

D.U.V.R.I.

CONSOLIDATED RISK ASSESSMENT DOCUMENT FOR INTERFERING AND/OR CONCURRENT WORK PROCESSES

as under Art. 26 of Decree No. 81/2008 and subsequent amendments



Riva del Garda®
Fierecongressi

Structures:

Loc. Baltera – Exhibition Centre

Loc. Parco Lido – Congress Centre

Loc. Parco Lido – Palavela

Giardini di Porta Orientale – Spiaggia degli Olivi

Riva del Garda (Trento - Italy)

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SUMMARY OF AMENDMENTS

To follow below are the articles subject to amendment during the February 2023 revision:

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1. INTRODUCTION

This text is the “CONSOLIDATED RISK ASSESSMENT DOCUMENT to INDICATE THE MEASURES TAKEN TO REMOVE INTERFERENCES” (DUVRI) during the events, as foreseen by article 26 of Decree No. 81/2008 and subsequent amendments.

The Company Riva del Garda Fierecongressi S.p.A., in compliance with said Decree No. 81/2008 and subsequent amendments, has produced this DUVRI. to inform all companies (suppliers, exhibitors, stand builders etc) of the standard specific risks present in the areas of the indicated structures and of the risks due to any interference and concurrence of work processes that usually take place during exhibitions, in order to adopt suitable preventive and protective measures to remove/reduce said risks.

This document can be completed or updated if new activities and processes are introduced that were not previously considered.

Hence, we invite those concerned with the DUVRI to fulfil the obligations prescribed by article 26 of Decree No. 81/2008 and subsequent amendments, and above all to:

- notify any integration relevant to this DUVRI, so as to allow control of any interference not assessed, at the following e-mail address: tecnico@riva.fc.it;**
- co-operate in the implementation of preventive and protective measures against any risks at the workplace;
- co-ordinate the protection and prevention measures against the risks to which workers are exposed, providing reciprocal information in order to reduce risks due to interference between the work processes carried out by the various companies involved.

Those concerned with this document are:

- Riva del Garda Fierecongressi S.p.A. (hereinafter called RFC).
- Exhibitor Companies (the list of these is updated continuously and, in some cases, can be seen on the Exhibition website)
- Stand Builder Companies (who can be engaged either by RFC or by Exhibitors)
- Suppliers (work/service contractors engaged by Riva del Garda Fierecongressi S.p.A.).

The existing collaboration agreement between the Organiser and each Exhibitor is formalised by a contract between the two which must indicate the expenses made for health and safety management during the contract (costs of the measures taken to remove or, if this is impossible, to reduce to a minimum the risks to health and safety at work deriving from interference between work processes).

1.1. Definitions

This paragraph defines the terms that will be used in order to standardize the interpretation and identification of the responsibilities and obligations imposed by applicable regulations.

Principal: any Company (Exhibitor, Stand Builder, Supplier etc) who entrusts to others (builders, subcontractors etc) called Contractors, any work, installation or service within the Exhibition Areas/Halls.

Contractor: any Company entrusted with work/services by a Principal.

Supplier: any Contractor holding a direct contract with RFC.

1.2. Contracts and sub-contracts

The Suppliers, Exhibitors and Stand Builders, in the case of supply, works or services contracts or subcontracts must observe the contents of article 26 of Decree No. 81/2008 and s.a.

All contracts and sub-contracts must be formalised in writing to the Technical Office or, if activated for the event, in the reserved area. All sub-contractors must assume all responsibility and obligations applicable for the client/contractor and those contained within this document.

The Contractor must verify as under Law the technical and professional suitability and the social security and insurance situation of any sub-contractors.

2. DESCRIPTION OF STRUCTURES

EXHIBITION CENTRE – BALTERA – RIVA DEL GARDA

The Exhibition Centre occupies a fully covered area of 48.700m². There are overall 13 Exhibition halls, arranged in five integrated structures:

- 6.000 m² Halls Area A
- 21.800 m² Halls Area B
- 15.900 m² Halls Area C
- 4.730 m² Halls Area D

All of the Halls have modular and flexible arrangements to offer the largest number of exhibition solutions, in order to satisfy the needs of the differing types of exhibition and event hosted.

Four external car parks for visitors, with a total capacity of 1.700 cars.

Planimetries are hung at the premises, displaying the emergency equipment, escape routes and meeting point.

CONGRESS COMPLEX - PARCO LIDO - RIVA DEL GARDA

Here the Rooms are organized on a modular basis and the availability is very flexible as to space arrangement and to the various possibilities for usage: congress, conference, convention, event, gala, exhibition.

The Rooms are sub-divided as follows:

	Floor	sq.m.	Seats	School benches	Round Table	Vehicle Access	Screen L/H m	Exhibit Area sq.m.
Room Garda	1	800	900	350		°	9x3.6	
Room Garda/A (reduced)	1	640	600	200		°	9x3.6	
Room Dolomiti	2	266	250	100			7x4	
Room Dolomiti/A	2	133	120	50			7x4	
Room Dolomiti/B	2	133	120	50			4x4	
Room Riva	1	133	120	56			4x3	
Room Ledro	1	91	80	36	32		4x3	
Room Ledro/A (divided)	1	45	40		18		4x3	

	Floor	sq.m.	Seats	School benches	Round Table	Vehicle Access	Screen L/H m	Exhibit Area sq.m.
Room Tenno	1	42	40		15		3x3	
Room Toblino	1	35	30		15		°	
Room Belvedere	2	92	90	36	32		4x4	
Room Belvedere (reduced)	2	50	40		18		4x4	
Room Ulivi (slide centre)	1	18			10		°	
Room Bastione	3				10			
Room Limoni A		40	30		16			
Room Limoni B	2	60	50		24			
Room Limoni	2	115	90	40			2.4x2.4	
Palavela*°	0	1925	1200	500		°	°	1925
Reception*	0	330				°		
Foyer Garda*	1	250						150
Foyer Dolomiti*	2	200						

*Coffee break area °Working lunch area

The Technical and Administrative offices are located on the ground floor.

3. SAFETY ORGANISATION OF RIVA DEL GARDA FIERECONGRESSI S.P.A.

Company Name and Head Office

RIVA DEL GARDA FIERECONGRESSI S.P.A.

Parco Lido

Riva del Garda, Italy.

Tel. 0464 520000

Employer: Roberto Pellegrini

Prevention and Protection Service:

Service superintendent. Eng. Oscar Siesser

Safety-at-work representative: Fabrizio Vivaldelli

Appointed physician: Dr Giampiero Girardi

Safety manager during the events: Eng. Luciano Fusini and Eng. Andrea Santini

4. DOCUMENTATION TO BE PRODUCED BEFORE COMMENCING ANY WORK, TO BE SENT TO THE EXHIBITOR (CONTRACTING CLIENT) AND TO BE KEPT AVAILABLE DURING THE EVENT ON THE STAND

- Certificate of enrolment in the Company Register held by the Chamber of Commerce, Industry, Handicrafts and Agriculture (CCIAA), dated not earlier than three months before receipt of the same.
- Operational Safety Plan (POS) for the work to be carried out.

- Consolidated Regular Contribution Document (DURC) dated not earlier than three months before receipt of the same.
- Self-certification by the contractor or self-employed worker attesting the possession of the technical and professional requisites as foreseen by art. 47 of the Consolidated Law on rules and prescriptions concerning administrative documentation (Presidential Decree dated 28 December 2000).
- Self-certification attesting that workers have been properly informed and trained about their specific duties and about the hazards involved by activities to be carried out under safe conditions.
- Form A1 (ex-E101) for foreign workers who carry out a temporary job in any EU country other than their own. Form A1 states that during his/her stay abroad, the worker is covered by social security from his or her country of origin. The form must be obtained from the welfare system of the country of residence and kept available at all times by the worker for any checks that may be carried in the foreign country in which he or she is working.

5. RISK EVALUATION – INFORMATION ON SPECIFIC RISKS PRESENT IN THE EXHIBITION AREAS/HALLS AND ON THE RELEVANT PREVENTION AND EMERGENCY MEASURES

RFC carries out no production activity and therefore no working equipment owned by the same is installed within the Exhibition Areas/Halls.

Consequently, there are no RFC personnel engaged in work involving the use of working equipment, tools or devices of any type.

The activities of RFC can be summed up under the following headings:

- office activity, with the typical risks connected with the use of the equipment required by said activity (computer terminals, photocopiers, printers, fax etc), use of the building, of stairs, lifts, paths and roads, crossing of exhibition areas, use of refreshment areas etc;
- organisation activity – exhibition management involving support and circulation within the Exhibition Areas/Halls;
- exhibition assistance activity, including assistance to users and exhibitors by means of personnel located at the various floor levels and entrusted with surveillance and assistance duties.

Within the Exhibition Areas/Halls, activities involving the use of equipment are carried out by the following subjects:

- contractors and sub-contractors under contracts stipulated with RFC (suppliers);
- exhibitors - and contractors entrusted by exhibitors - for stand installation and removal;
- contractors, under contracts stipulated with the organising Agencies, for preparation and dismantling of the exhibition areas.

We list here below the activities that are the object of contracts and sub-contracts between RFC and executive companies (Suppliers) and that involve the use of working equipment:

- cleaning;
- placing markings and signs in general;
- safety control in the exhibition areas – documentation collection (fire safety certificates for furnishings etc.);
- carpeting;
- connection of exhibitors' technical systems to supplies;
- marking the exhibition stand areas;
- various maintenance activities (mechanical/lifts/elevators/electrical, etc);
- building and removal of exhibition stands contracted out directly by RFC;
- distribution and control of fire extinguishers;

- distribution of ornamental plants;
- audio-visual-lighting hire and service.

RFC has edited an interference risk evaluation document giving an account of the hazard factors, the connected risks and the measures adopted regarding all the above mentioned activities, in order to allow each single RFC contractor to acquire an effective knowledge of the risk factors connected with the activities of other contractors, so that each contractor can manage co-ordination autonomously or ask for adequate assistance from the RFC Technical Office.

The more important activities, from the point of view of the severity of the risk, refer to contracts stipulated by exhibitors and organising agencies for stand set up and dismantling during the events.

The accessible areas in the Exhibition Areas/Halls are the following:

- transit routes;
- offices;
- exhibition areas;
- refreshment areas, bars, recreation areas;
- conference Rooms.

There are also the following areas, where access is prohibited for unauthorised personnel:

- exhibition areas and stands being installed or dismantled;
- technical rooms;
- mobile and temporary building sites and similar;
- all areas where access is specifically prohibited.

5.1. Access to areas where work is to be carried out

Exhibitor companies must, before starting work, send the list of companies and the name of the person in charge who will act during work, using the specific form.

Personnel must access the working area, save other indications, from the main entrance or via the allowed transits, showing a personal identity badge with a photograph, the worker's personal data and the name of the employer, as foreseen by article 26 comma 8 of Decree No. 81/2008 and s.a.

When accessing the Exhibition Areas/Halls, exhibitors and stand builders bind themselves to respect the contents of the Technical and the General Exhibition Regulations.

Planimetries are hung at the premises, displaying the emergency equipment, escape routes and meeting point.

5.2. Plant, Machinery and Equipment

Specific measures and protection systems to be adopted:

Work on electrical systems under tension

ALL ELECTRICAL SYSTEMS WITHIN THE EXHIBITION AREAS/HALLS OF RFC ARE TO BE CONSIDERED AS UNDER TENSION, INCLUDING DURING TEMPORARY INTERRUPTION.

The Exhibition Areas/Halls are provided with switchboards serving the equipment of suppliers, contractors and their sub-contractors (exhibitors, stand builders etc) and with switchboards for the supply of electric power to the stand.

It is strictly prohibited to work directly on the electrical systems.

Specific measures and protection systems to be adopted:

Plant / Machine / Equipment:	Owner:	User:	Type of Use:	Specific measures/protection systems to be used:
VEHICLES, TRUCKS, 3-WHEELERS.	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	[] Exclusive [X] General	High visibility clothing in outdoor areas; specific procedure for critical activities and special transport. (*)

Plant / Machine / Equipment:	Owner:	User:	Type of Use:	Specific measures/protection systems to be used:
FORKTRUCKS SMALL TRACTORS	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	High visibility clothing in outdoor areas; specific procedure for critical activities and special transport, (*) specific training for users
CRANES AND TRUCK-CRANES	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Periodical checks on cables and chains, yearly checks by health and safety agencies; high visibility clothing in outdoor areas; helmet where there is a risk of falling objects; enclosure and marking with two-colour tape for areas involved in lifting/handling; specific procedure for critical activities and special transport (*), specific training for users
ELEVATOR PLATFORMS AND CAGES	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Periodical checks, yearly checks by health and safety agencies; Helmet where there is a risk of falling objects; Enclosure and marking with two-colour tape for areas involved in lifting/handling; Safety harness, specific training for users
PORTABLE ELECTRIC TOOLS	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	PPE (Personal Protection Equipment) required by the type of tool used.
MANUAL TOOLS	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	PPE required by the type of tool used
LADDERS AND SCAFFOLDING	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Helmet where there is a risk of falling objects; Enclosure and marking with two-colour tape for areas involved; Casings for portable tools.
BICYCLES – MEANS OF LOCOMOTION	Exhibitors Stand builders Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Speed limits for vehicles within the Exhibition Areas/Halls Respect for pedestrian routes.
TENSILE STRUCTURES – TENTS	RFC Suppliers	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Respect of area limits for tensile structure and tent set up; Transit prohibited during set-up
ELEVATORS	RFC	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Respect for loads and overloads; Presence of a system operator; Use prohibited during a fire.
LIFTS, ESCALATORS	RFC	Exhibitors Stand builders Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> General	Prohibition of use for materials transport; Emergency call procedures from within the lifts; Use prohibited during a fire.

NB: the above list is not exhaustive. The mentioned equipment is not the property of the Organiser and therefore a complete preliminary listing of the equipment present during work is not possible. The contractor is obliged, before starting work, to inspect the site in order to ascertain the conditions of the area.

It is absolutely prohibited for Contractors and Sub-contractors to ask for the loan or use of equipment, machines or systems belonging to other suppliers or third parties present.

In the case of equipment hire or concession for use without operator (Art. 72 Decree No. 81/2008 and s.a.), the Contractors and/or Subcontractors must verify that said equipment conforms to the safety requisites of Annex V of Decree No. 81/2008 and s.a., and that they are complete with all necessary documentation. Measures will be undertaken to seize any equipment that fails to comply with the emergency measures.

(* In all cases where goods handling operations carried out with lifting gear are particularly critical and complex even for the safety and management of the operators at site, it is highly recommended to request the presence of supporting personnel from RFC.

5.3. Personnel in the areas involved in work

In the Exhibition Areas/Halls, during periods of setting-up and dismantling, the following personnel is active:

- support personnel;
- exhibitors;
- stand builders directly contracted by the exhibitor;
- organiser's suppliers;
- personnel employed by RFC;
- suppliers to RFC.

5.4. List of accident prevention equipment and PPE.

During the setting-up and dismantling periods, the personnel operating in the Exhibition Areas must have the following PPE — Personal Protection Equipment available:

- protective boots;
- goggles/Visors (according to the work done – risks to eyes (splinters – chemical products));
- protective gloves (according to the work done – risks of injury (splinters – chemical products));
- protective helmet (according to the work done – zones where personnel operates at a height);
- protective devices for the respiratory tract (according to work done) (the use of toxic substances within the Exhibition Areas/Halls is absolutely prohibited);
- hearing protection (when using equipment/machines with $L > 85$ dB(A));
- fall protection devices (obligatory on platforms, cages and when preparing fall protection systems (PPE Cat. III with training obligation);
- PPE pertaining to specific risks of the Contractor;
- high visibility clothing (obligatory in outdoor areas, near roads, during work, in low lighting areas).

5.5. Specific risks present within areas where work is to be done

Specific Risk	Risk Level	Specific Information
Fall of materials/objects, metal structures etc	High	During exhibition activity there can be falls of material connected to preparation work, loading and unloading, structure set up, various maintenance operations
Electrocution NOTE: ELECTRIC SYSTEMS MUST BE CONSIDERED ALWAYS UNDER TENSION!!	High	During stand set up and removal, there can be electric connection cables between stands and sockets in the corridors. Work on electric switchboards and/or electric systems is prohibited; any action necessary must first be agreed with the Technical Office
Impact, collisions, accidents	Very High	Connected to handling operations both in courtyards and in the halls, above all during pre and post exhibition activity. Connected to circulation of vehicles in general
Vibrations	--	Associated with specific activity
Noise	Medium	During stand set up and removal there can be operations that involve exposure to noise. The Contractor must check for specific exposure connected to the activities.
Non-ionising radiation	Low	In-house monitoring shows respect for the regulatory limits set by DPCM (Decree by the Prime Minister) 8/7/2003
Manual load handling	Medium-High	Associated with specific activities
Falls from a height	High	Generic activity on roofs, stairs, platforms and cages. Ladders and other equipment used must conform to current applicable regulations; during their use the perimeter of the area must be marked. Use of this equipment must be entrusted only to personnel specifically instructed and trained in their use. PPE of Cat III (safety harness). In the absence of fixed equipment, the contractor must provide for suitable fall protection systems, after inspection of the sites.
Exposure to chemical agents	--	The Contractor must take all technical measures needed to reduce the formation and diffusion of inflammable, irrespirable and in any case irritant or damaging dust, fumes, vapours and smells deriving from the work under way.
Exposure to carcinogens/mutagens	--	The use of substances containing carcinogens or mutagens is expressly forbidden: Cutting operations on materials (wood, ceramics, metal, etc.) must be done outdoors and in the areas specifically provided, or adequate suction systems must be provided.
Fire	Medium-High	Activities with Fire Prevention Certificate. Presence of trained fire crews. Each Contractor must in any case be able to respond to any emergency with his own personnel. There must be a fire extinguisher at the stand, as required by the Technical Regulations, from the first day of stand set up preparation until completion of stand removal.

Specific Risk	Risk Level	Specific Information
Fire	Medium-High	Smoking and the use of open flames (welding/cutting/grinding operations) are prohibited in the Exhibition Areas/Halls, including during stand set up and removal.
Explosion	Low	Recharging of electric fork truck batteries is prohibited in the Exhibition Areas/Halls.
Micro-conditioning	Low	The spaces are adequately air-conditioned, both in the Summer and in the Winter. During set-up and break-down, the systems may be switched off or not functioning fully, therefore in Winter, staff must be equipped with appropriate protective clothing for the cold, whereas in Summer, frequent breaks and consumption of liquids are necessary in order to carry out more onerous tasks in the early hours of the day.
Contact with moving parts	--	Associated with specific activities
Impact, cuts, abrasions	High	Waste and working materials left on the floor both before and after the exhibition (nails, glass, metal sheet etc).
Slips and falls	High	In relation to materials deposit (not allowed) along pedestrian routes. Failure to mark inspection wells left open for necessary maintenance. Presence of plastic sheets abandoned or left to protect the carpets during preparations
Material projection	Medium	In relation to Contractors' activities, in the pre and post preparation phase
Artificial Optical Radiation	Low	Soldering operations are not allowed in indoor spaces. It is forbidden to use UV or IR lamps unless previously authorized by Engineering Office.
Contact with asbestos	Low	Room Dolomiti: regarding the presence of compact-type asbestos, which is not visible in as much as it is in the attic area: any work to be carried must be previously notified and authorised. Hall D (west side): regarding the presence of compact-type asbestos on the coverings, any work to be carried out must be previously notified and authorised.
Confined and Isolated spaces (lift shafts – hoists – fire prevention vat – pump well – etc...)	Medium	To gain access to confined and isolated spaces, it is necessary to involve the technical service to obtain a work permit. Access is strictly forbidden for unauthorized personnel or companies who do not meet the requirements of DPR 177/2011.

Risk classification has been done using the PXD (Expected Damage Probability) model.

The following paragraphs show some descriptions of activities that may overlap during the phases of an exhibition: Preparation – Event – Removal

5.5.1. Activities during Preparation

The period dedicated to preparation allows for:

- preparation of the Exhibition Areas/Halls: cleaning, marking stands and aisles, placing battens and signposting in general, laying the carpets, installing the stands technical systems;
- entry of the stand builders: stand set up.

During the first phase the Exhibition area under preparation is involved in a large number of activities where personnel from the various Companies find themselves together in common spaces and where attention to one's own work is tightly correlated to others' activities, avoiding interference and seeking preliminary coordination:

- movement of many vehicles, from articulated HGVs to fork trucks for unloading and storing materials;
- set up, set up and painting of the stands where goods will be shown;
- cleaning and removal of waste materials;
- maintenance activities for water and electric connections etc;
- computer technician activities for the information posts;
- surveillance, control and security activities.

5.5.2. Activities during the Event

During the exhibition, management of the visitor flows, as also of emergencies, is particularly important, as a function of crowding. All working processes must be prohibited when the public is present.

5.5.3. Activities during Removal

During removal of the stands, the personnel involved are essentially the same as during preparation. Similarly, the stand removal phase is followed by a last phase when only Companies contracted by RFC for cleaning, removal of prefabricated stands and of signs in general, removal of carpets and of technical services to the stands can operate.

5.6. Risks and activity description

We show below the risks connected with some activities

5.6.1. Cleaning / waste removal

Description of activities	Means /materials used	Risks
Entry and exit via vehicle accesses Cleaning with the help of machines Waste collection / bathrooms cleaning / waste accumulation / vehicle loading/unloading	Cleaning machines Cleaner carts Detergents Brooms Grab cranes Transport vehicles	Chemical contact risk Inhalation of corrosives/ irritants Slipping on wet surfaces etc. Possible contact between equipment and vehicles Passageway obstruction. Possible running over Fall of materials.

5.6.2. Placing battens and signposting in general

Description of activities	Means /materials used	Risks
Entry and exit via vehicle accesses. Positioning / moving machines. Reaching working heights Laying cables Placing battens Introduction of / loading / unloading materials in the Exhibition Areas/Halls.	Fork trucks with IC and electric drives Metal cables Load slings Loading eyes Battens	Activities of placing and removing signposts: risks connected with use of vehicles, loading and unloading, lifting to heights. Contemporary presence of many Companies leads to risk of collision between vehicles, fall of stand parts with risks for personnel of other Companies.

5.6.3. Laying carpets

Description of activities	Means /materials used	Risks
Entry and exit via vehicle accesses. Storage area Distribution of carpet rolls Laying Removal Transport of removed material	Fork trucks Cutters Double adhesive tape Carpet rolls	Carpet laying and removal: use of material transport means, risks associated with the use of transport means for materials laying or removal, materials storage, use of carpet removal equipment. Risk of cutting / shearing Interference risk: risk of personnel being run over by vehicles, risk of contact with material removal equipment, loss of loads during transport, collapse of stored material. Risk of hidden wells without covers with possible fall in same, due to impossibility of seeing the open well during carpet removal, possible removal of the cover by the carpet removal equipment, with consequent risk of fall.

5.6.4. Laying and removing supplier/exhibitor technical services

Description of activities	Means /materials used	Risks
Entry and exit via vehicle accesses. Access to working areas Opening wells; laying and removing services; closing wells	Carts for pipes and cables Vehicles for transport of special equipment	Preparation activities for connection of services; use of transport vehicles for the equipment needed to make connections; opening wells and channels by removing covers; possible impact with vehicles, loss of loads, falls in wells and channels.

5.6.5. Tracing stands

Description of activities	Means /materials used	Risks
Entry and exit via vehicle accesses. Access to working areas Tracing stands	Moving cart Adhesive tape Felt-tip pens	Possible running over Chemical risk (contact/inhalation of chemical products) Risk of tangling / tripping / cutting / shearing

5.6.6. Bar/Catering service

Description of activity	Means/materials utilised	Risks
Entry/exit from vehicle entrances Accessing the work areas Transport of foodstuffs and other materials Preparation and supply of food and drink Cleaning - disinfecting	Trolley lift Pallet transporter Wheeled trolley Motor vehicles Kitchen equipment	<ul style="list-style-type: none"> - Activity of replenishing food and drink supplies: use of automatic machines to transport materials necessary for re-stocking. Possible dangers: - Circulation of motor vehicles in communal areas – loading areas: collisions – accidents – possible loss of load. - Accidental dropping of objects during manoeuvres for lifting and transporting materials: accidents – knocks – various injuries – scattering of materials on the floor. - Areas/places/spaces/positions of work: falls, tripping, slipping. - Fixed staircases: falls on the stairs, slipping - Glass doors or walls: knocks, injuries, wounds - Risks of an electrical nature: electrocution – electric shock - Networks and equipment for the distribution and use of Gas: fire - explosions – gas leaks - Activity of washing and wetting of floors during the phase of cleaning the areas: accident liquid spills (oil or other): slipping – falling on the floor - Risks of a physical nature due to the temporary presence of pointed or sharp materials caused by breakage to crockery, waste: cuts, injuries, various wounds - Chemical risk caused by the use of chemical agents during cleaning and disinfecting: irritation – skin contact

5.7. First aid and emergency management

The Contractor must be provided with personnel that are specifically trained for First Aid, Fire Fighting and emergency management.

RFC is equipped with its own fire watch team, the team of the Volunteer Fire Brigade of Riva del Garda (during the events) and adequate fire-fighting systems (fire extinguishers, hydrants, etc..).

In case of fire, technical and/or medical emergencies, the intervention of the RFC emergency team can be requested by calling the number +39 0464 570115, giving a detailed description of the ongoing situation.

Any accidents must always be promptly reported to the number indicated above. If an evacuation order is given, avoid running or screaming, do not use elevators, head to the nearest marked emergency exits. We also expressly refer to the safety regulations in force within RFC and indicated by the appropriate signs, which must be strictly observed.

5.8. Availability of electric and water connections

The procedures for and positions of connections to services needed for work must be agreed with the Technical Office as shown in the Technical Regulations.

5.9. General norms of behaviour

1. Do not act (for repair or replacements) on parts under tension. Use only portable electric tools with double insulation. Use only electric equipment that is perfectly efficient.
2. Do not leave electric cables and extensions on the floor in transit areas and passageways or where they are exposed to the risk of crushing. Protect electric cables adequately against mechanical damage. At the start and end of work, check electrical systems for efficiency by visually inspecting cables and connections.
3. All openings onto lower areas must be protected with suitable parapets (Annex XVIII 2.1.5 Decree No. 81/2008 and s.a.; the parapet as to art. 126 of item IV is made up of one or more rails parallel to the flooring, with the upper rail at not less than one metre from the flooring, and with a foot stop of height not less than 20 cm, placed edgewise and in contact with the floor).
4. Make sure passageways are not obstructed by material and waste deposits or by vehicles and equipment.
5. Respect the instructions shown in the specific safety cards for the products manipulated.
6. Make use of PPE to protect against the specific risks of equipment – products - activities.
7. Access workplaces only via the passages provided; in particular, do not follow unsafe routes. Respect signs and vertical and horizontal markings.
8. Keep the workplace tidy (e.g. remove all obstacles that can cause cuts, falls etc from passages).
9. Avoid hazardous situations for self and others, such as: dangerous balancing acts, using clothes that can be trapped in moving parts, carrying large loads with methods that can cause damage to third parties, using machinery for unallowed purposes etc.
10. Prohibit access to the general public.
11. Respect the TECHNICAL REGULATIONS.
12. Do not consume alcohol nor psychotropic substances (drugs).
13. The diffusion of dust due to materials cutting (wood, ceramics, metals etc) must be reduced using suitable suction systems and done outdoors, avoiding interference with other operators' structures/means/activities.
14. Disposal of waste from the activities must be done by the single Contractor in conformity with current legislation, otherwise the authorization to put the materials in the special containers (located in the external areas) must be requested through the proper form, with the obligation to leave the stand free of waste after the end of the event.

5.10. Obligations of the Exhibitor and the Principal

1. Formalize in writing the supplies and works contracts and subcontracts with their own suppliers, according to criteria in current legislation.
2. Check the technical and professional suitability for the activities contracted and subcontracted as to article 26 of Decree No. 81/2008 and s.a.
3. Check that the contractors comply with the contributory and insurance regulations.
4. Make contractors aware of the risks present in the Exhibition Areas/Halls.

5.11. Obligations of Contractors (Exhibitors, Stand builders, Suppliers)

1. Comply with insurance and welfare obligations.
2. Possess the technical and professional requisites for the contracted activities.
3. Produce the risk assessment document (or self-certification) as to Decree No. 81/2008 and s.a.

4. Observe, during work as above, the general protection measures as to art.15 article 26 of Decree No. 81/2008 and s.a.
5. Appoint the workers responsible for carrying out the fire prevention and fire-fighting measures.
6. Inform and train their personnel on the risks to workers' health and safety, on the use of PPEs, on specific risks connected with this contract, by drawing up an operative safety plan and/or procedures and schemes for stand set up.
7. Keep a copy of the documentation as foreseen by the above items available at the stand for checks by the Inspection Authorities.
8. Have their personnel undergo medical examination in the cases foreseen by Law.
9. Have the contractor's responsible personnel check for correct application of the safety standards in this document, in the technical regulations and in the DUVRI produced by each Principal.

6. SAFETY COSTS

The Contractor must indicate in the supplies and work contracts and subcontracts, referring among others to the indications in this document, the costs of safety concerning the contracted activities.

The overall or part amounts of the contract /subcontract /supply work and/or services, including safety costs, must therefore be inferable from the contract, wherein safety costs aimed at carrying out work by adopting all suitable means of prevention and protection against risks caused by interference must also be shown.

The costs assessed must include, among others, the following items:

- specific information to personnel as to activities within the Exhibition Areas/Halls;
- PPE for interfering activities;
- barriers and markings signalling activities under way;
- specific markings and signposting.

7. ACTIVITIES CARRIED OUT DURING THE EXHIBITION, IN THE PRESENCE OF THE PUBLIC

In the case of activities in the presence of the public, the Contractor, as well as respecting the regulations and the indications of the above chapters, must delimit the working area and contact the Technical Office or the exhibition safety manager if, for safety reasons, access to some areas must be prohibited.

In the case of work within the stands, Contractor, before accessing a stand must first adopt the following PROCEDURE:

1. Any activity must be previously agreed with and authorised by the Technical department.
2. Advise the stand personnel and ask for permission to start.
3. Collaborate with the personnel on site in order to identify the working areas.
4. Avoid any activity or operation requested by the stand manager that is in contrast with the Technical Regulations.

8. WORK INTERFERENCE

The Suppliers, Principals and Contractors can act, during both stand set up and removal and during the exhibition, within the stands and spaces managed by the exhibitors themselves.

The interferences that can arise can be of various types, among which:

1. coincidence with work carried out within the same stand by other Companies or the stand builders, or with the activities of the exhibitor himself;
2. coincidence with activities on adjacent stands;

3. interference with vehicle traffic in the Exhibition Areas/Halls or roadways;
4. interference with work and transport of goods and equipment in common areas.

The relevant measures must necessarily be agreed at site, based on information from RFC and on current legislation on health and safety at work, coordinating with the exhibitor at the stand and with other personnel present, and making sure in particular to:

- separate in time or space the interfering activities, subdividing the stand in distinct areas;
- avoid obstructing the aisles;
- if and when work is needed with ladders and scaffolds in common spaces, also used by fork trucks, mark and enclose the area involved.

The RFC Supplier will not provide electric power to the stand in the absence of an official request by the exhibitor / stand builder and failing the presence of stand personnel with whom to coordinate any intervention at the time of connection.

9. MEASURES ADOPTED AND TO BE ADOPTED TO ELIMINATE WORK INTERFERENCES FOUND

Non-exhaustive measures, check also the Technical Regulations at the following [link](#)

Principal Company areas involved in work:

- courtyards
- car parks
- halls
- lifts

Company entrusted with the arrangement of the safety measures:

Exhibitors / Suppliers / Stand builders / Companies for specific activities → activities in own competence

The main safety measure is connected with the respect for the exhibition work schedule and with the attention to be paid to carrying out one's own work, in consideration of the fact that it will be done at sites where there is personnel from other Companies, which requires, in the case of coincidence of activities, to agree and coordinate beforehand.

Interference risks	Safety Measures
1. Impact between fork trucks, vehicles, small tractors and means of transport on the Exhibition Areas/Halls and vehicles of suppliers, exhibitors, stand builders and of other contractors.	1.1 Operator information and training 1.2 During critical manoeuvres and with low visibility, the driver must have a helper on the ground 1.3 Use as far as possible the routes shown on the site plan 1.4 Speed must be kept below 15 km/h 1.5 During set up and removal, speed must be kept lower than the limit according to the real conditions of traffic and crowding. 1.6 Respect for road signs 1.7 Stagger in time activities in common areas.
2. Tripping and falls over ground obstacles such as stored or waste materials left along pedestrian routes before or after the event.	2.1 Do not deposit materials along emergency escape routes. 2.2 Operator information and training 2.3 Obligation to remove own waste 2.3 Contact RFC personnel to have abandoned material removed.
3. Noise	3.1 The stand builder must take all technical measures needed to reduce noise emission and vibration deriving from work done by his personnel. If noise and vibration is produced by others, operating nearby, the Contractor must provide his personnel with the appropriate PPE.
4. Operators run over by fork trucks, vehicles, tractors.	4.1 The Contractor must provide fork truck drivers with specific theoretical and practical training. 4.2 Whoever operates in the courtyards and areas of low visibility must wear high-visibility clothing

	4.3 The speed limit is 15 km/h.
Interference risks	Safety Measures
4. Operators run over by fork trucks, vehicles, tractors.	4.4 During stand set up and removal, vehicle speeds must be lower than the limit, as to the real conditions of traffic and crowding. 4.5 Operator information and training 4.6 Full respect for traffic signs.
5. Cuts due to waste materials on the ground (nails, glass etc)	5.1 Obligatory use of protective boots is in all areas. 5.2 Disposal of waste products
6. Collision of vehicles with cross-ways placed along the aisles and routes	6.1 Vehicles must check that routes are open and that it is possible to travel under any overhead structures 6.2 Operator information and training
7. Presence of drains and wells for access to underground channels, left open for maintenance.	7.1 The zone must be marked and enclosed 7.2 The well covers must be replaced after the job is finished and whenever the working area is left unattended 7.3 Operator information and training
8. Fall of objects / personnel from scaffolds or ladders due to impact by fork trucks, transpallets, machines present.	8.1 Working areas must be enclosed and marked. 8.2 Worker information and training. 8.3 Vehicles in the Exhibition Areas/Halls must travel at walking speed 8.4 The stand builder must organise his work by limiting/reducing the use of ladders and adopting suitable equipment 8.5 No stops or manoeuvres in the working areas
9. Interference due to presence of the public	9.1 Make sure that the working area is always enclosed by barriers and coloured tape, and marked with signs in compliance with current applicable legislation. 9.2 Tractors cannot access the Exhibition Areas/Halls during the events. 9.3 Any additional work that requires to be done during the official opening hours must be previously authorised by Riva del Garda Fierecongressi
10. Presence of non-electric vehicle exhaust gas.	10.1 Access to the Exhibition Areas/Halls with non-electric vehicles is prohibited except for those fitted with catalytic silencer and a pipe to lead the exhaust gas outdoors. Advise RFC personnel. 10.2 Operator information and training. 10.3 For outdoor work on days of intense traffic we advise the use of a mask.
11. Dust Inhalation	11.1 Cutting operations are prohibited within the Exhibition Areas/Halls, in the absence of suitable dust suction systems. Suitable outdoor areas are provided. Check that there is no one nearby, coordinating with any third parties who may be exposed. Use of PPE is obligatory 11.2 Please comply with the technical regulations and, if needed, use the hand-held vacuum cleaners
12. Fall of objects from a height	12.1 Areas involved in handling and work at a height must be enclosed and marked 12.2 Do not set materials, even temporarily, on structures and systems 12.3 Stand builder operators must wear a protective helmet for activities in the Exhibition Areas/Halls, both before and after the event. 12.4 Lifting materials using elevator platforms is severely prohibited. 12.5 Goods must not be stored on elevated walkways, floors etc. 12.6 Operator information and training.
13. Running over and crushing due to materials falling from fork trucks in movement and during loading and unloading operations.	13.1 Fork truck driver information and training 13.2 Obligation to use high visibility clothing in outdoor operations. 13.3 During critical manoeuvres and with low visibility the driver must have a helper on the ground 13.4 The load handled must be compatible as to size and weight with the characteristics of the means of transport 13.5 In the case of evident failure to observe safety standards and regulations by personnel engaged in lifting and handling materials, contact RFC personnel

	<p>indicating the vehicle number. The same advice procedure must be applied to the cleaning service provider as regards fork trucks, tractors and elevated platforms.</p> <p>13.6 Respect horizontal and vertical road signs</p>
Interference risks	Safety Measures
14. Fire	<p>14.1 Inflammable materials cannot be stored within the Exhibition Areas/Halls. There can only be the amount needed for a single day's work</p> <p>14.2 Traction battery recharging must be done only at the dedicated positions and always outside the Exhibition Areas/Halls.</p> <p>14.3 Operator information and training</p> <p>14.4 Open flames must not be used within the Exhibition Areas/Halls.</p> <p>14.5 No heater can be introduced into the areas.</p>
15. Fall of persons from a height	<p>15.1 During work at stands, Contractor personnel is not allowed to use the structures set up as working surfaces, supports etc</p> <p>15.2 Transport of persons on fork trucks is severely prohibited.</p> <p>15.3 Workplaces at a height on mezzanines or stand structures during set up must be provided with temporary systems to protect against falls, or with certified anti-fall systems. Operators must be adequately trained in the use of safety harnesses (PPE III category)</p> <p>15.4 Personnel access using elevator cages is prohibited.</p> <p>15.5 During the use of a platform, the operators must wear a harness connected with the specific supports provided within the cell. The areas below must be enclosed and marked. Operators must be informed of and trained in the use of PPE category III. Platforms must be provided with the required documentation and subjected to yearly periodical checks by the appointed Agencies.</p>
16. Electrocution due to switchboards left open and reactivated involuntarily with activities under way	<p>16.1 Apply signs indicating "Work in progress" and apply a padlock to the main switch to avoid unauthorised operation</p> <p>16.2 Operator information and training</p> <p>16.3 Protect all electric cables placed along the routes used by vehicles and fork lift trucks</p> <p>16.4 All cables and extensions must be in good condition and without abrasion and cuts</p> <p>16.5 Electrical connections and junction boxes must have protection levels adequate to the working environment (presence of dust and water)</p>
17. Occupation of transit routes, escape routes and emergency exits (due to work in progress)	<p>17.1 In the case of obstruction of transit and escape routes, signs must be placed indicating alternative pedestrian and vehicle routes</p> <p>17.2 Operator training and information</p> <p>17.3 Do not obstruct routes and passages dedicated to emergencies and escape by stopping your vehicles or by leaving any materials along said routes.</p> <p>17.4 All aisles, in all of the Exhibition Areas/Halls, must always be kept free. Waste skips must not be left in the main aisles. These can be kept temporarily in the cross-aisles, while still leaving free pedestrian passage nearby.</p> <p>17.5 The stand foreman must check that the above order is respected by his colleagues.</p> <p>17.6 Before collecting a skip, make sure that the route is free of obstacles.</p>
18. Use of hazardous substances (cleaning products)	<p>18.1 Operator information and training</p> <p>18.2 The product safety cards must be available where the work is to be done.</p> <p>18.3 Do not create product deposits without prior authorisation.</p> <p>18.4 Information to any third parties present as to the associated risks.</p>
19. Risks deriving from insufficient light levels	<p>19.1 Work must be suspended temporarily if the level of lighting is not sufficient for the type of work to be done.</p> <p>19.2 For specific work which requires higher lighting levels, make a formal request to your reference engineer explaining why.</p> <p>19.3 In the case of technical anomalies or faults, advise your reference engineer immediately.</p> <p>19.4 Operator information and training.</p>
20. Structural damage	<p>20.1 Respect the load and other limits of the Exhibition Areas/Halls; see the existing signs and markings, floor loads, door dimensions and height limits.</p>

NOTE

Contractors must reduce the risks due to any possible interference with work being done by other contractors involved in stand set up by arranging the necessary coordination. Work must be done by contractors using their own equipment; the use of equipment lent by other stand builders / exhibitors / suppliers is prohibited.

Personnel violating the above norms becomes responsible under civil and penal law, as to Art. 20 (Workers' obligations) of Decree No. 81/2008 and s.a.

The stand safety manager guarantees observance of all safety measures in the area under his responsibility.

The Contractors' foremen must supervise work and check for correct application of the safety standards in this document, in the technical regulations and in the DUVRI produced by each single Principal.

For events organised by third parties outside the RFC, the responsibility for monitoring health and safety issues lies with the organisers.

11 RISK ASSESSMENT - INFORMATION ON SPECIFIC RISKS IN THE PREMISES AND ON PREVENTION AND EMERGENCY MEASURES

This Interference Risk Assessment Document has been structured in such a way as to allow each and every contractor in charge to achieve an effective knowledge of the risk factors related to the activities of the other contractors, independently managing coordination or requesting adequate assistance when necessary.

The most relevant activities, from the point of view of the seriousness of the risk, refer to contracts entered into with companies carrying out maintenance, repair and construction work.

In relation to all the activities of external companies for the management of dangerous interference, it is required NOT to carry out work activities concomitantly/contemporaneously during the activities of other workers that may involve risks of interference such as falling objects and equipment, projection of incandescent waste, castings, splashes and other materials.

Please note that contractors are responsible for the management of the health and safety of their workers and the management of fire/earthquake and health emergencies.

Particular attention must be paid by contractors to the possible remote/isolated work of its staff.

Operators must be able to cope independently with an emergency and to call for external assistance (have a fully operational mobile phone available).

The contractor is responsible for managing the risks inherent in the activity, segregating and indicating the work areas and providing all the collective and individual protection devices necessary to protect workers and people in the workplace, including those against the spread of the Sars-Cov-2 virus.



12. SIGNATURES

In the light of the above, the Contracting Company has placed particular attention on guaranteeing good safety levels. The structures, systems and equipment in use are modern and built to current technical standards and norms.

The Management's intention is to continue technological modernisation of the system, thus allowing constant improvement of the safety levels reached.

For document approval:

Contracting Company:

On behalf of the Contracting Company (Riva del Garda - Fierecongressi S.p.A.)	On behalf of the contractor
Employer Roberto Pellegrini Roberto Pellegrini 	Employer
S.P.P. Manager - Oscar Siesser Oscar Siesser 	The Procurement Officer in charge of the contract management
	S.P.P. Manager

DATA:

13. DECLARATION IN LIEU OF CERTIFICATE

The undersigned _____, born in _____ the _____
residing in (Town) _____ prov _____ (Street) _____
number _____, as a legal representative of the Company/Company _____

aware of the penalties established for false statements and mendacious declarations provided for by the Criminal Code and by the special laws on the subject, as well as of the consequent civil and contractual responsibilities

HEREBY DECLARES

1. to be aware of the environmental and interference risks shown in the DUVRI of Riva del Garda Fierecongressi S.p.A. compiled as to art. 26 of Decree No. 81/2008 and s.a. and of the general, specific and coordination instructions for prevention from and protection against said risks;
2. to binds him/herself to respect the Principal's indications together with his own measures of prevention and protection in compliance with Law and with the Authorities' directions and to carry out the work with full respect for good practice and technique;
3. **to binds him/herself to notify any risks introduced by his/her activities and not contemplated by the DUVRI to the following e-mail address tecnico@rivaafc.it and to:**
 - a. cooperate in the actuation of prevention and protection measures against risks at work connected with the activities that are the object of his/her contract
 - b. coordinate protection and prevention measures concerning the risks to which workers are exposed, reciprocally informing each other also to the purpose of reducing risks due to interference between work done by the various companies involved in the overall installation
4. that his/her own company, registered with the Chamber of Commerce (C.C.I.A.A.), having done similar work in the past, is perfectly able, both technically and professionally, to complete the contracted work without interference by the Principal during execution;
5. that the company has absolved all legislative duties on accident prevention etc as to art. 17 of Decree No. 81/2008 and s.a.;
6. that all the machines and equipment used, both owned and hired, will be provided with maintenance books and approved, certified and checked by competent agencies (ISPESL, etc) as foreseen by the Consolidated Text on health and safety at work (Decree 81/08 and s.a.) and in general by current Law and rules of good practice as applicable;
7. that he/she will complete the DUVRI with any and all notes of general character necessary for protection/prevention and emergency and also inform personnel of the risks connected with the work concerned;
8. that he/she will update protection and prevention means and equipment as soon as the need appears or as soon as environmental conditions change, for situations now unforeseeable, or on request of the Principal, if said request is made with adequate warning with respect to the implementation of the change;
9. that the personnel delegated for the above activities, carried out in the working areas of the Fairgrounds, is registered with INAIL and INPS;
10. that the personnel delegated for the activities has been informed and trained as to articles 36 and 37 of the Consolidated Text (Decree 81/08 and s.a.); in particular, that specific training has been provided on the specific risks of the activities and on the measures for prevention adopted and to be adopted as indicated in the DUVRI;
11. that the personnel delegated for the activities has been informed and trained in fire prevention and first aid in compliance with art 36 Decree 81/08 and s.a.
12. that he/she has supplied to and instructed personnel to wear the identity badge as to art. 26 comma 8 Decree No. 81/2008 and s.a.
13. That during the activity in the exhibition centre, a copy of the documents listed below will be kept to allow possible controls by the exhibition centre and the Supervisory Bodies:
 - a. P.O.S. Operational Security Plan / Activity Risk Assessment Document
 - b. Certificate of registration in the Register of Companies of the Chamber of Commerce, Industry, Crafts and Agriculture C.C.I.A.A. not older than three months from the date of receipt of the document
 - c. Single Document of Regular DURC (Certificate of Labour Compliance) Contribution
 - d. Personal sworn declaration of having informed and trained workers about the specific tasks and related risks involved in the work, to be carried out in safety.

Date _____

Sincerely _____