

PREVENTION PLAN 2023 / 2024

SPL ALPEXPO  
PARC DES EXPOSITIONS-SUMMUM-ALPES CONGRES

TABLE OF CONTENTS:

- A) REMINDER OF REGULATORY REQUIREMENTS
- B) CONCERNED PARTIES
- C) GENERAL INSTRUCTIONS
- D) JOINT INSPECTION
- E) DEFINITION OF STAGES FOR ACTIVITIES, NATURE OF RISKS, AND PREVENTION AND PROTECTION MEASURES
- F) EMERGENCY AID ORGANISATION
- G) EQUIPMENT MADE AVAILABLE BY USER COMPANY
- H) ATTACHED AND DISTRIBUTED DOCUMENTS
- I) USER OBSERVATIONS AND NOTES
- J) APPROVAL OF EMERGENCY PREVENTION PLAN

Developed in application of Decree n° 92-158 dated 20 February 1992 entitled "Work performed in an establishment by an outside company"

Integrated into the French Labour Code under Article L-4511-1



**A) REMINDER OF REGULATORY REQUIREMENTS:**

R. 4511-4 : An operation, as defined herein, is the work or service performed by one or more businesses in order to contribute to the same goal.

R. 4511-5 : The head of the user company will ensure the general coordination of the emergency prevention measures it will perform and those that the heads of outside businesses working in their establishments will perform.

R. 4511-6 : Each company head will be responsible for applying the protection measures needed for the workers they employ.

R. 4511-7 : The purpose of the general coordination of the prevention measures is to anticipate the risks linked to the the interference between activities, installations and materials of the different companies located on the same work site.

**B) CONCERNED PARTIES:**

**USER COMPANY:** SPL ALPEXPO represented by Jérôme RIFF – General Manager.  
The general coordination of the prevention plan is ensured by SPL ALPEXPO.

**LOCATION:** SPL ALPEXPO  
ADDRESS: 2 Avenue d’Innsbruck – CS 52408 - 38034 GRENOBLE  
Cedex 02 FRANCE  
Tel: +33 (0)4 76 39 66 00 - Fax: +33 (0)4 76 09 36 48

**OUTSIDE BUSINESS:**

CORPORATE NAME	:	ADDRESS	:
LEGAL REPRESENTATIVE	:	CELL PHONE E-MAIL	:
TELEPHONE	:	FAX	:
APE CODE	:	SIRET No.	:

**OUTSIDE SUBCONTRACTOR BUSINESS:**

CORPORATE NAME	:	ADDRESS	:
LEGAL REPRESENTATIVE	:	CELL PHONE E-MAIL	:
TELEPHONE	:	FAX	:
APE CODE	:	SIRET No.	:



PERSONNEL WORKING ON ALL THE EVENTS, SHOWS, CONVENTIONS, CONSTRUCTION:

SURNAME, FIRST NAME	CELL PHONE NO.	Status: P: Employee I: TEMPORARY WORKER IS: PART-TIME ENTERTAINMENT INDUSTRY WORKER	ACTIVITIES E: Electricity M: Lifting and handling C: Driver TH: Working at heights A: Other

PERSONNEL WORKING OCCASIONALLY ON ALL THE EVENTS, SHOWS, CONVENTIONS, CONSTRUCTION:

SURNAME, FIRST NAME	CELL PHONE NO.	Status: P: Employee I: TEMPORARY WORKER IS: PART-TIME ENTERTAINMENT INDUSTRY WORKER	ACTIVITIES E: Electricity M: Lifting and handling C: Driver TH: Working at heights A: Other



## C) GENERAL INSTRUCTIONS

### APPLICATION OF EMERGENCY PREVENTION PLAN:

This prevention plan applies to all work performed by outside companies as well as their subcontractors commissioned by the site operator, SPL ALPEXPO.

The related work is work and interventions on the buildings and equipment, on the stages of assembly, use and disassembly for fairs and trade shows, conventions, conferences, meetings, shows and events.

The prevention plan is a coordination tool between the user company, SPL ALPEXPO, and the businesses, but also between each outside company. The respect of the prevention plan is an integral part of the binding contract between the different companies and SPL ALPEXPO. Additionally, the subcontracting companies must be integrated into the prevention plan in the same way as the contracting businesses. Before beginning work, the head of the outside companies will provide all the workers they employ with the information, instructions and obligations needed for carrying out the service on-site.

Each company head will be responsible for applying the protection measures needed for the workers they employ.

### SUBCONTRACTED PERSONNEL:

Personnel from businesses performing work for a contracting or subcontracting company will be under the responsibility of the implicated company, who will inform them of the current safety rules and regulations in this prevention plan, in the same way as they inform their own personnel.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Companies must anticipate the availability and the wearing of personal protective equipment suitable for the work performed and the exposed risks.

(Helmet, shoes, glasses, gloves, noise protection, safety harness, safety lanyards, masks, etc.) Reminder: when possible, priority should be given to collective protective equipment (CPE)

### SPECIFIC RULES:

- When the public is present, work that presents a danger or that obstructs the evacuation of the the public is prohibited.
- Each company is responsible for the implementation of their own material such as scaffolding, platforms, ladders, personal protective equipment, etc.
- The conditions of the participation of the workers of one company in the worked performed by another in order to ensure the coordination required to maintain safety, and especially the command organization, will be defined according to the requirements on a case-by-case basis.

### SPECIFIC MEASURES:

Journalists, photographers, sponsors, public guests, etc., must respect the following rules:

- Journalists must keep their badges visible
- Cameramen must wear the "press" bib
- Be informed of traffic and safety rules
- Be attentive to technical installations for the event
- Not obstruct interior or exterior traffic
- Never leave their equipment unattended

## D) JOINT INSPECTION

Each party declares to have performed a joint inspected of the installation work sites before the work begins and to have understood the following points:

The delimitation of the outside company's or its subcontractor's sphere of intervention. Listing and marking of dangerous or sensitive areas.

### CONDITIONS FOR ACCESS TO THE BUILDINGS.

Assembly and disassembly stages: Gate PE3, Gate PE4, Gate PE5, Entrée 1 (*Cours d'Honneur Gate*), Entrée 2

Operating stage: access to the building is reserved for pedestrians.

### TRAFFIC, PARKING AND DELIVERIES:

Access is according the traffic plan set up and distributed for each event.

The safety lanes (unobstructed capacity) of the exhibition center are the fire engine lanes, and priority must be given to pedestrians.

Speed limit: 25km/hr for all vehicles and trucks outside the buildings and 5km/hr for inside the buildings.

Vehicles must park in the reserved areas: deliveries will be done within the "delivery" areas indicated by a mark on the ground, and guests must park with the defined places, etc.



## PERFORMING ELECTRICAL INSTALLATIONS

Electrical installations done by various workers for the event must be verified ahead of time by a qualified expert. Other installations are subject to the authorization of the SPL ALPEXPO manager. All power panels must be closed and placed out of the public's reach.

For neutral point connections, please pay special attention to the specific protection procedures for the installation. Please contact ALPEXPO's technical team for any specific installations or needs.

Live electrical locations: SPL ALPEXPO has several transformer stations, low-voltage master distribution panels and electrical equipment boxes, whose access is regulated because of the high risk involved (electrocution, shock, etc.) Anyone accessing this equipment must have an authorization from their employer as well as an authorization delivered from SPL ALPEXPO. Moreover, access to the interior of the areas with transformer stations is strictly regulated.

Lockout/tagout operations must be done by authorized persons, signage must be affixed, and all information concerning the operation in process must be written on it (person to contact, date, telephone, etc.)

## ASBESTOS

Anyone working on the site must understand the risks related to any possible presence of asbestos. (The center's test technical data is available on site).

In any event, a report to the site operator must be done before continuing with any work.

## WORKING WITH AN ELEVATED WORK PLATFORM

The elevated work platform must always be used by two authorized people who have been designated by their company. The elevated work platform will be used by personnel having a certificate of aptitude in safe driving (CACES) for elevated work platforms or the equivalent certificate.

Consult the elevated work platform's maintenance manual to verify its proper working condition. Delineate the elevated work platform's work area. Pay strict attention when moving the elevated work platform.

## WORKING WITH SCAFFOLDING:

Ensure that the scaffolding is in good condition. The scaffolding must have on the outside edges:

Guard rails comprised of two rails placed at 1m and 45 cm, respectively, above the platform. 15 cm high toe boards. Wheeled scaffolding must be chocked and blocked during use so that it cannot be moved or fall over.

## WORKING ON LADDERS:

A ladder is not a workplace, but a means of access to the workplace. Nevertheless, ladder use is tolerated for a height less than 3m on limited-time work, otherwise the use of an elevated work platform or scaffolding is mandatory.

When using step ladders, their girders must be connected or blocked in order to avoid any accidental movement.

## WORKING AT HEIGHTS:

Certain work areas do not have collective protective equipment (roofing, structure, etc.). Access to the roof or advertising and technical structures are reserved only for people authorized by SPL ALPEXPO.

Additionally, it is imperative that workers wear adapted PPE, and that they are trained and informed.

No attaching to the structure or the building anywhere is authorized. This work will be performed by ALPEXPO or its authorized representative.

All personnel working on the structure must be careful regarding the risks caused by low beams.

## WORKING ALONE:

When an operation is performed at night or when activity on the ALPEXPO site has stopped, the head of the outside company must take the necessary steps to ensure that no employee is working alone and can not be treated within a short time in the event of an accident. For all worked requested by ALPEXPO during specific time frames, work authorization will be given by the SPL ALPEXPO management.

## WORKING REQUIRING SPECIAL MEDICAL SURVEILLANCE (Decree date 11 July 1977):

When working under these types of conditions, it's important to know that background noise can be substantial (groups, tools, etc.). Hearing protection devices are required for all implicated workers.

## HOT-WORK (welding and grinding/cutting, etc.):

The user company must be notified of all hot-work, and it must be the subject of authorization and a fire permit. Extra prevention measure must be set up on the work site

In hot work areas: the points causing hot spots are:

Thermal engines (power generators, various motors, etc.) Electric heating (in the dressing rooms, etc.). Projectors, amplifiers and power cables. Heating circuits, boiler rooms, radiators. Cooking or reheating appliances. Hot water for certain apparatuses. Risk of burns and fire of certain materials when brought in contact need to be taken into account. No storage is authorized in the areas of boiler rooms, power generators or substations.

All risk analysis must be done beforehand when working in these areas.



**FIRE PERMIT:**

A fire permit must be filled out before using any hot work area. The request must be sent to SPL ALPEXPO and its security company.

**NOISE:**

Certain equipment causes temporary or continuous high noise levels. All workers must anticipate the use of personal hearing protection. In addition to the French Labor Code, the Public Access Building Regulations, the Environmental Code, and the Public Health and Safety Code all have additional regulations regarding noise levels.

**GUTTERS, TRAPS, HUMID ENVIRONMENTS:** Deep piping and traps can pose health and safety risks due to the various materials being evacuated.

An analysis must be done ahead of time regarding the bacteriological (salmonella, legionnaire's disease, etc.) and chemical (Sulphur, carbon monoxide, etc.) risks.

**SANITARY FACILITIES:**

The sanitary facilities in the center (toilets, sinks, etc.) are available to all companies.

Personnel working on the site are expected to come in their work clothes. Nevertheless, a temporary changing room can be created upon request. Double, individual lockers are the responsibility of each company.

**WASTE:**

Waste containers are available for all outside companies. Each company must empty, as needed and at least once daily, its waste into the containers. The premises must remain clean, and the traffic areas cleared.

**E) DEFINITION OF PHASES OF ACTIVITY, NATURE OF RISKS, PREVENTION AND PROTECTION MEASURES**

WORK SITUATION ACTION TAKEN	NATURE OF RISKS UNSAFE SITUATIONS	PREVENTION MEASURES PROTECTION MEASURES
Access to the Sites	Vehicle traffic. Pedestrian traffic. Level surface falls Collision with vehicles and devices. Knocked by vehicles and trucks.	Indicating unsafe areas. Vigilance of the site manager. Guard rails. Separation of vehicle and pedestrian areas. Speed limit and highway code.
Lifting and handling Working at heights and signage	Use of forklifts. Use of lifting devices. Use of elevated work platforms. Scaffolding and ladders. Loading and unloading of lorries. The falling of objects and people. Knocked by the load. Detaching the load. Dropping the load. Crushing of limbs. Shortage of lifting devices. Storage of Fly cases.	Authorization to operate CACES Authorization to operate on site. Wearing PPE Respecting the traffic plan. Safety perimeter for platforms. Check the soundness of the surfaces used. Respecting the authorized maximum load. Prohibition of any presence under the load. Do not stack Fly cases. Indicating unsafe areas. Yearly check of lifting methods.
Assembly and dismantling of stands Laying of carpets, fabrics, curtains and velum. Decorations	Use of forklifts. Scaffolding and ladders. Manual handling. The falling of objects and people. Use of portable electric tools. Contact with eyes. Various injuries.	Wearing PPE Authorization to operate CACES Authorization to operate on site. Check the soundness during the assembly and dismantling. Compliant equipment.



WORK SITUATION ACTION TAKEN	NATURE OF RISKS UNSAFE SITUATION	PREVENTION MEASURES PROTECTION MEASURES
Assembly and dismantling of marquees, tents and structures. Inflatable structures.	Soundness of structure. Collapsing or dropping.	Wearing PPE Carried out by specialist firms. Respecting the safety records. Checking of structures by authorized organizations. Authorization requests. Regular checks. Respecting climatic constraints. Prohibition of any presence under the structure during the assembly and dismantling. Anchoring the installations, weighting.
Portable tools	Electric, pneumatic, drills, saws, grinders, chainsaws etc. Various injuries. Contact with eyes.	Wearing PPE Compliant equipment. Regular maintenance and checks.
Assembly and dismantling of scenic structure (Scene and Grill). Hanging "sound and lights" (Rigger). Hanging "video".	The falling of objects and people. Risk of collapsing.	Wearing PPE. Manager's plan for the assembly, dismantling and handling. Qualification of Rigger staff. Double attachment for hanging objects. Guard rails around the stage. Lifeline on the structure. Respecting the authorized maximum load. Prohibition of any presence under the load. Restricted access under the control areas.
Use of hazardous products. Chemical products.	Toxic vapors. Confined atmosphere. Intoxications. Burns, fire	"Product" safety data sheets Fire extinguisher safety equipment, RIA Smoke extraction ventilation. Storage conditions. Qualification of staff
Flammable liquids and gases. Effect when exposed to naked flame. Pyrotechnic product.	Burns, fire Storage. Risk of explosion.	Qualification of staff Fire extinguisher safety equipment, RIA SSIAP monitoring. Fire certificate and authorization request.
Hot work operations.	Burns, fire Contact with eyes.	Wearing PPE. Fire extinguisher safety equipment, RIA SSIAP monitoring. Fire certificate.
Use of smoke generators. Use of fog machines and CO2 Use of lasers	Confined atmosphere. Intoxications. Eye burns Asphyxiation	Wearing PPE. Ventilation and sanitation of the premises. Smoke extraction ventilation. Qualification of staff Carried out by specialist firms.



WORK SITUATION ACTION TAKEN	NATURE OF RISKS UNSAFE SITUATION	PREVENTION MEASURES PROTECTION MEASURES
Electricity. Work on control cabinets. Work on electrical rooms. Presence of medium and high voltage. Temporary power supplies. Live-line work.	Direct and indirect contact. Near electrical cables. Live-line work. Burns, fire due to short-circuit. Electric shock, electrocution.	Staff electrical skills. Connection to be made by qualified staff only. Differential circuit breaker, earthed. Protection with cable management. Equipment in compliance with standards. Compliance with the NFC 15100 standard. Yearly check of installations.
Environment Working conditions.	Dust and noise emissions. Odour and pollution emissions Light pollution Working in the dark. Climate temperature.	Wearing PPE. Conformity of BAES and GE. Introduction of floor signage. Information on hearing risks. Establish noise measurements. CHSCT.
Safety	Waste and storage management. Waste disposal. Cleaning.	Wearing PPE. Establish storage areas. Limit storage height. Regular cleaning of workplaces.
Food services Catering at shows and events.	Burns and cuts. Electrical hazards. Fire.	Qualification of staff Respecting electrical power. Fire extinguisher safety equipment, RIA First aid kit. Wearing PPE.
Administrative tasks.	Electrical hazards. Work on computer screens. Thermal environment. Lighting and settings.	Yearly check of electric installations. Suitable furniture. Interruption of work on screens by breaks Maintenance of heating installations. Fitting of light sources. Employee information. CHSCT
Toilets and showers.	No toilets and showers.	Daily cleaning and maintenance. Temporary installation if absent.
Emergency aid organization. First aid equipment.	No first aid kits Out-of-date products.	Occupational health, CHSCT Replacing items in the first aid kit. Fire extinguisher safety equipment, RIA

**F) EMERGENCY AID ORGANISATION:**

A first aid kit must be available for staff from each company.

The main security control post for the three establishments is located in the administrative area at the exhibition center. A second control post is located on the first floor of the "LE SUMMUM" auditorium.





**SAFETY REGULATIONS:**

These regulations will be given to all of the company's employees by the company director or his/her representative. During the opening hours to the public, a fire department will be permanently present at the establishment.

**THE EMERGENCY NUMBERS ARE AS FOLLOWS:** Security service: 06 38 50 21 56 or compose the number 18 (112) or 15 from a mobile to be organized for each company as well as checking the radiotelecommunications connection

In an emergency alert the security officers or technicians present near the incident. They are linked by radio to the establishment's safety department.

The director of La SPL ALPEXPO must also be warned, and you should wait for an emergency vehicle to arrive so as to lead it to the incident.

**EVACUATION INSTRUCTIONS:**

The building must be evacuated if an alarm sounds or if ordered to by the safety department. In the case of evacuation, go calmly to the nearest emergency exit. The company manager should ensure that his/her area is free of all employees and public.

Once outside, people should meet at the establishment's car park at least 20m from all walls.

**RULES APPLICABLE IN THE SPL ALPEXPO BUILDINGS:**

Smoking is prohibited inside establishments.

It is prohibited to let anyone other than employees from participating companies enter the building. It is prohibited for anyone to let any animals inside the premises except for security staff.

**G) EQUIPMENT MADE AVAILABLE BY USER COMPANY**

Each company is in charge of implementing their own safety material and equipment with the exception of the installations listed below:

DESIGNATION	OBSERVATIONS	WHO IS RESPONSIBLE
Availability of freight elevators and elevators.	Regular checks available with loading capacity displayed in the cabin.	SPL ALPEXPO
	Installation of cabin protections as needed	External Companies
Availability of the center's power network to supply common equipment.	Regular checks available.	SPL ALPEXPO
	Implementation of mobile cabinets equipped with differential protections that are adapted to the work to be performed.	External Companies
Cookery and restaurant equipment made available in offices and kitchens.	Regular checks available with user manuals displayed and safety systems installed.	SPL ALPEXPO
	User training for these installations for employees.	External Companies
Lifelines along the roof terrace with safety hoop ladder for access	Regular checks available.	SPL ALPEXPO
Elevated work platforms	UC overhead platforms can be used by the EC only after the UC has authorized and produced operation authorizations for EC operators.	External Companies
Forklifts	UC forklifts can be used by the EC only after the UC has authorized and produced operation authorizations for EC operators.	External Companies

UC: User Company: SAEM ALPEXPO.

EC: External Companies.



H) ATTACHED AND DISTRIBUTED DOCUMENTS

FIRE PERMITS	Request to be made to SPL ALPEXPO 48 hours before use.
ELECTRICAL SKILLS	To be submitted to SPL ALPEXPO
ALPEXPO OPERATION AUTHORISATION	Delivered by SPL ALPEXPO upon presentation of the CACES
CACES	To be submitted to SPL ALPEXPO
GENERAL SAFETY REGULATIONS:	2014 Exhibitor's guide. SPL ALPEXPO safety specifications
MAPS AND DRAWINGS	Layout provided by SPL ALPEXPO
SAEM ALPEXPO RULES OF PROCEDURE	Available from SPL ALPEXPO personnel services

I) USER OBSERVATIONS AND NOTES

J) APPROVAL OF EMERGENCY PREVENTION PLAN

The person responsible for the outside company declares that:

he/she has inspected the work site at this date following the recommendations given by the site manager.

he/she knows the work site, access paths and clearance lanes, as well as areas and material that may be dangerous.

The person responsible for the outside company certifies that:

he/she has read and understands the general safety instructions as well as any particular instructions and measures that have been taken within the framework of the prevention plan and has informed his/her personnel accordingly.

The person responsible for the outside company:

shall implement and require others on his work site to implement the necessary measures for risk prevention. shall apply the co-defined measures in the prevention plan.

shall inform his/her employees chosen for this work of the specific dangers they are exposed to and the measures taken to prevent them.

shall indicate which zones are dangerous as well as how to carry out their visibility. He/she must explain how to use the collective and individual protective devices.

<p><b>USER COMPANY</b></p> <p><b>SPL ALPEXPO</b> Avenue d'Innsbruck – CS 52408 38034 GRENOBLE Cedex 02</p>
<p>In Grenoble,</p> <p>Jérôme RIFF General Manager</p>

<p><b>EXTERNAL COMPANY</b></p>
<p>In:</p> <p>On:</p> <p>Name, position, signature.</p>



SWORN STATEMENT

I,

hereby attest on my honor that the work is:

performed by employees of my company, employed regularly in regard to the French Labor Code, within the work time limits set by said Labor Code and/or the applicable Collective Bargaining Agreement.

performed by employees of my company, employed in accordance with the dispositions cited in the French Labor Code articles: L 1221-10 (DPAE), L 3243-1 (Pay slip), and R3243-1 (Information on the pay slip).

hereby attest on my honor that:

I shall provide the certificate ensuring that I have met my social obligations in regard to the social contribution's organizations (declarations relative to salaries or social contributions required by them) and that I have paid my dues and am up-to-date with all my social obligations (in compliance with article L243-15 of the CSS).

hereby attest on my honor that:

I have submitted all of my required tax declarations.

hereby attest on my honor that:

I have read, understood and shall respect and require my employees and subcontractors to respect the rules of procedure and instructions, the unique safety document and the prevention plan.

Drawn up to serve the purpose for which it is required

Date:

Stamp and signature:



CERTIFICATES AND DOCUMENTS TO BE SUBMITTED

SIGNED DOCUMENTS TO BE RETURNED TO:

ALPEXPO – Avenue d’Innsbruck – CS 52408 – 38034 GRENOBLE Cedex 248 HOURS  
BEFORE ARRIVAL AT THE SITE

I, the undersigned, for the work performed by my company on the SPL ALPEXPO site: .....  
Acting as manager

I recognize that I have read and understood the unique safety document and prevention plan, and shall inform my employees and subcontractors of its contents. I shall enforce compliance with this information without restriction or reserve.

On:

Signature:

Representative:

Company:

LIST OF DOCUMENTS TO INTEGRATE INTO THE ALPEXPO 2014 PREVENTION PLAN

- CONTACT INFORMATION FOR MANAGERS OF SUBCONTRACTING OUTSIDE COMPANIES (Page 2 and 3 of the 2024 SPL ALPEXPO PP)
- LIST OF PERSONNEL AND WORK SCHEDULE (Document as defined by your services)
- CERTIFICATE OF CORPORATION LESS THAN 6 MONTHS OLD.
- CERTIFICATE ON HONOUR OF THE ABSENCE OF DISSIMULATED WORK AND STAFF
- URSSAF DECLARATION FORM AND/OR CERTIFICATE GUARANTEEING SUBMITTAL OF SOCIAL DECLARATIONS
- TAX CERTIFICATE FROM THE BUSINESS TAX SERVICE LESS THAN 6 MONTHS OLD
- CIVIL LIABILITY INSURANCE CERTIFICATE LESS THAN 6 MONTHS OLD OR COVERING THE PERIOD OF THE SHOW
- COPY OF THE EMPLOYEE PAYMENT CERTIFICATE AND THE WORK DOCTOR'S VISIT CERTIFICATE
- FOR TECHNICAL COMPANIES, A COPY OF THE OPERATION AUTHORISATIONS AND EMPLOYEE TRAINING CERTIFICATES DEPENDING ON THE WORK THEY ARE TO PERFORM ON SITE:  
(CACES for forklifts and elevated work platforms, hoisting equipment, (block and tackle and motors), electrical authorizations, overhead rope work and access, scaffold and structural assembly, SST, Etc.).

REMINDER: ANY PERSON OR COMPANY WITH INADEQUATE PROTECTION EQUIPMENT OR DANGEROUS BEHAVIOUR RISKS HAVING TO LEAVE THE SITE WITH NO FURTHER ENTRY ALLOWED.

