

# **SINGLE INTERFERENCE RISK ASSESSMENT DOCUMENT**

(Italian legislative decree 9 April 2008 n. 81 art. 26 - section 3)

## ***Palacongressi Events***

**RIVIERA  
DI RIMINI**  
CONVENTION  
BUREAU



**PALACONGRESSI  
DI RIMINI**

## **EVENT & CONFERENCE DIVISION**

Via Monte Titano, 152  
47923 - Rimini

*Rev 07\_28/02/25*

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## PRELIMINARY REMARKS

ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION as:

- the commissioning company of the contractors and/or workers operating in the Palacongressi di Rimini;
- the organiser of trade fairs, conferences, shows;
- the company renting out spaces for events,

hereby informs not only the above mentioned workers, but also its clients (exhibitors, event organisers), of the the potential risks that may arise during the setting up, running and taking down operations of events.

This risk assessment document, drawn up in accordance with art. 26 of the Italian Legislative Decree no. 81/08 and its subsequent amendments, such as the Interministerial Decree dated 22/07/2014 and the relative circular no. 35, dated 24/12/2014 issued by the Ministry of Labour is considered an integral part of the agreement between the Organiser and the Exhibitor, and refers to the periods of activity within the Palacongressi di Rimini identified as follows:

- pre-event: setting up days prior to the event;
- event: the actual days the event runs;
- post-event: taking down days after the event.

The "interference risks" referred to in this document:

- risks present at the client's place of work, additional to those specific to the contractor's own activity, where the contractor is expected to operate;
- the risks introduced to the client's place of work by the contractor's activities, where other workers are present;
- risks deriving from overlapping of several activities carried out, in the same area or adjacent areas, by different contractors;
- risks to any third parties occasionally present at the Palacongressi, deriving from the activities carried out by the contractor at the venue.

Should the role of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION be that of simply renting out spaces for events, the Organisers of the event shall undertake to carefully examine the general Risk Assessment Document of the Palacongressi and produce a Risk Assessment Document of the Event itself.

The Exhibitors, the contracting companies and workers are asked to carefully study this Risk Assessment Document and are invited to submit any comments, considerations or integrations to the Organiser.

Given the distinctive nature of the activities and the possible operational variables that may arise on a daily basis – such as, by way of an example, meteorological events, traffic restrictions or work being carried out contemporaneously by a number of contracting companies and/or workers – this document is not be considered comprehensive.

In full respect of the principles of autonomy and responsibility of each Employer, and of each contracting company and/or employee working inside the Palacongressi di Rimini, this document

does not in any way intend to limit or exhaust the specific obligations and responsibilities of the above mentioned as provided for by the health and safety at work regulations.

The contracting companies and workers are in any case required to fully comply with the health and safety at work regulations in force.

As a general rule, all operations are subject to a prior inspection in the area in question, for the purpose of defining the operational aspects and consequent safety implications, including possible interference risks.

Should the structure hosting the event, even at a later date, fall within the category of construction sites (*Leg. decree 81/08 – Heading IV, App. 10 and Interministerial Decree 22/07/2014*), the contractor (or the exhibitor) must comply with the regulations set down for temporary or mobile work sites.

### **Definitions**

For the purposes of the provisions in this document, the following terms are defined as:

- **Manager:** the legal entity responsible for managing the Palacongressi
  - Italian Exhibition Group S.p.A.
- **Organizer:** the legal entity organizing the event
  - The company/entity that promotes, organizes, and manages the event within the Palacongressi;
- **Exhibitor:** a company or another legal entity participating in the event with a dedicated area;
- **Stand Assembler:** the entity holding the contract for assembling and disassembling the stand and, if necessary, for constructing the exhibition structures;
- **Supplier:** the entity holding a contract for works/supply and installation/services within the Palacongressi, assigned by Italian Exhibition Group or by third parties (Organizer, Exhibitor, Installer);
- **Stand:** the individual area allocated to the exhibitor for participation in the event;
- **Exhibition structure:** the set of elements used to set up a stand or a complementary space.

### **Parties involved in this assessment operation**

- a) ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division
- b) Event Organiser
- c) Suppliers of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION and/or of the Organiser  
companies, firms, freelance workers operating inside the Palacongressi
- d) Exhibiting Companies (if present)
- e) Suppliers of exhibiting companies (if present)

## **Safety costs**

In accordance with Art. 26, section 5 of the Italian Legislative Decree no. 8 of 19 April 2008,:  
"Individual sub-contract, contract and supply contracts must state precisely, subject to invalidity for purposes of Article 1418 of the Italian Civil Code, the costs relative to work safety, with particular reference to costs linked to the specific contract".

Such costs, which cover the workers' health and safety regulations for the entire duration of the work specified in the contract, shall be employed as follows:

- to guarantee the safety of contracting company personnel by providing training, medical supplies and personal protective equipment (PPE);
- to guarantee against interference risks that may arise while working inside the building;
- to ensure specific procedures which are set out in the Supplementary Safety Plan and in place for specific safety reasons.

## SECTION 1: GENERAL INFORMATION

<b>Company:</b>	<b>ITALIAN EXHIBITION GROUP S.p.A.</b>
	<hr/> <i>Via Emilia, 155 - 47921 - Rimini</i> <hr/>
<b>Operational office:</b>	<i>Event &amp; Conference Division Via della Fiera, 23 - 47923 - RIMINI</i> <hr/>
<b>Switchboard number:</b>	<i>(+39) 0541 711500</i> <hr/>
<b>Tax number</b>	<i>00139440408</i> <hr/> <i>RN - 224453</i> <hr/>
<b>CEO</b>	<i>Dott. Corrado Peraboni</i> <hr/>
<b>Employer's representative</b>	<i>Ing. Mirco Zamponi</i> <hr/>
<b>Health &amp; Safety Manager (external):</b>	<i>Dott. Ing. Ada Simili (IN.TE.SO. Ingegneria S.r.l.)</i> <hr/>
<b>HSE Manager</b>	<i>Claudia Campagna Tel. (+39) 0541 711520 - <a href="mailto:claudia.campagna@iegexpo.it">claudia.campagna@iegexpo.it</a></i> <hr/>
<b>Occupational Health Physician:</b>	<i>Dott. Mauro Fierro</i> <hr/>
<b>Site Health &amp; Safety Representative</b>	<i>Andrea Ricci</i> <hr/>
<b>In-house Safety Manager</b>	<i>Ing. Giorgio Palladino Tel. (+39) 0541 711478 - <a href="mailto:giorgio.palladino@iegexpo.it">giorgio.palladino@iegexpo.it</a></i> <hr/>
<b>Fire-Fighting Personnel</b>	<i>See Emergency plan</i> <hr/>
<b>First Aid Personnel</b>	<i>See Emergency plan</i> <hr/>

### ***Type of activity carried out in the areas concerned***

Conferences, shows, company conventions, events with exhibit areas and relative setting up and taking down operations.

There may be two distinct operative situations during events at the Palacongressi:

- A.** setting up/taking down operations of the event (**includes ITALIAN EXHIBITION GROUP workers, shift workers, and various external suppliers, in addition to the organiser of the event, exhibitors, stand assemblers and relative suppliers**);
- B.** the actual event (includes the organiser, exhibitors, relative suppliers and external visitors, and some workers of the ITALIAN EXHIBITION GROUP, employees and various external suppliers even outside of normal working hours).

### ***Layout and characteristics of the venue***

The Palacongressi di Rimini consists of two underground levels and five levels above ground.

#### **Underground floor - Level – 5.775**

The parking spaces for private vehicles are located in the garage on the floor below the Palacongressi, with a total of approximately 500 places on two levels -5.775 and -2.995.

The store rooms are located in the middle of the underground floor at Level -5.775 and are not directly connected to the garages.

Also at this level, located to the front of the structure towards Via Monte Titano, are the technical rooms serving the plants, and in particular the generator room, low voltage switchboard, medium voltage room, UPS battery room, UPS security, thermal plant room, pump room, refrigeration plant and fire control unit.

#### **Underground floor - Level – 2.995**

This level includes the first underground floor assigned exclusively to garages.

#### **Ground floor - Level + 0.00**

All entrances have spaces for reception and registration services and can also be accessed directly from the underground car parks where there are also cloakrooms and toilets.

- The main entrance (ENTRANCE A) is located to the front of the building and is characterised by the large "shell" structure, with a large foyer that opens out towards the park and the bridge.
- The second entrance (ENTRANCE B) is located near the roundabout on Via della Fiera and accessed by a road leading directly to the Palacongressi.
- The third entrance (ENTRANCE C) is located on the north side, near the area of the police headquarters on Via Rosaspina.

The entrances are connected to each other by a large space at full height (gallery); the gallery leads directly to the various rooms, and escalators and lifts are available to reach the higher levels.

The gallery, the foyers and the triangular covered courtyard near the south-west entrance, can also be used as an exhibition area to support congress events.

The main entrance, under the "shell", is served on two sides by registration and reception desks, with rear spaces to be used as back offices; in this area there are also spaces for public services, such as First Aid, Fire Brigade, Police and other services.

The main hall, called "Sala della Piazza" is located on the ground floor and is a pillar-free space of approximately 5,000 m<sup>2</sup> and 12 m high.

The hall, with natural lighting from above, can accommodate both congress events with up to 4,700 people, and smaller conference activities combined with trade fairs or exhibitions; the room, in fact, can be divided into smaller units thanks to full-height mobile folding walls stored to one side of the room.

A ring structure skirting the room provide various access points to the hall as well as all the support and service areas, such as reception and registration desks on the ground floor, and control rooms, translation booths, VIP spaces, restrooms and technical rooms on at the upper level.

Equipment involved in setting up/taking down operations can also access the hall directly from Via Monte Titano and there is a goods lift connecting the hall with the store rooms on the underground floor.

On the side facing Via Monte Titano there are two other rooms with a seating capacity of approximately 500 which can be divided into smaller units; these rooms are also equipped with service and support spaces, such as control rooms and translation booths on the mezzanine floor.

At the front of the venue, to the right of the shell, there is a multifunctional hall that can be used as an exhibition space, a conference room, or set up as a restaurant area.

The section along Via della Fiera houses several commercial spaces, which overlook both the public road and the triangular court, and a self-service (bistro) with its own kitchen, open to both the public and guests of the Palacongressi.

Also on the ground floor, next to the entrance C, there is kitchen with a production capacity of about 600 meals, designed for the preparation of meals for particular events.

### **Mezzanine - Level + 3.675**

At this level in the wing along Via Monte Titano at a height of + 3.755 and + 7.35, you can find the administrative offices and related services with 2 access points from the outside via two staircases, also used for the control rooms and translation booths servicing the Sala della Piazza.

At the main entrance on this level there are a number of rooms that can be used as service and support spaces for congress activities and it is generally a quieter area.

The ring around the main hall houses the control rooms and translation booths on two sides; the control rooms and translating booths servicing the rooms located on the ground floor are also located on this level.

### **First floor - Level +7.35**

The first floor, connected by escalators from the foyer, provides access to the first level of the large hall with galleries housed in the "shell" and called the "Sala dell'Anfiteatro", with a seating capacity of approximately 1,600; this hall with tiered seating can be divided into two smaller rooms.

On this level you can also find two side wings, North and South, housing several meeting rooms and break-out rooms of different sizes and types.

In the North wing there is a hall with fixed tiered seating and two other medium sized rooms connected via a foyer.

The other wing, along Via della Fiera, is intended for small rooms connected by a corridor overlooking the triangular courtyard.

### **Level + 12.25**

This is an intermediate level of the Sala dell'Anfiteatro, and is connected to the foyer of the level below by a wide staircase; to the rear there are a series of dressing rooms and service areas for the hall, as well as two restroom areas.

### **Level + 17.15**

This level represents the last ring of the Sala dell'Anfiteatro and is a safe connection to stairwells; this gallery has been designed as an escape route with direct access to the emergency stairs and on the shell side there are also the control rooms, translation booths and technical rooms.

A brief recap of the Palacongressi conference and meeting rooms:

- 1) Sala della Piazza max. capacity 4,700 persons - ground floor
- 2) Sala dell'Anfiteatro with max. capacity 1,540 persons - on three levels, height +7.35, height +12.25 and height +16.80
- 3) Sala del Tempio max. capacity 440 persons - ground floor
- 4) Sala del Castello max. capacity 580 persons - ground floor
- 5) Sala dell'Arco max. capacity 260 persons - ground floor
- 6) Sala dell'Arengo max. capacity 282 persons - height + 7.35
- 7) Sala del Ponte max. capacity 110 persons - height + 7.35
- 8) Sala del Porto max. capacity 90 persons - height + 7.35
- 9) Sala del Parco max. capacity 110 persons - height +7.35
- 10) Sala del Borgo max. capacity 110 persons - height +7.35
- 11) Sala della Marina max. capacity 165 persons - height +7.35

The venue also has:

- 8 rooms seating from 40 to 100 persons, which do not feature control rooms or high-tech fixtures, but do have all the necessary conference equipment:
  - Sala del Lavatoio
  - Sala dell'Orologio
  - Sala dello Squero
  - Sala dei Bastioni
  - Sala della Fontana
  - Sala del Faro
  - Sala della Vecchia Pescheria
- 1-9 Breakout rooms

- a “master control room” whose specific function is to connect the control of all rooms.

### ***People present in the work area***

People present in the Palacongressi when no events are in progress:

- Employed staff of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division (renter of spaces);
- Contractors of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division and possible sub-contractors;
- Suppliers of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division;
- Various companies and workers granted access to the Palacongressi.

During setting up and taking down of events, the following may be present in the Palacongressi;

- Employed staff of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division;
- Contractors of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division and possible sub-contractors;
- Suppliers of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Division;
- Various companies and workers granted access to the Palacongressi.
- Event organiser;
- Organiser's suppliers;
- Exhibitors, if present
- Exhibitors' suppliers (stand assemblers, etc.), if present.

During the event, the following may be present:

- Employed staff of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION;
- Contractors of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION and possible sub-contractors;
- Suppliers of ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION;
- Various companies and workers granted access to the Palacongressi;
- Event organiser;
- Organiser's suppliers;
- Exhibitors, if present;
- Exhibitors' suppliers, if present;
- Visitors.

### ***Identifying the areas affected by the event***

The areas affected by the event are all the areas inside and outside the Palacongressi.

### ***Restrooms available***

All restrooms located in the area of the Palacongressi.

### ***Master Control Room***

A "MASTER CONTROL ROOM" for handling emergencies and headquarters of all security systems in the building, is located adjacent to the main entrance on the ground floor and is the station of the Building Safety Officer on duty.

### ***Medical Supplies***

First Aid Kits are available in the following locations.

- Infirmery on the ground floor, near Entrance A, south side.
- Offices on 1st floor: in the anteroom to the restrooms near the Offices entrance.
- Offices of 2nd floor: in the anteroom to the restrooms near the Offices entrance.
- Workers office: on the mezzanine above the Secretariat offices, on Entrance B side.

Three defibrillators are located on:

- Ground floor: on exiting the corridor of the Control Room and outside the Bistrot
- First floor: in the corridor between the sala della Fontana and sala del Borgo

### ***Characteristics of the areas made available to the contractor/sub-contractor for material storage***

The storage areas must be suitable to contain the intended material. In particular:

- Any shelves must have sufficient surface area and must be equipped with blocks and/or raised edges to prevent objects from accidental falling off them.
- The material must be clearly marked and the area delineated
- Material must not occupy or block the transit passages, exit routes or emergency exits
- Adequate surfaces, shelving, etc must be used to bear the weight of the material (always check that the maximum permitted load is compatible with the weight of the item).
- The storage areas must be equipped in such a way that the items can be safely and stably positioned.
- Limit to a minimum the storage of combustible or flammable material (to reduce the risk of fire to a minimum)

### ***Restricted access areas***

This includes all the technical rooms, covers, suspended ceilings (Sala della Piazza and Sala dell'Anfiteatro).

There are restricted access areas in the Palacongressi in which particular protection systems and measures must be adopted and require authorisation from the Technical Office:

- technical rooms;
- underground rooms;
- roofing;

- technical suspended ceilings (Sala della Piazza and Sala dell'Anfiteatro).

In particular, before accessing the covers, it is mandatory to provide and set up suitable systems to prevent the risk of falling.

### ***Waste disposal***

Waste must be disposed of in accordance with the regulations in force.  
Avoid leaving waste in transit areas, or outside the designated areas, etc.

### ***General measures and code of conduct***

ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION fosters cooperation and collaboration between the interested parties (contractors and/or workers) during all work phases until the activity has reached completion.

The following are general measures and actions that companies operating inside the Palacongressi must acknowledge and respect:

- carefully read and respect the Technical Regulations;
- immediately inform the Client of any accidents, near-accidents, unusual situations and risks not provided for in this document but detected on site by the same contractor and/or worker. Work shall be suspended until the causes have not been eliminated;
- provide adequate training and information to your own personnel, supervise work and organisation, pay particular attention to health and safety, emergency management and all other aspects contained in this risk assessment document;
- ensure all workers carry a photo-identification badge indicating the worker's details and employer's instruction;
- plan and adopt all preventive and protective measures, both general and specific, relating to his/her work and responsibility and based on the acquaintance of the Palacongressi;
- actively cooperate with the Client and with other contractors and/or workers operating in the same area, in enforcing the preventive and protective measures;
- contribute to the coordination of preventive and protective action in the event of interference between your own activities and that of any other companies present.

### ***PPE List***

During the setting up and taking down stages, the personnel working inside the Palacongressi must be provided with at least the following PPE (Personal Protective Equipment):

- Safety footwear (always);
- Protection helmet (depending on the surroundings);
- High visibility clothing (mandatory use in areas adjacent to traffic);
- Hearing protection devices (optional use, depending on the surroundings);
- Anti-fall devices (mandatory use on platforms, manbaskets, work at height in general if the operator is not protected by temporary structures);
- PPE provided according to the specific risks of the contractor.

## SECTION 2: SPECIFIC RISKS IN THE PALACONGRESSI

The following is a non-restrictive synthesis of the risks which are present or may arise from activities carried out in the Palacongressi.

This list is not limiting as it does not take into account the various factors, environmental and non, which may influence the nature of the activity (simultaneous presence of other companies, traffic, weather conditions, etc).

### ***Risk of fire, explosion, evacuation difficulties in the event of an emergency***

In the Palacongressi, this risk is mainly linked to possible prohibited actions such as:

- Smoking or using naked flames in high-risk areas containing inflammable material, paper, furnishings, etc...
- Installing temporary systems during assembly operations which do not comply with the regulations in force;
- Accumulating inflammable waste during assembly and dismantling operations;
- Using vehicles and equipment with internal combustion engines.

During events the risk factor is determined by the number of people present.

In external areas the risk is determined by the presence of vehicles and flammable substances (fuel...).

Evacuation from technical rooms and individual control rooms in the event of an emergency is made difficult by the complex escape routes.

### **Risk of transit accident/pedestrian collision**

This is a real risk in transit, loading and unloading and parking areas. The risk may also be high inside the building, for example in the Sala della Piazza, where transport vehicles (forklifts, cranes and vans) circulate during assembly and dismantling operations.

### **Electrocution hazards**

Electrocution risks from electrical equipment or plants in the Palacongressi, electrical panels at the disposal of contractors or third parties (exhibitors, stand assembler, etc..) and power supply plants to the stands (if not made to the highest standards).

### **Mechanical hazard**

Potential risks in a work environment that includes equipment with sharp edges, protruding parts, waste materials on floor (nails, glass, etc.) or for possible contact with and being caught up in moving equipment.

### ***Risk of falling, tripping or slipping***

This risk is present in all areas due to the possible presence of open or half-closed floor outlets in stand areas, slippery surfaces or inappropriately signalled obstacles.

Risk of tripping is also present when working at heights due to the presence of obstacles.

Risk of slipping in technical rooms and in the underground rooms due to wet floors.

In technical rooms or individual control rooms (of Sala della Piazza and Sala dell'Anfiteatro) the risk is due to the possible presence of obstacles along the route or, metal grid paving necessary for scene mechanics.

### ***Risk of falling from a height***

This risk is present when working at heights or on roofing (due to the presence of non-loading bearing glass structures, the absence of appropriate railings or equivalent risk prevention systems).

In the control room of the Sala dell'Anfiteatro, trap doors which can be opened (necessary for maintenance work) in the metal grid paving present a risk.

### ***Risk of falling objects***

The Sala della Piazza and the Sala dell'Anfiteatro have technical ceilings made of metal grids which authorised personnel can easily access.

Any falling objects (small tools, hardware ...) end up directly in the room below. Therefore in these rooms there is a clear risk of objects falling from above.

### ***Noise risk***

It is not possible to exclude the presence of noise risk neither in the exhibition areas, during setting up and taking down operations, nor in the halls (mainly in the Sala della Piazza) during testing of the audio systems.

Routine activity inside the Palacongressi (events, shows, stand assembly/dismantling), and also routine maintenance using noisy appliances are the main sources of noise interference.

### ***Risk of artificial optical radiation***

This risk is mainly due, to the occasional welding operations carried out during maintenance work.

### ***Microclimate risk***

The rooms are adequately air-conditioned both in winter and summer.

However, during setup and takedown, when it is necessary to keep the room doors open to allow the transfer of materials, the systems may be turned off or not running at full capacity. Therefore, during the winter season, the temperatures inside the rooms may be similar to the outside temperatures, and due to the open doors, air flows may form.

## SECTION 3: INTERFERENCE RISKS AND PREVENTIVE & PROTECTIVE MEASURES

### *Identifying interference risks in work phases and relative preventative and protection measures*

The following table identifies the interference risks deriving from the aforementioned activities that could occur and indicates the relative minimum preventive and protective measures to adopt in order to eliminate, or where this is not possible, reduce such risks to a minimum.

Risks	Preventive/protective measures
Risk deriving from the presence of personnel from other firms operating in adjacent areas and using common spaces	<ul style="list-style-type: none"> <li>• Delineate and indicate your own work space;</li> <li>• Momentarily interrupt work should unauthorised personnel be in the immediate vicinity;</li> <li>• Implement coordination procedures with personnel from other firms.</li> </ul>
Traffic flow, state of surfaces and manoeuvre space. Risks: <ul style="list-style-type: none"> <li>▪ slipping</li> <li>▪ falling</li> <li>▪ tripping</li> <li>▪ cuts, perforations (due to presence of material and waste on the floor)</li> </ul>	<ul style="list-style-type: none"> <li>• Material may not be stored outside the designated areas, along escape routes or in front of emergency exits;</li> <li>• Suitably mark work areas and dangerous obstacles;</li> <li>• Suitably mark temporary open floor outlets; close outlets when finished work;</li> <li>• In the event of accidental spillages of oil or other substances which may make the surfaces slippery, remove and clean up without delay;</li> <li>• During surface cleaning make sure that the floor in transit areas and common spaces are not slippery;</li> <li>• Delineate and indicate working spaces so as third parties will not risk slipping.</li> <li>• Wear appropriate PPE;</li> <li>• Clear area of waste and scrap material.</li> </ul>
Moving materials (loading/unloading goods) with forklifts or other forms of transport. Risks: <ul style="list-style-type: none"> <li>▪ Falling material</li> <li>▪ Collision with other operating machinery</li> <li>▪ Overturning of machinery</li> <li>▪ Blocking transit passages</li> </ul>	<ul style="list-style-type: none"> <li>• Training personnel;</li> <li>• Check the efficiency of the safety and breaking devices on the lifting equipment;</li> <li>• Check that all light and sound devices are working;</li> <li>• Use moderate speed;</li> <li>• Move loads only in open obstacle-free spaces where no other operators risk being injured by falling loads;</li> <li>• Do not store materials outside the designated areas, along escape routes or in front of emergency exits;</li> <li>• Before unloading material, check that the area is free and easily accessible;</li> <li>• Do not exceed the maximum load capacity;</li> <li>• Use hard hats and appropriate PPE.</li> </ul>
Transit of forklifts and other means of transport. Risk of: <ul style="list-style-type: none"> <li>▪ colliding with fixed structures</li> <li>▪ colliding with other forklifts or other vehicles</li> <li>▪ injuring people</li> </ul>	<ul style="list-style-type: none"> <li>• Only qualified personnel must operate the vehicles;</li> <li>• Check efficiency of vehicles' safety devices, brakes, sound and light devices;</li> <li>• Follow the circulation instructions;</li> <li>• Drive slowly, adapting speed to the surface, traffic, visibility and presence of people, etc.</li> <li>• Proceed at dead slow speed inside the Palacongressi;</li> <li>• Respect intersections and pedestrian crossings;</li> </ul> <p>In the event of difficult manoeuvres or in conditions of poor visibility, avail of the help of personnel on the floor.</p>

Risks	Preventive/protective measures
<p>Work at height areas (using ladders, scaffolding, trestle scaffolds, mobile scaffolding, overhead platforms...) or in the control rooms. Risks:</p> <ul style="list-style-type: none"> <li>▪ Falling material or tools</li> <li>▪ Persons falling from heights</li> <li>▪ Overturning</li> </ul>	<ul style="list-style-type: none"> <li>• It is forbidden to transit in work at height areas where ladders, scaffolding, platforms, etc are being used;</li> <li>• Work at height areas, including below the individual control rooms, must be indicated and marked off with fixed barriers or coloured warning tape;</li> <li>• Use suitable hard hats and PPE;</li> <li>• Ensure the stability of the equipment and that the equipment support is on a flat surface;</li> <li>• Use ladders, bridges, trestles, etc. correctly;</li> <li>• When working at a height greater than two metres from the ground, equip scaffolding with parapets complete with toe boards on all four sides;</li> <li>• Put tools and material in safe places to prevent them from falling.</li> </ul>
<p>Working in technical suspended ceilings. Risks:</p> <ul style="list-style-type: none"> <li>▪ materials or tools falling from above</li> <li>▪ people falling from above</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid, as much as possible, access to technical ceilings when people are present in the rooms below or when work is in progress: access to the technical ceilings should take place when the rooms below are closed;</li> <li>• If it cannot be avoided, workers with access to the rooms must be advised of the risk (which must be indicated with signs) and should wear appropriate PPE (hard hats);</li> <li>• When using tools while working in technical ceilings, take appropriate measures to prevent the fall of the same and of working materials;</li> </ul> <p>The use of safety harnesses is obligatory during work carried out in the technical ceilings of the rooms where hatches are present in the floors.</p>
<p>Working on roofs. Risks:</p> <ul style="list-style-type: none"> <li>▪ people falling from above</li> <li>▪ materials or tools falling from above</li> </ul>	<ul style="list-style-type: none"> <li>• Only authorised personnel have access to roofs or work stations at a height;</li> <li>• In case of risk of falling materials or tools from above, delimit and signal the affected area;</li> <li>• In the case of work in the absence of parapets, it is mandatory to use PPE (safety harnesses) to be fixed to the hooks or life lines present on the roof;</li> <li>• For areas without hooks or lifelines, adopt preventive/protective measures to be assessed by the contractor or sub-contractor (temporary guardrails, scaffolding, aerial lifts, etc.).</li> </ul>
<p>Working in basement, next to external fountain. Risks:</p> <ul style="list-style-type: none"> <li>▪ people falling from above</li> <li>▪ working in confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Only specially trained personnel may access the basement;</li> <li>• When personnel access the room, additional personnel must be outside, both for the safety of personnel engaged in the work and for the safety of third parties in the piazza area;</li> <li>• During work the area must be cordoned off on all sides by impassable, resistant barriers;</li> </ul>
<p>Power tools and various equipment (portable or fixed): risk</p>	<ul style="list-style-type: none"> <li>• Equipment should be properly maintained;</li> <li>• Always carry out maintenance and cleaning operations when the</li> </ul>

<p>of hitting, cutting, piercing, abrasions from flying splinters or material</p>	<p>machines are turned off;</p> <ul style="list-style-type: none"> <li>• Before use all tools must be checked, in particular: the positioning and clamping of the fixed protection devices, positioning and functioning of the mobile protection devices, conditions of tips, blades or disks;</li> <li>• Do not use defective or worn out tools;</li> <li>• Cordon off and mark the work space; indicate the risk;</li> <li>• Ensure any scrap material does not fly in the direction of others;</li> <li>• Keep a safe distance from areas where other work is under way;</li> <li>• Use appropriate PPE;</li> </ul>
<p>Risk of fire, explosion, evacuation difficulty in the event of an emergency</p>	<ul style="list-style-type: none"> <li>• It is strictly forbidden to smoke or use naked flames within the building;</li> <li>• Keep the accumulation of combustible or inflammable material to a minimum;</li> <li>• Inflammable material must be stored in closed containers;</li> <li>• Keep floors and work areas clean and remove all waste at the end of each day;</li> <li>• It is prohibited to introduce and use flammable gas cylinders without authorisation from the Technical Office;</li> <li>• Gas cylinders must be kept upright on a stable surface and suitably secured;</li> <li>• It is strictly forbidden to use G.P.L or methane gas or to even take cylinders into the building;</li> </ul>
<p>Risk of electrocution, explosion, or fire by accidental contact with live parts (electrical equipment, wires, panels)</p>	<ul style="list-style-type: none"> <li>• Before use all tools must be checked, in particular:</li> <li>• the state of power cables and plugs;</li> <li>• that the on and off buttons work properly;</li> <li>• that the tool has no defects;</li> <li>• that the mains supply voltage is printed on the plate;</li> <li>• that the power cables are secured and not exposed to possible damage (cutting, abrasions, contact with solvents...) and must not impede workers movement;</li> <li>• It is forbidden for unauthorised personnel to service or make adjustments to the electrical components or plants property of the Palacongressi;</li> <li>• It is forbidden to make any electrical connections, touch sockets, plugs or work with wet hands;</li> <li>• Put tools in safe places where they will not fall or obstruct workers;</li> <li>• Before starting work, check out the location of the nearest fire-fighting appliances provided inside the <i>Palacongressi di Rimini</i>;</li> </ul>
<p>Microclimate risk</p>	<ul style="list-style-type: none"> <li>• During setup/takedown, systems may be turned off or not operating at full capacity; therefore: <ul style="list-style-type: none"> <li>▪ In winter, personnel must be equipped with appropriate protective gear against the cold;</li> <li>▪ In summer, frequent breaks should be taken, liquids should be consumed, and heavier tasks should be carried out during the early hours of the day.</li> </ul> </li> </ul>

Risks	Preventive/protective measures
<p>Risk of exposure to hazardous chemical substances during cleaning, painting, maintenance etc. (inhalation, swallowing, contact with hazardous substances provoking rashes, damage to mucous membranes and respiratory problems)</p>	<ul style="list-style-type: none"> <li>• After cleaning and sanification, replace all products used in the correct storage areas out of the reach of unauthorised personnel;</li> <li>• Follow the instructions for use;</li> <li>• Chemical product containers must be properly labelled and tightly closed;</li> <li>• Keep the safety data sheet at hand;</li> <li>• Always leave the products in their original containers;</li> <li>• Handle the product carefully to avoid squirting;</li> <li>• Only minor painting (no spray paint) jobs are permitted inside the building;</li> <li>• Operations such as: mixing, preparing, gluing, drying, and cleaning must be carried out in well-ventilated areas;</li> <li>• Avoid scattering material around;</li> <li>• Waste disposal must be in compliance with the procedures and methods in force and in the designated areas; avoid leaving waste in transit areas, etc.</li> </ul>
<p>Risk of inhaling fumes or powder resulting from:</p> <ul style="list-style-type: none"> <li>• the use of welders</li> <li>• the use of internal combustion engines inside the rooms</li> <li>• working wooden or metal products</li> </ul>	<ul style="list-style-type: none"> <li>• Only minor, previously authorised welding operations, are allowed inside the Palacongressi and must be carried out in well-ventilated areas;</li> <li>• Vehicles with internal combustion engines cannot be parked with the motor running; should it be necessary, they must therefore be equipped with a tube to discharge fumes externally;</li> <li>• Only minor wood (or metal) work is permitted inside the pavilions with the use of appropriate suction devices for dust, scraps, shavings;</li> </ul>
<p>Risk of exposure to radiation (not ionizing) during welding operations</p>	<ul style="list-style-type: none"> <li>• Only minor, previously authorised welding operations are allowed inside the Palacongressi;</li> <li>• Adequate welding screens must be used to prevent damage to the eyesight of passing workers;</li> </ul>
<p>Risk of exposure to noise from portable and installed equipment</p>	<ul style="list-style-type: none"> <li>• Opt for working processes and equipment that produce less noise;</li> <li>• Sources of noise must be kept as far away as possible from other workers;</li> <li>• High-noise environments must be indicated.</li> <li>• Use appropriate PPE (ear muffs/plugs) during work.</li> </ul>

## SEZIONE 4: CONTROLLI

During work operations, personnel employed by ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference DIVISION may carry out checks on compliance with this document and current safety regulations.

Any violation by the workers of the aforementioned rules will entail the implementation of the following actions:

- documenting of the non-compliance with rules and regulations;
- communication of the same both to the worker's Employer, the client's Employer and to the Organizer;
- should the violation be repeated, removal from the Palacongressi of workers who do not comply with the rules.

## SECTION 5: PALACONGRESSI EMERGENCY PLAN

### *How to act in the event of a fire emergency*

The Palacongressi of Rimini is provided of an Emergency Plan, of an automatic and manual fire protection system and of a trained emergency management team.

Follow the below instructions in the event of a fire:

- Keep calm;
- Immediately notify the MASTER CONTROL ROOM located on the ground floor near the main entrance, (directly or at **tel. 0541 711460**) or notify an available Palacongressi member of staff;
- In the event of a serious emergency, set off the nearest fire alarm. Do not alert the Fire Department directly;
- Remove any combustible substances and disconnect electrical appliances;
- If the fire is reasonably contained and if you have received training, attempt to extinguish it with the fire-fighting apparatus at hand;
- Do not endanger your own safety;
- Should the fire get out of control, evacuate the area;
- Doors should be opened with extreme caution, before opening a door, touch it to see if it is hot. If it is hot or if smoke is coming out from behind it, look for another way out. If there is no other way out, open the door with extreme caution;
- Do not use lifts or goods lifts.

If the fire alarm sounds and the evacuation message is activated:

- Keep calm, avoid shouting or running;
- Evacuate the areas quickly through the nearest emergency exit and gather in the designated safe assembly area: the square in front of the nearest entrance (A, B, C);
- Ensure that colleagues or nearby people have also heard the alarm signal;
- Do not stop to collect personal belongings;
- Do not use lifts or goods lifts;
- If you cannot exit, lock yourself in a room with a window and make yourself visible through the window;
- In case of smoke, cover your mouth and nose with a handkerchief or your own clothing and walk low to the ground.

Please pay close attention to, and have utmost respect for the safety regulations and safety signs in the Palacongressi.

## SECTION 6: GENERAL COMPANY REGULATIONS

The following are instructions for companies working inside the Palacongressi.

### ***Prevention measures for interference risks***

- ◇ Provide the workers with the necessary training on the risks of interference and related preventive and protective measures
- ◇ Carry out work in allocated areas, if possible
- ◇ Carry out work in specific times, if possible
- ◇ Plan and control risk interventions
- ◇ Communicate and report to other workers on ongoing interventions, with warnings and notices
- ◇ Cordon off the work area
- ◇ Signal the risk or the machining process
- ◇ Prohibit other workers access to the area assigned to the intervention
- ◇ Provide employees with PPE and verify the use of the same
- ◇ Provide assistance / flanking during machining operations that involve risks of interference
- ◇ Report and promptly manage out of the ordinary situations
- ◇ Mark personal equipment and coordinate the possible joint use of equipment, vehicles, etc.