

CONSOLIDATED INTERFERENCE RISK ASSESSMENT DOCUMENT (DUVRI) AND NOTIFICATION CONCERNING SPECIFIC RISKS

AS PER ARTICLE 26 - ITALIAN LEGISLATIVE DECREE 81/08

EVENT IN QUESTION

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1. General

This Document (DUVRI) was prepared by Veronafiere S.P.A. (Veronafiere) to implement the dispositions of Article 26 of Italian Legislative Decree 81/08.

The purpose of the document is to identify interference risks between various activities involved in the course of Exhibition Centre set-up and dismantling stages for the event indicated on the cover.

These stages immediately precede and follow the event.

Companies involved in these stages may be engaged directly by VERONAFIERE or by third parties (organising secretariats, exhibitors, other entities, etc.). These companies may operate with a direct contract or as sub-contractors.

For simplicity's sake, this document refers to contractors and sub-contractors in overall terms as **contractors**.

This document, as per Article 26, item 1 letter b) of Italian Legislative Decree 81/08, also provides information about specific risks in the environment where contractors will operate and the prevention and emergency measures adopted.


For the purposes of this document, "*interference risks*" are defined as:

- a) those arising from overlapping of several activities in the same area or adjacent areas involving different contractors;
- b) those arising from Veronafiere's own activities in workplaces where **contractors'** employees are present;
- c) those existing in the exhibition centre, where the contractor is expected to operate, or arising from implementing details explicitly requested by Veronafiere in addition to the specific activities contractors themselves.

It must be borne in mind that, in general, this document **does not** identify, analyse and assess risks pertaining to the **contractor** as regards hazards arising from its own operations.

1.1. DUVRI update

The DUVRI document must be updated in relation to the evolution of work activities that involve interference risks and any mediations that may have been introduced.

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The DUVRI document must be updated in relation to the evolution of work activities that involve interference risks and any mediations that may have been introduced.

The updated DUVRI in PDF format is available on Veronafiere's institutional web site in the "Business Section".

The DUVRI document is updated by Veronafiere's Prevention and Protection Service (SPP)

Every contractor shall verify at regular intervals, and during set-up and dismantling stages at least once a day, Veronafiere's document portal for the up-dated version.

Comments or suggestions about the DUVRI should be sent in accordance with the procedures set out in the DUVRI web pages.

1.2. Contents of the DUVRI document

The minimum contents of the DUVRI document, as per Article 26 of Italian Legislative Decree 81/2008 for trade fairs, are listed in Annex V of the Ministerial Decree of 22/07/2014 (Stages and Trade Fairs).

The DUVRI document is specific to each event and its contents are the result of planning and organisational decisions in compliance with Article 15 of Italian Legislative Decree 81/2008, with particular regard to the context and site where the event takes place: it contains at least:

- a) Timetable and dates when set-up and dismantling operations take place;
- b) Characteristics of the exhibition centre;
- c) Exhibition centre access and logistic methods;
- d) Exhibition centre emergency plan;
- e) Information concerning risks present in the exhibition centre;
- f) Indications about interference risks present during set-up and dismantling stages and the relative preventive and protection measures to be adopted.

The following are integral parts of the DUVRI document: **"DUVRI and operational indications for setting up and dismantling during the COVID-19 pandemic"** **"Exhibition Centre Emergency Plan"** and the **"Technical Regulations"** and **"Exhibition Regulations"**.

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The "**Exhibition Centre Emergency Plan**" and the "**Technical Regulations**" (current editions in PDF format) are available on the VeronaFiere document portal.

1.3. Information for workers

Veronafiere and **Contractors** must inform their workers exposed to interference risks about the contents of this document and the emergency measures adopted in the workplace covered by the DUVRI interference risk assessment document itself.

2. General dispositions

Access to the VERONAFIERE area during set up and dismantling stages is always and exclusively restricted to persons authorised in advance. Such persons are authorised only and exclusively to access the area where they are supposed to work and only for the time strictly necessary for their activities.

Access to the exhibition centre will be defined in the current edition of the Technical Regulations and the Exhibition Regulations defined before each event in accordance with contractual terms and conditions.

2.1. Hygiene services


The **Contractor's** personnel may use the hygiene services available in the exhibition centre unless otherwise agreed. The use of these hygiene services is subordinated to observance of cleanliness and decorum.

2.2. Escape routes, emergency exits and transit routes

The **Contractor** in performing its tasks must review escape routes, emergency exits, fire-prevention devices (extinguishers, etc.), and emergency systems (alarm system, etc.) in advance.

While performing operations connected with the **Tender**, corridors and escape routes in general must always be kept in conditions allowing people to move easily along them in the event of an emergency; corridors and escape routes must be kept clear of flammable material, groups of people and obstacles or any kind, even if temporary.

It is consequently:

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- FORBIDDEN to leave and store materials opposite emergency doors, on stairs, along escape routes, etc. that may interfere with emergency situations or obstruct correct closure of fire doors;
- FORBIDDEN to leave, even in areas not specifically mentioned, materials that may cause people to stumble or obstruct normal transit.
- FORBIDDEN to remove parapets, man-hole covers, protection gratings, walk-over flooring, etc. with consequent risk that people may fall or stumble; whenever requirements associated with the **Tender** envisage the need law to open manhole covers, protection gratings, etc. or remove guards and parapets, the **Contractor** must cordon off the area in advance to prevent risks of falling or stumbling by third-parties. Hatches, manhole covers, gratings etc. must NEVER be left open and unsupervised even for very short periods.

2.3. Electrical plant

The **Contractor** is only and exclusively authorised to use electricity supplied by the electrical plant.

The **Contractor** must:


- use the electrical system in accordance with the requirements of good technique and good workmanship;
- use components (cables, plugs, sockets, etc.) and electrical machinery conforming to high standard of workmanship (CE mark or other type of certification) in good working order;
- do not use joint cables or others with evident damage or abrasions.

It is forbidden to use adaptors and reducers; equipment must have a plug matching the socket used in the venue.

2.4. Material storage

The **Contractor** is authorised to leave in its area of pertinence only the material strictly necessary for its own activities.

It is absolutely forbidden to leave set-up materials outside respective exhibition spaces during set-up operations; the shared corridors/aisles must always be free of obstacles.

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The Contractor must follow the dispositions provided in the Technical Regulations concerning disposal by Exhibitors/Stand Fitters Builder of waste processing materials accumulated during set-up assembly/disassembly operations.

Material that can be recycled must be placed in the special containers provided by Veronafiere outside the halls.

2.5. Potentially toxic or harmful substances

The **Contractor** is authorised to use potentially toxic or harmful substances only within the scope of its own activities on taking appropriate precautions based on good technical workmanship and the producer's instructions.

It is absolutely forbidden to leave or otherwise abandon accessible containers holding potentially toxic or harmful substances.

The uses of such substances must not cause, even indirectly, any risks for the health and hygiene for staff of Veronafiere and other companies.

2.6. Adjacent work areas

Contractors operating in areas adjacent to shared areas in zones where personnel of other companies are at work.


Inasmuch, the Contractor must work exclusively inside its own area after marking off the perimeter and taking into consideration ALL risks that may interfere with the surrounding area.

Work must be temporarily interrupted whenever an unauthorised worker or other third party is in the pertinent area.

2.7. Activities by Veronafiere's trusted companies

During set-up and dismantling stages in shared areas as well as areas pertinent to the Contractor, personnel of Veronafiere's trusted companies may be present in order to connect plant utilities: electricity, water, telephone, etc.

The **Contractor** is required to interrupt operations temporarily for the time strictly necessary for these connections.






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3. Set-up/dismantling period during the exhibition






As regards stand installation and dismantling, we invite all exhibitors and stand contractors companies to carefully check the Exhibition's General Regulations which contains the exact schedule and deadlines for stand set-up and dismantling, the set-up days exclusively reserved for exhibitors, as well as access and exit times to/from the Exhibition Centre.





Kindly note that during stand installation and dismantling periods, admission to the Exhibition Centre will be exclusively by dedicated "stand set-up and dismantling pass", valid for personnel and vehicles.


4. General Risks

Critical aspects	Highlighted risks	prevention measures
<p>PRESENCE OF STORED, SCRAP AND WASTE MATERIALS</p> 	<p>Risks of jabs, cuts, impact of stumbling caused by the presence of deposited materials and processing waste.</p> <p>The material may be present on stands and in shared areas.</p> <p>Presence is also possible areas not marked off by nails, screws, wood and metal splinters and waste material in general.</p>	<p>Follow the dispositions provided in the Technical Regulations concerning disposal by Exhibitors/Stand Fitters Builder of waste processing materials accumulated during set-up assembly/disassembly operations.</p> <p>Material that can be recycled must be placed in the special containers provided by Veronafiére outside the halls.</p> <p>Use suitable personal protection devices for feet (protective footwear)</p> <p>Handling by direct operators is covered by the obligation to use personal protection equipment (goggles, gloves and safety clothing, etc.).</p>
<p>MATERIAL FALLING FROM HEIGHTS AND IN ADJACENT AREAS</p> 	<p>Risk of set-up materials and/or tools falling inside or in the vicinity of pertinent work areas</p>	<p>When working at height, areas must be cordoned off by fixed barriers or coloured tape or supervised by an operator to prevent transit</p> <p>If possible, do not transit or operate in areas close to work on stairs, scaffolding, overhead platforms, builder's stages, etc.</p> <p>Personal protective equipment (safety helmets) must be worn when working in the vicinity</p>
<p>PRESENCE OF OBSTACLES OR PROTRUDING PARTS</p> 	<p>Risks arising from presence of sharp edges, lowered aisleways, protruding parts etc. that are not clearly identified.</p>	<p>Move with great care outside the pertinent area.</p> <p>Wear personal protection devices for the head (hard hat)</p>
<p>ASSEMBLY-DISASSEMBLY OF APPENDAGES AND "AMERICANA" STRUCTURES</p> 	<p>Risk arising from materials dropped during assembly and disassembly involving appendages, posters and "Americana" structures</p>	<p>All areas underneath such installations below must be cordoned off by fixed barriers, coloured tape or supervised by an operator to prevent transit.</p> <p>It is forbidden to transit in or near areas involved in the assembly of Americana structures.</p> <p>Personal protection devices (safety helmets) must be worn when working in the vicinity</p>
<p>USE OF TOOLS SUCH AS CIRCULAR SAWS, SHEARS, GRINDERS, ETC.</p> 	<p>Risk of cuts, crushing or shearing arising even from indirect use of tools</p>	<p>Use is exclusively allowed for minor finishing work inside the specific show area.</p> <p>Exclusive use of devices conforming with regulations equipped with a suitable suction and powder/dust collection system.</p> <p>Direct operators must use suitable PPE (goggles, gloves and safety clothing, etc.).</p> <p>Do not leave tools ON and unattended.</p>

Critical aspects	Highlighted risks	prevention measures
VEHICLES WITH COMBUSTION ENGINES 	Presence of internal combustion engine vehicles inside halls. Presence of toxic gases in inside areas.	The parking of transport vehicles inside halls, when permitted, must be limited to the time strictly necessary for loading/unloading of goods intended for exhibition spaces (and must not exceed the time limit of 1 hour). Vehicles may be left running exclusively for technical reasons and for very short periods, otherwise suitable gas suction systems must be fitted
USING WELDING MACHINES OR NAKED FLAMES 	Risk of fire arising from the use of welding machines and naked flames.	It is absolutely forbidden to use naked flames and/or welders inside the halls. In the event of derogation (explicit, written and approved by Veronafiere), keep a fire extinguisher near the place of use. Direct operators must use suitable PPE (goggles, gloves and safety clothing, etc.).
EMERGENCY EXITS CLOSED 	Risk arising from possible presence of closed doors and emergency exits when there are no visitors.	When the venue is closed to the general public, exit even under emergency conditions must be through the entrance used to get inside. The emergency exits normally used by visitors may not be operative. Emergency exits must always be kept clear of obstructions
OPEN MANHOLES 	Risk of tripping caused by presence of open manholes for technical services	Exclusively access one's own exhibition space and common areas. Take great care when proceeding Use suitable personal protection devices for feet (protective footwear)
EXHIBITION CENTRE TRAFFIC 	Risk of collision between vehicles and with pedestrians	Follow the signs in the Exhibition Centre or instructions issued by Veronafiere personnel as well as the Highway Code. Always wear high visibility clothing Maximum vehicle speed: 20 km/h. If pedestrians are present, max. speed in 5 km/h.
SIMULTANEOUS PRESENCE OF PEOPLE AND VEHICLES 	Simultaneous presence of people and vehicles etc. inside the exhibition centre	Access by vehicles is only allowed for justifiable reasons Vehicles must be driven with great care and dead slow Pedestrians always have precedence Always wear high visibility clothing

Critical aspects	Highlighted risks	prevention measures
<p>CIRCULATING WITH FORKLIFTS</p> 	<p>Risk of impact, collision with moving vehicles and while lifting in indoor and outdoor areas alike.</p>	<p>Forklift trucks must not exceed the speed limit of 20 Km/h a proceed dead slow in particularly narrow areas where there are many people and parked vehicles.</p> <p>During load-handling operations, the visible driving direction must be opposite to the direction of the forks and the flashing light must always be ON</p> <p>Pay attention when other forklift trucks are also operating.</p> <p>Personnel on the ground must not remain inside the forklift's range of action and must wear high visibility clothing.</p>
<p>ELECTRICAL HAZARD</p> 	<p>Risk of electric shock from electrical equipment owned by VeronaFiere.</p>	<p>It is absolutely forbidden to tamper with the control panels provided by VeronaFiere for electricity supply.</p> <p>Operations are only permitted to trusted specialist companies appointed by VeronaFiere.</p> <p>Possibility of using during assembly/disassembly stages only the service sockets provided by VeronaFiere.</p>
<p>POTENTIALLY LIVE ELECTRICAL PARTS</p> 	<p>Risk of electric shock from contact with electrical parts assumed not to be live.</p>	<p>All operators must always consider that shared or unidentified electrical parts are live.</p> <p>Operators who must work on plant for individual stands and/or set-ups must proceed as if the system is powered. Inasmuch, they must isolate the portion of plant on which they are working regardless of whether electrical supply is ON or OFF.</p>
<p>TECHNOLOGICAL PREMISES</p> 	<p>Risk arising from possible access to technological facilities.</p> <p>These premises may have present machines, equipment, hazardous substances and materials</p>	<p>All such premises are clearly marked off.</p> <p>There are specific signs identifying such premises/facilities and forbidding access to unauthorised persons.</p> <p>Access to individual premises is only allowed to specifically appointed companies. Each company must ensure that access doors are kept closed and that no other persons can access such premises while they are working there.</p> <p>Technical ducts and tunnels are considered confined spaces as per Presidential Decree DPR 177/2011 and access is therefore only allowed under the conditions defined by said legislation.</p>
<p>SLIPPERY/WET SURFACES</p> 	<p>Risk of slipping caused by wet floors/surfaces</p> <p>High risk of slipping because of the presence of liquids on the ground following leaks/losses, dispersions, infiltration of rainwater, etc...</p>	<p>There may be wet and slippery floors, stairs, aisles etc. inside the venue.</p> <p>Be careful and transit with caution, particularly in areas where hazard warning signs are displayed.</p> <p>If you must work systematically on wet or slippery surfaces, you must wear suitable safety shoes.</p> <p>Notices must be displayed when floors are wet</p>

Critical aspects	Highlighted risks	prevention measures
RISK OF EXPOSURE TO NOISE 	Risk arising from the presence of prolonged and/or loud noise, even originating from adjacent areas.	Minimise the time for which noise is generated. Provide operators with suitable PPE (earplugs, headphones, etc.) even as protection against external noise.
PRESENCE OF DUST 	Exposure to dust arising from handling of materials and setting-up/dismantling operations.	Minimize dust emissions. Tools that generate dust must be connected to local suction systems. Provide operators with appropriate PPE (masks with filter) even to ensure protection against dust arising from third-party operations.
ASSEMBLY–DISASSEMBLY OF TENSILE STRUCTURES 	Risk caused by handling and falls from height of material during tenso-structure assembly and disassembly stages. Risk of collision with transport vehicles, such as: forklifts, cranes, overhead work platforms, etc...	All areas must be marked off with fixed barriers or coloured tape. It is forbidden to pass through areas adjacent to the installation of these structures. When working near the area, wear personal protection devices for the head (hard hat)
ASSEMBLY–DISASSEMBLY OF GRANDSTANDS 	Risk caused by handling and falls from height of material during grandstand assembly and disassembly stages. Risk of collision with transport vehicles, such as: forklifts, cranes, overhead work platforms, etc...	All areas must be marked off with fixed barriers or coloured tape. It is forbidden to pass through areas adjacent to the installation of these structures. When working near the area, wear personal protection devices for the head (hard hat)
PRESENCE AND TRANSIT OF ANIMALS 	Risk of accidental blows, bites, collisions, etc ... caused by the presence and transit of animals descending from transport vehicles and/or in the vicinity of stabling boxes	Avoid moving close to animals and/or disturbing them with noise or sudden gestures.
PRESENCE OF STRAW, HAY AND SIMILAR MATERIAL 	Fire risk caused by the presence of straw, hay and similar material in stabling boxes and transit aisles. Risk arising from the presence of dust	Do not use naked flames, cigarettes, stoves, braziers etc. near piles of straw, hay and similar material. Assess the need to provide workers with protective face masks
PRESENCE OF ANIMAL EXCREMENT 	Risk of slipping and biological risks arising from the presence of excrement in animal stabling boxes and transit aisles.	Avoid passing close to excrement and coming into contact with it Avoid contact with excrement. If possible, protect hands by using gloves

Critical aspects	Highlighted risks	prevention measures
<p>CONSTRUCTION OF DEMO AREAS</p> 	<p>Risk of falling or tripping caused by the presence of deposited loose material or blocks.</p> <p>Risk of collision with operating machines such as: trucks, excavators, cranes, etc.</p>	<p>All areas (including vehicle manoeuvre areas) must be cordoned off with fixed barriers or coloured tape.</p> <p>If there is insufficient space, operative modes must agreed with companies operating in adjacent areas.</p> <p>If there are no barriers or tapes, one or more persons must ensure that the area is kept clear.</p> <p>These obligations refer to the company in charge structure assembly/disassembly.</p> <p>It is forbidden to pass or cross in the immediate vicinity of areas under construction.</p> <p>Always wear high visibility clothing</p>