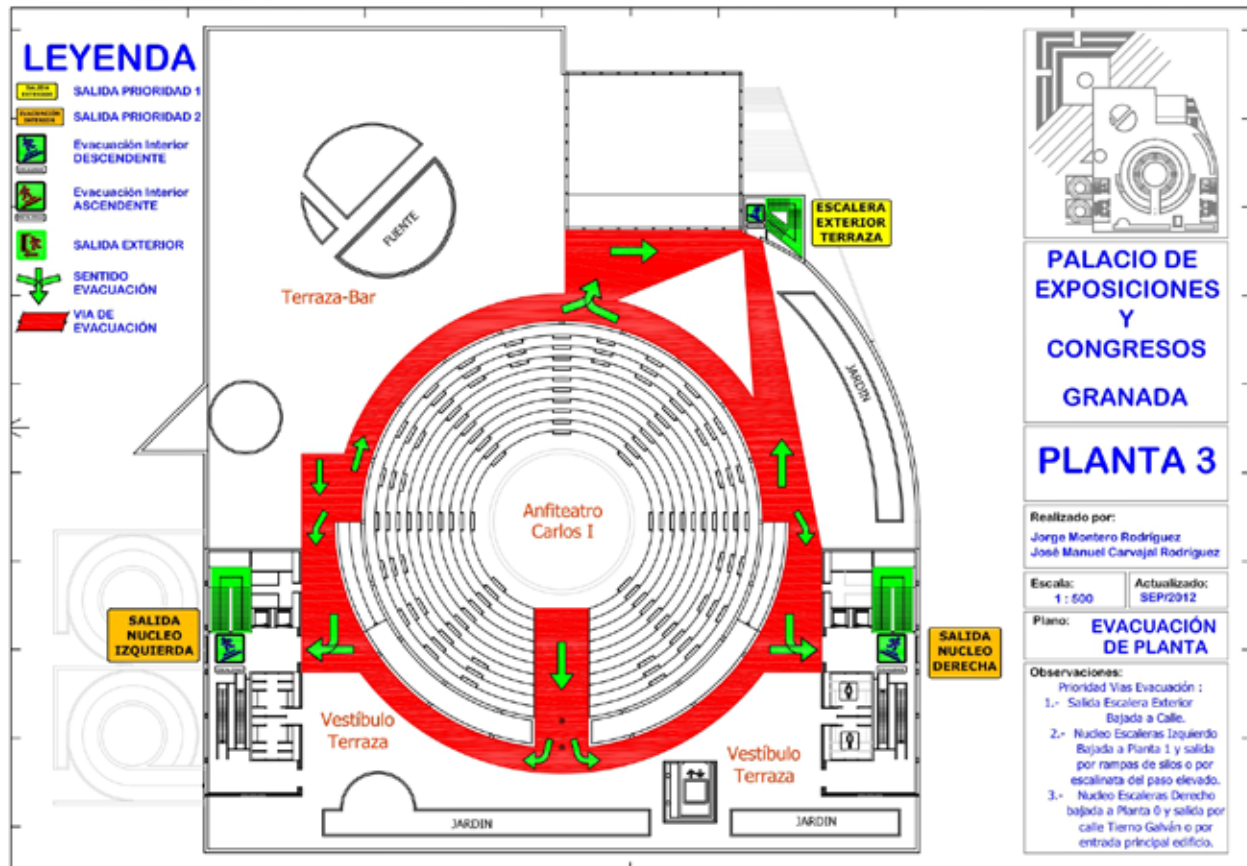




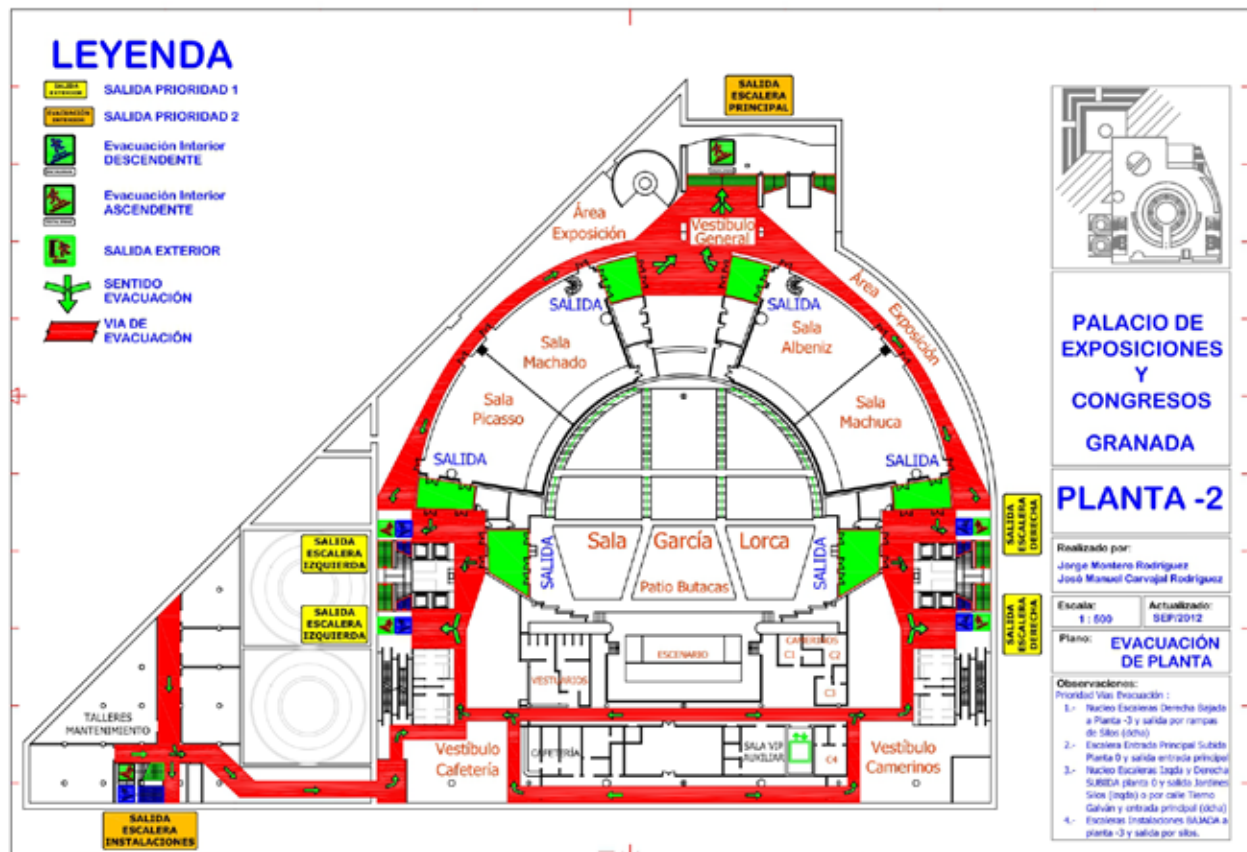
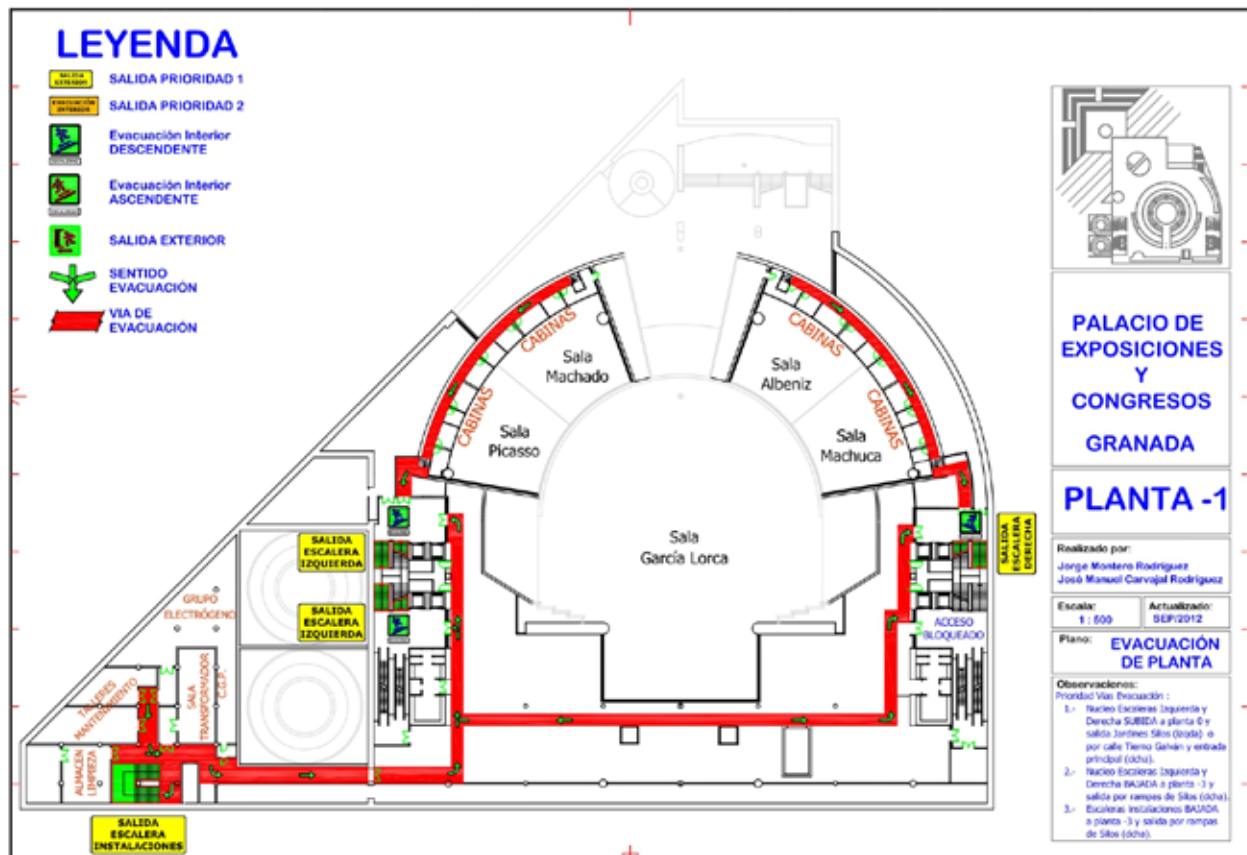
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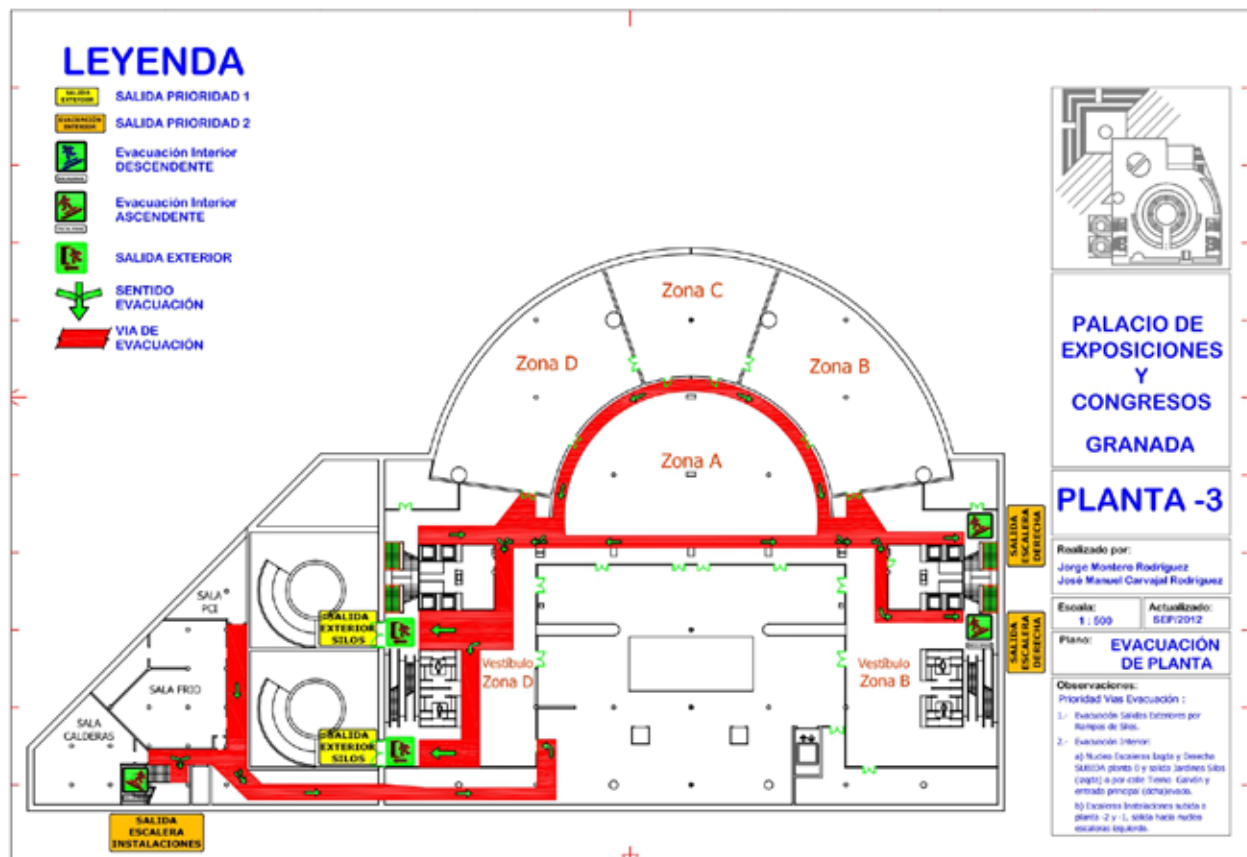


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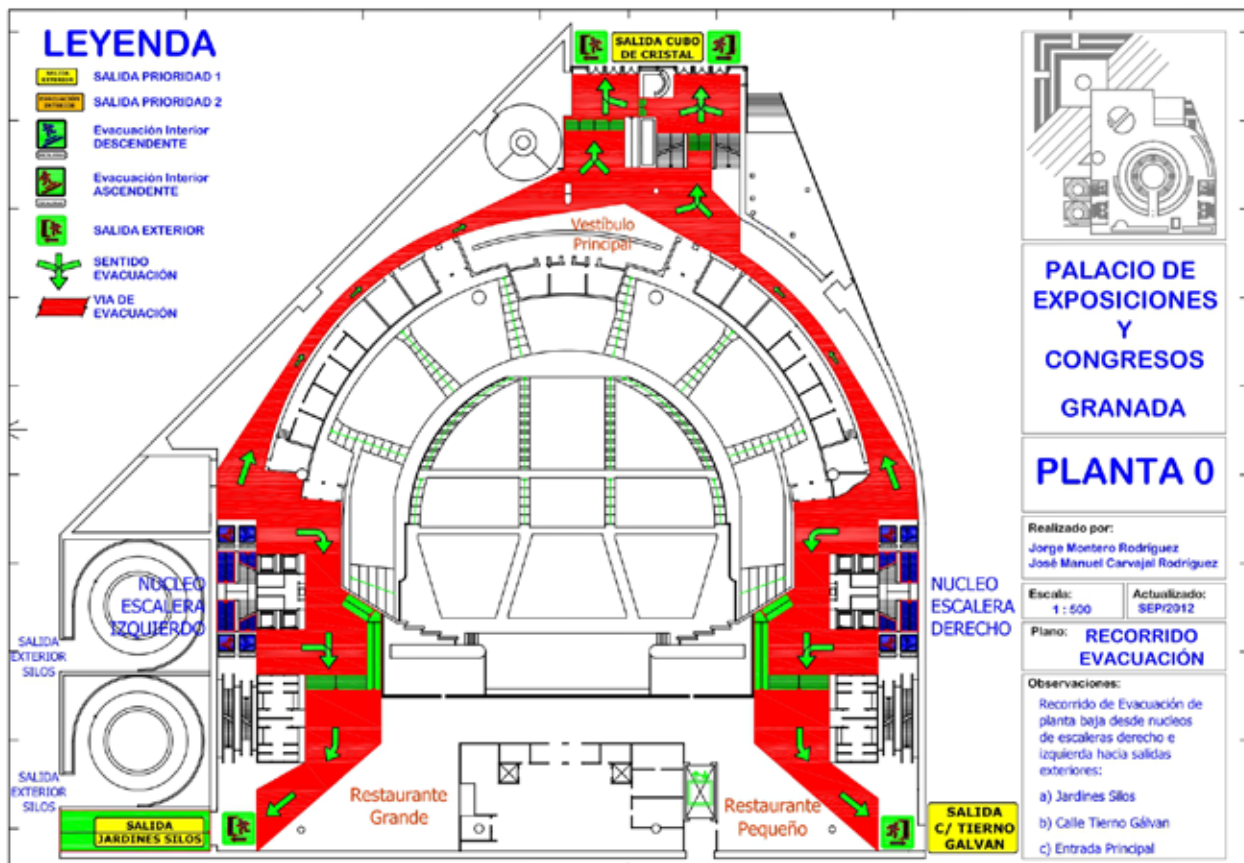




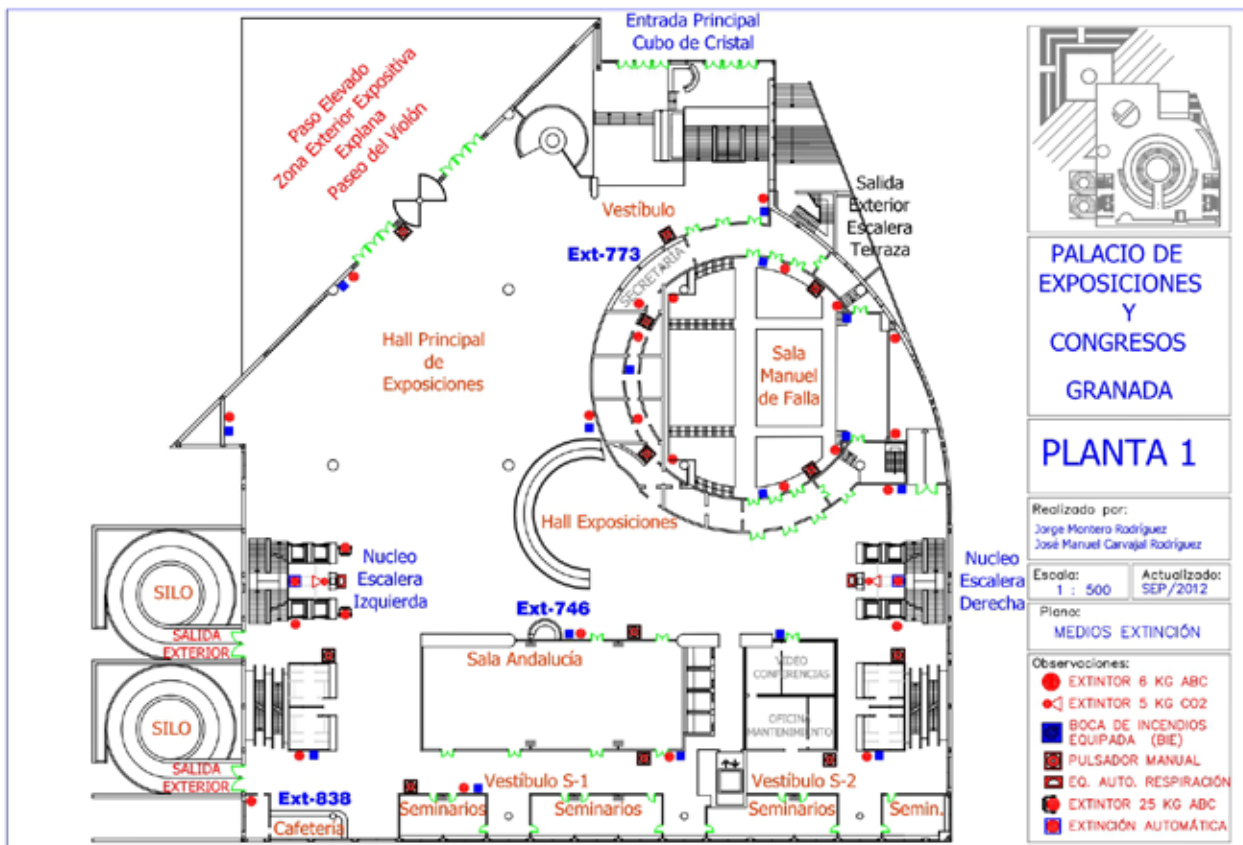
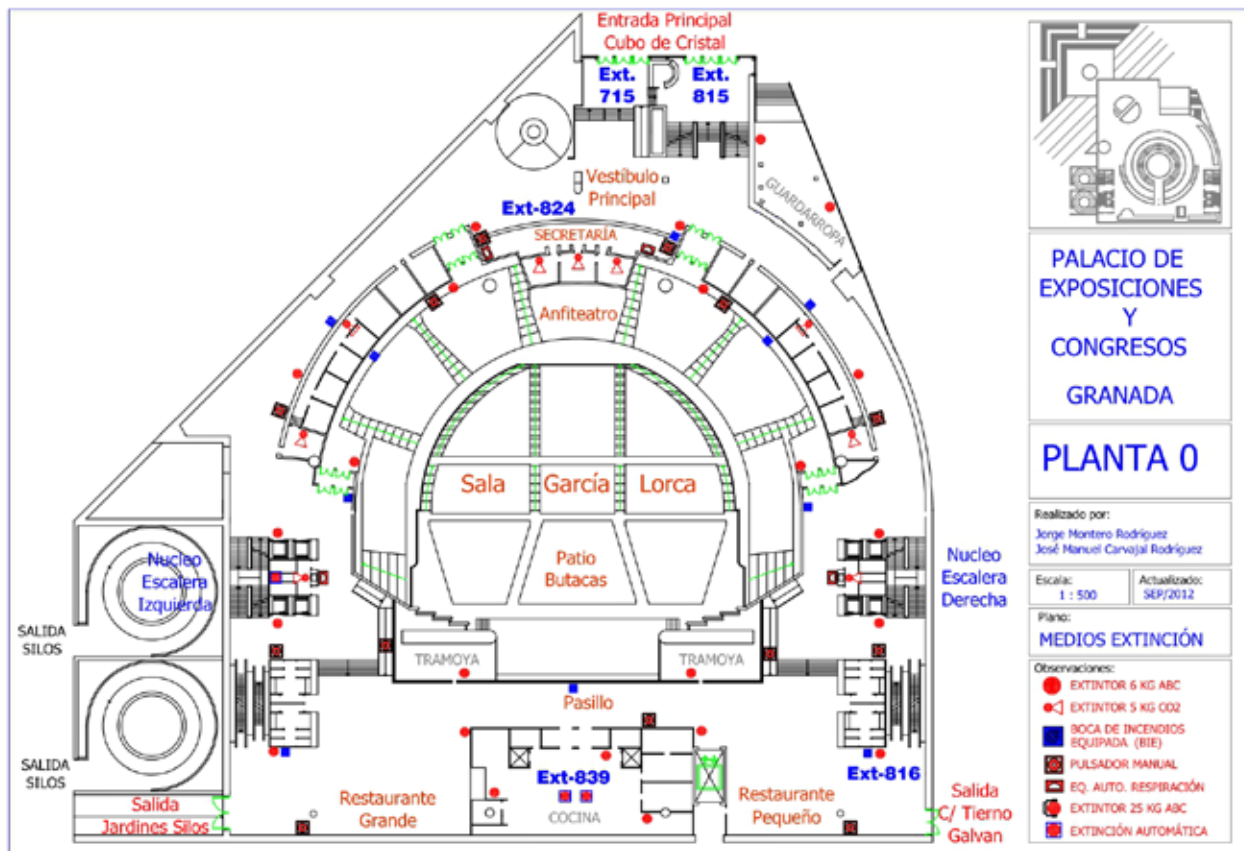
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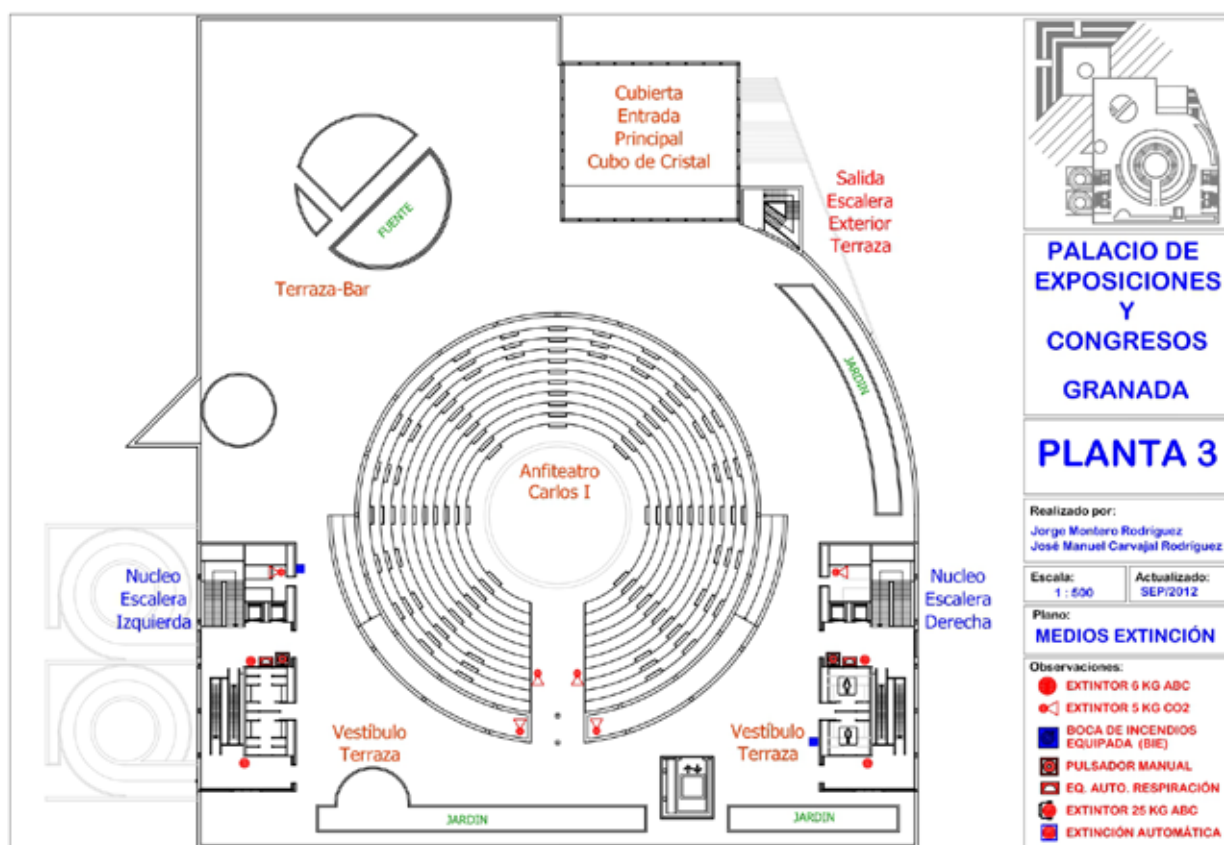
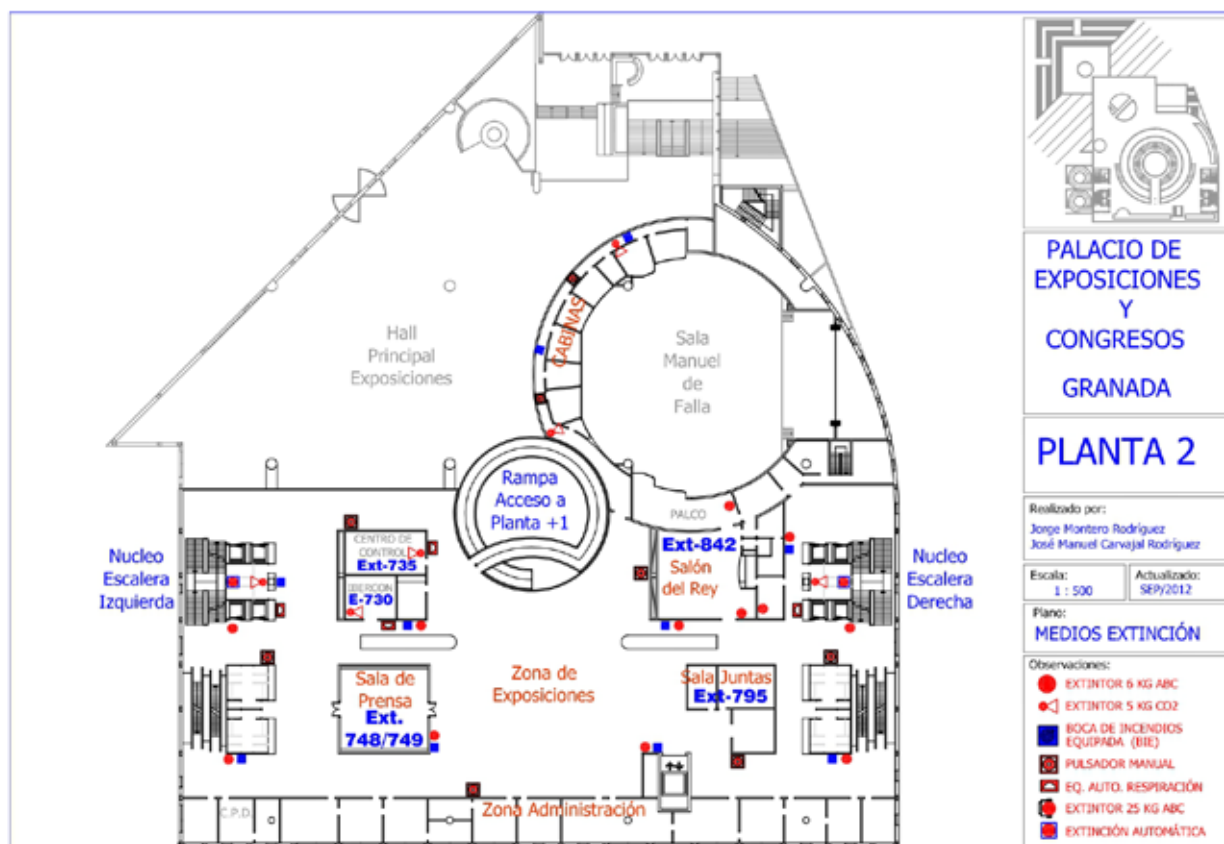
## RECORRIDOS DE EVACUACIÓN



## FIREFIGHTING RESOURCES

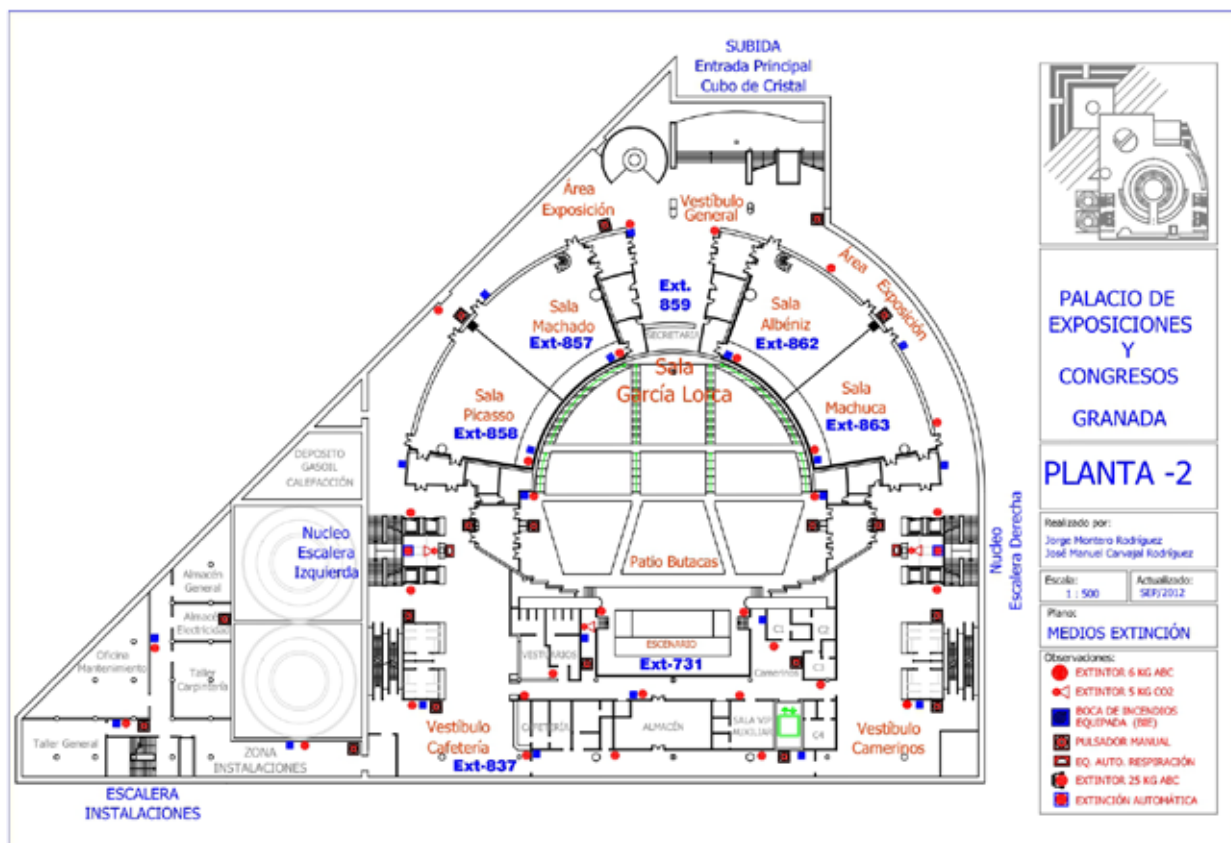
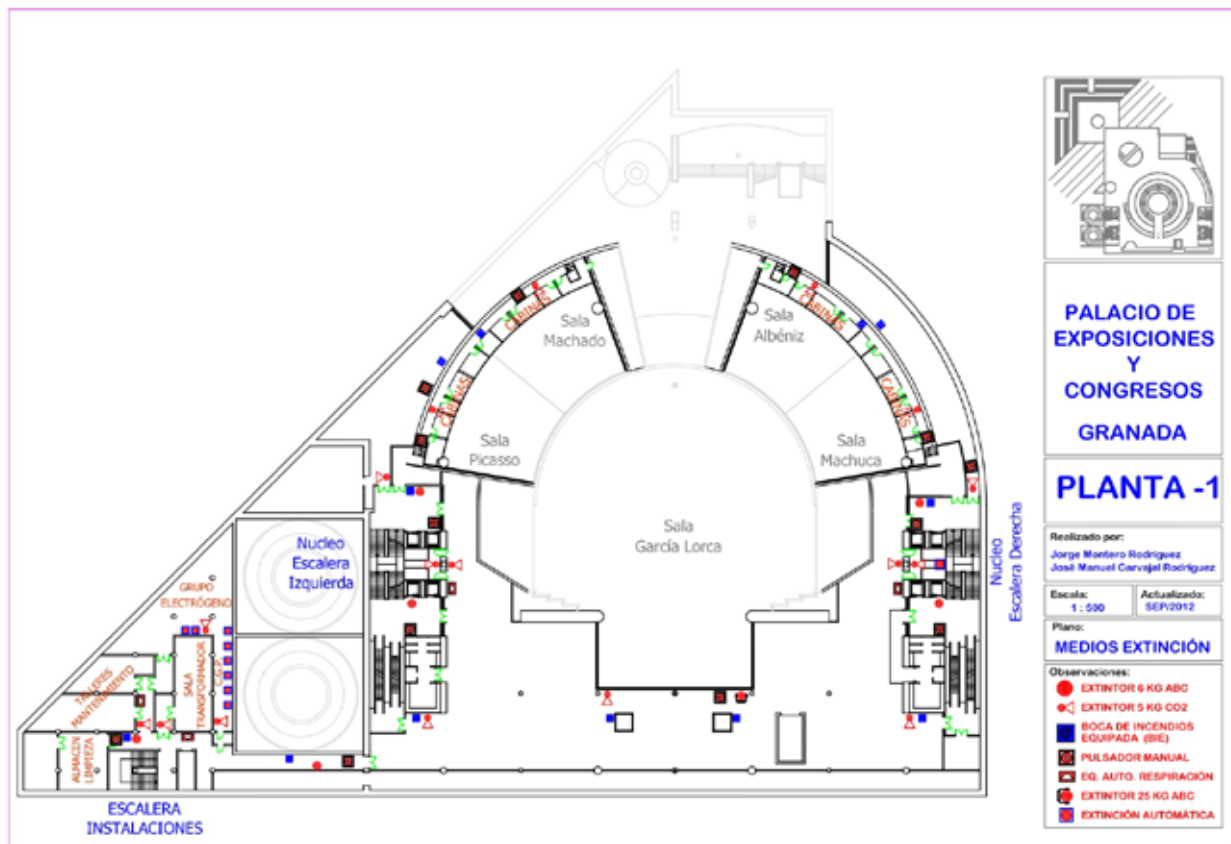


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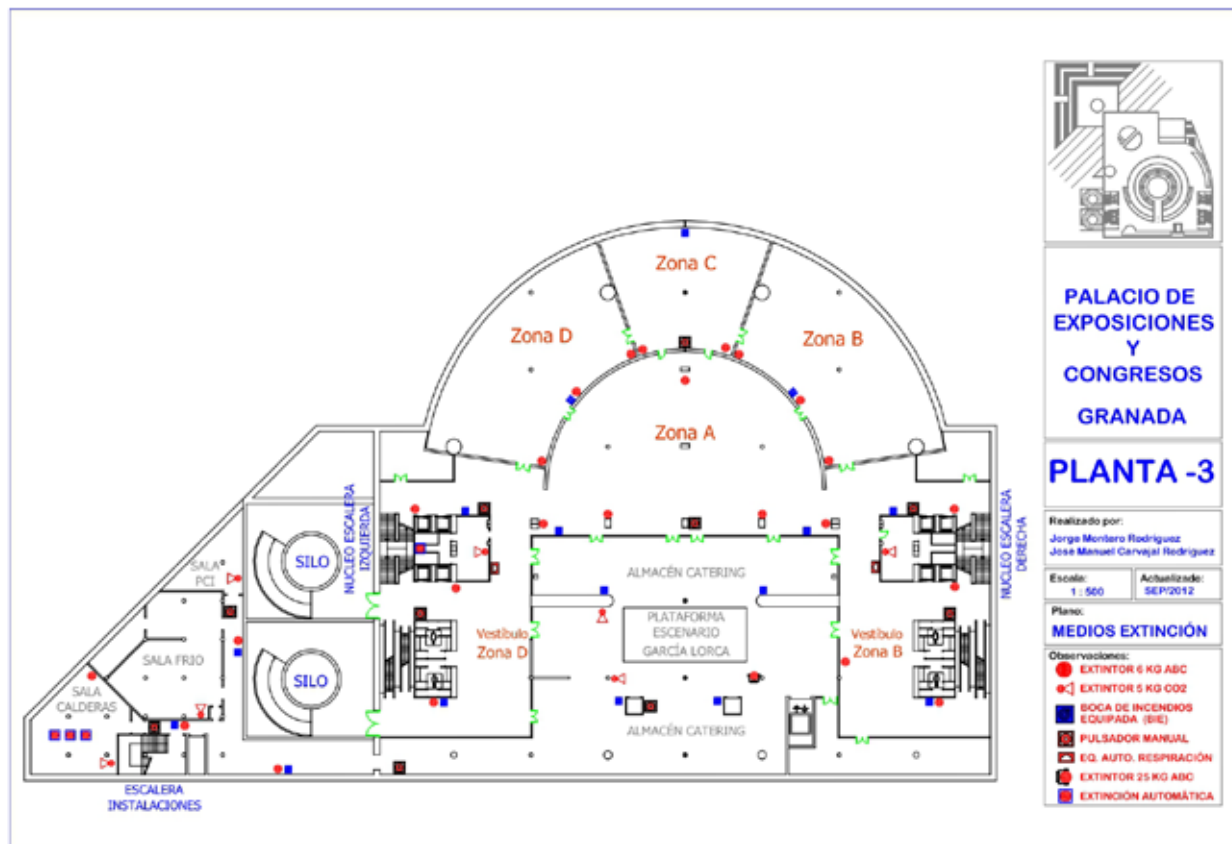


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## Information on Emergency Measures and Evacuation in the Conference Center, Location of Evacuation Routes, Emergency Exits, Fire Equipment and Medical Care Facilities.



### BASIC EMERGENCY AND EVACUATION REGULATIONS

When you arrive at your work area, identify the Evacuation Routes, Emergency Exits and Firefighting Equipment, and show them to your personnel.

When you hear the Evacuation Order, transmit it to all the personnel for whom you are responsible and start evacuation immediately.

Leave the area via the Evacuation Routes to the Emergency Exits.

Be sure that all your personnel leave ahead of you and go to the announced meeting point. If you notice anyone is missing, tell the emergency teams.

Avoid anything which might cause panic.

Aisles and evacuation routes must be kept free of objects at all times.