

4 - External areas non involved in exhibitions		
Those at risk: THOSE EMPLOYED		
Zone	Type of Risk	Preventive measures
External transit routes	<ul style="list-style-type: none"> • Being knocked down by vehicles, means of transport, • collisions between vehicles • Possible contact between equipment/transport used by different companies. • Obstruction of passing areas. 	<ul style="list-style-type: none"> • Observe traffic signs and road markings • Observe the 30 km/h speed limit and drive at walking speed if necessary • Reduce vehicle access to the Exhibition Centre • No pedestrians allowed on roads • Use PPE. • Observe and apply warning signs. • Observe the times indicated in the event work schedule (Gantt). • Self-propelled vehicles must move at walking speed. • Do not enter or halt in areas reserved for vehicle manoeuvres. • Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.. • Passing areas must be kept clear • Avoid untidy heaps of material and limit obstruction as much as possible in order to allow people and vehicles to pass by.

5 - Office Area		
Those at risk: THOSE EMPLOYED		
Zone	Type of Risk	Preventive measures
Office area	<ul style="list-style-type: none"> • Tripping, falling 	<ul style="list-style-type: none"> • Perform periodic maintenance of floors • Clean the transit routes • Behave with due care and attention • Keep any floor coverings tidy
	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Do not introduce heating appliances unless authorised • Install electrical systems in compliance with regulations • Perform periodic evacuation drills
	<ul style="list-style-type: none"> • Electrical risk 	<ul style="list-style-type: none"> • Do not tamper with electrical systems • Perform periodic maintenance of the permanent systems • Use systems according to regulations

Annex 4 of the Technical Regulation
Risk assessment and indication of the measures taken to eliminate interference between companies contracted by Fiera Milano SpA.

Activity	Equipment /materials used	Description of activity	Risks	Preventive measures / Management of interference
Cleaning	Cleaning machines Trolleys Detergents Brooms Material handlers Goods vehicles	Vehicle entry /exit cleaning with machines waste collection supervision of toilet facilities waste storage vehicle loading/unloading	Cleaning and polishing floors with possible hazard of staff falling. Possible contact between equipment/vehicles used by different companies. Obstruction of passage areas. Risk of collision	Use PPE. Observe and apply warning signs. Observe the times indicated in the event work schedule (ganttt). Fiera Milano SpA contractors must check before allowing their workers
Installation of suspension elements and signs in general.	Petrol-driven/electric forklift trucks Metal cables Eye-bolts Trusses	Vehicle entry /exit Positioning / moving machines Reaching working heights Installing cables Installing trusses Introducing, loading, unloading material in the pavilions.	Installation of suspension elements and signs in general risks connected with the use of means of transport, unloading and loading, lifting. The simultaneous presence of more than one firm can cause risks of collisions with vehicles, falls of elements or structures with risks for the employees of other companies .	to enter the exhibition areas that environmental conditions do not affect occupational safety. Pay great care and attention when moving around the assembly/ disassembly areas. Pedestrians must behave with due care and attention. Self-propelled vehicles must move at walking speed. Unauthorised people may not enter the area.
Laying of fitted carpets	Forklift trucks Cutters Rolls of two-sided sticky tape Rolls of carpet	Vehicle entry /exit Storage area Distribution of rolls of carpet Installation Removal Transport of removed material	Activity of laying and removing carpet use of vehicles for transporting materials, storage of materials, risks connected with the use of means of transport to install or remove materials, storage of materials, use of equipment to remove carpets.	Do not enter or stop in the areas reserved for vehicle manoeuvres. •Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by

<p>Installing / removing exhibitors' technological systems</p>	<p>Trolley for pipes and cables Vehicle for transporting special equipment</p>	<p>Vehicle entry /exit Reaching working areas Opening traps Installing / Removing systems Closing traps</p>	<p>Risk of interference: danger of collision with vehicles or danger of contact with equipment used to remove materials, loss of load during transport, collapse of material during storage. --possibility of segregation of uncovered traps with risk of falling inside due to the fact that they cannot be seen when fitted carpets are removed, possibility that the structure can remove the trap covers with consequent danger of falling in.</p>	<p>Fiera Milano S.p.A.. as must everyone in the exhibition centre. Keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible in order to allow people and vehicles to pass by. Monitor and constantly clean the transit areas in order to limit the presence of elements /objects, etc. that could cause injury.</p>
<p>Marking out stand areas</p>	<p>Trolley Adhesive tape Marker pens</p>	<p>Vehicle entry /exit Reaching working areas Marking out stand areas</p>	<p>-Preparation of systems connections: use of self-propelling vehicles for transporting the connection equipment; accessing underfloor chambers by opening traps; possible hazard of impact or collision with equipment, possible loss of load, falling inside the trap.</p>	<p>All people working at heights must prevent access to the underlying area and signal the hazard. Always keep away from hanging and/or moving loads. Anyone who, for any reason, removes the cover of a trap must suitably signal the hazard. Traps must be correctly closed after use. Pay great care and attention when moving near to the traps.</p>

Annex 5 of the Technical Regulation

Risk assessment and indication of the measures taken to eliminate interference during the assembly/disassembly phases while stand-fitting is taking place

1 Danger of objects falling from above

Risk of being hit by material and/or equipment and/or objects falling from heights.

Consequences personal injury, potentially serious.

Preventive measures

- Do not enter or stop in the vehicle manoeuvre areas and, in the event of hanging loads, in the stand assembly areas.
- Use PPE (for example, helmets, safety shoes, etc.)

Interference management

- Observe the times indicated in the event work schedule (Gantt).
- All people working at heights must prevent access to the underlying area and signal the hazard.
- Contractors appointed by exhibitors must ensure that all the structures are safe and that all the safety measures are observed before allowing third parties, including the service companies contracted by Fiera Milano, to access the exhibition areas.
- Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas.
- Before accessing the stand, make sure that all work at heights has terminated and that all the equipment has been made safe.
- The stand safety manager must ensure safety measures are observed in the areas they are responsible for.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

2 Danger of stand assembly objects falling.

Risk of being hit by elements used to assemble stands.

Consequences personal injury, potentially serious.

Preventive measures

- Fitters must assemble stands in total observance of the rules of good practice and the safety regulations.
- Use PPE (for example, helmets, safety shoes, etc.)
- Behave with due care and attention.
- Do not walk under hanging loads.
- Do not cross the exhibition areas during assembly.

Interference management

- Observe the times indicated in the event work schedule (Gantt).
- Anyone wishing to enter the areas managed by individual exhibitors must first contact the stand safety managers.
- The stand safety managers must ensure that all the structures are safe.
- Fiera Milano SpA contractors must accept responsibility for stand safety before allowing their workers to access the exhibition areas, and they must ensure that all current activities and environmental conditions are safe.

- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

3 Danger possible presence of objects on transit routes capable of causing injuries, in particular to the lower limbs.

Risk of coming into contact with hazardous objects or materials.

Consequences personal injury, potentially serious.

Preventive measures

- Use PPE (for example, helmets, safety shoes, etc.)
- Unauthorised people may not enter the area.

Interference management

- Fitters must keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible in order to allow people to pass by.
- Make sure the transit areas are monitored and constantly cleaned in order to limit the presence of elements /objects, etc. that could cause injury.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.
- Pay great care and attention when moving around the assembly/ disassembly areas.

4 Dangers connected with vehicle manoeuvres, including loading and unloading, and vehicle circulation in general.

Risk of collision.

Consequences personal injury, potentially serious.

Preventive measures

- Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.
- Observe warning signs.

Interference management

- Pedestrians must behave with due care and attention.
- Self-propelled vehicles must move at walking speed.
- Do not enter or stop in the areas reserved for vehicle manoeuvres.
- Always keep away from hanging and/or moving loads.

5 Dangers connected with the presence of uncovered traps or slippery sections of floor.

Risk of tripping and/or falling.

Consequences personal injury, potentially serious.

Preventive measures

- Observe warning signs
- Unauthorised people may not enter the area.

Interference management

- It is forbidden for anyone, no matter for what reason, to access the system traps and leave them uncovered. Where this is not possible, due to technical requirements or for any other reason, the person must directly supervise the traps or signal the fact that they are uncovered in a totally visible and suitable way.
- Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas.
- Pay great care and attention when moving near to the traps.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Annex 6 of the Technical Regulation

Some information relative to possible risks and the measures to take in eliminating interference when fitting out stands (assembly and disassembly) used by organisers, exhibitors and their contractors, to consider when drawing up the DUVRI's (overall interferential risk assessment documents).

1 Danger of objects falling from above

Risk of being hit by material and/or equipment and/or objects falling from heights.

Consequences personal injury, potentially serious.

Preventive measures

- Do not enter or stop in the vehicle manoeuvre areas and, in the event of hanging loads, in the stand assembly areas.
- Use PPE (for example, helmets, safety shoes, etc.)

Interference management

- All people working at heights must prevent access to the underlying area and signal the hazard.
- Contractors appointed by exhibitors must ensure that all the structures are safe and that all the safety measures are observed before allowing third parties, including the service companies contracted by Fiera Milano, to access the exhibition areas.
- The stand safety manager must ensure safety measures are observed in the areas they are responsible for.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

2 Danger of stand assembly objects falling.

Risk of being hit by elements used to assemble stands.

Consequences personal injury, potentially serious.

Preventive measures

- Fitters must assemble stands in total observance of the rules of good practice and the safety regulations.
- Use PPE (for example, helmets, safety shoes, etc.)
- Behave with due care and attention.
- Do not walk under hanging loads.
- Do not cross the exhibition areas during assembly.

Interference management

- The exhibitor must draw up the work schedule.
- Anyone wishing to enter a stand must first contact the stand safety manager.
- The stand safety managers, appointed by the exhibitors, must ensure that all the structures are safe.
- Fiera Milano SpA contractors must accept responsibility for stand safety before allowing their workers to access the exhibition areas, and they must ensure that all current activities and environmental conditions are safe.

- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

3 Danger possible presence of obstructions and objects on the transit routes.

Risk of coming into contact with hazardous objects or materials.

Consequences personal injury, potentially serious.

Preventive measures

- Use PPE (for example, helmets, safety shoes, etc.)
- Unauthorised people may not enter the area.

Interference management

- Fitters must keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible in order to allow people to pass by.
- Make sure the transit areas are monitored and constantly cleaned in order to limit the presence of elements /objects, etc. that could cause injury.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.
- Pay great care and attention when moving around the assembly/ disassembly areas.

4 Dangers connected with vehicle manoeuvres, including loading and unloading, of self-propelled vehicles and with vehicle circulation in general.

Risk of collision.

Consequences personal injury, potentially serious.

Preventive measures

- Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.. drawn up by Fiera Milano S.p.A.
- Observe warning signs.

Interference management

- Pedestrians must behave with due care and attention.
- Self-propelled vehicles must move at walking speed.
- Do not enter or stop in the areas reserved for vehicle manoeuvres.
- Always keep away from hanging and/or moving loads.

5 Dangers connected with the presence of uncovered traps or slippery sections of the transit routes.

Risk of tripping and/or falling.

Consequences personal injury, potentially serious.

Preventive measures

- Observe warning signs
- Unauthorised people may not enter the area.

Interference management

- It is forbidden for anyone, no matter for what reason, to access the system traps and leave them uncovered. Where this is not possible, due to technical requirements or for any other reason, the person must directly supervise the traps or signal the fact that they are uncovered in a totally visible and suitable way.
- Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas.
- Pay great care and attention when moving near to the traps.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.