

EXHIBITOR SAFETY NOTICE 2025

GENERAL COORDINATION PLAN for SAFETY and HEALTH PROTECTION (GCP-SHP)



S.H.P COORDINATOR

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FOREWORD

Current French legislation for the Prevention of Work-Related Accidents requires the implementation of a plan of action for Work-site Safety and Health Protection for all work sites in which at least two companies or independent workers are present.

The G.C.P. is intended for Exhibitors, their suppliers and subcontractors. The information contained in this document is mandatory. This document was drafted at the request of **REED EXPOSITIONS FRANCE** by the safety coordinator **Alain FRANCIONI** for the following event:

WNE 2025

Hall 6

Parc des Expositions VIPARIS Paris-Nord Villepinte

ZAC de Paris-Nord II - 93420 VILLEPINTE

in order to meet the requirements of French Law no. 93-1418 dated 31.12.93 and Decree no. 94-1159 dated 26.12.94 modified and amended by Decree no. 2003-68 dated 24.01.2003.

Based on the General Principles for Prevention

(stated in article L 4121-2 of the French Labor Code)

- **Avoid** risks
- **Evaluate** risks that cannot be avoided
- **Prevent** risks at their source
- **Take** technical advances into account
- **Replace dangerous elements** by elements that are not dangerous or less dangerous
- **Plan prevention** by integrating it into a coherent procedure including technical aspects, organization of the work to be done, social relations and the impact of surrounding factors
- **Favor group protective measures** over individual protective measures

The aim of this General Coordination Plan and its annexes is to specify contractor requirements and to set forth the rules for show set-up and break-down. This document is provided in addition to other contract documents and concerns in particular the general conditions for:

- organization rules
- conditions for work, hygiene and safety

The contracting companies, their subcontractors and independent workers must adhere to this General Coordination Plan and should use it to write up their Specific Safety and Health Protection Plan (S.S.H.P.P.). **This is mandatory for each and every party working on this event.**

The coordinator has full authority to coordinate and verify Safety and Health issues, all activity and work conducted on the work site, and to verify that these rules and regulations and their annexes are adhered to including the S.S.H.P.P. from the various companies.

Rules Governing the G.C.P.

The G.C.P. is only valid for event set-up and break-down periods and does not replace the French Labor Code.

The present General Coordination Plan does not exempt Companies from their legal responsibilities, notably with regard to labor legislation. It is the Company's responsibility to distribute the rules and regulations or any further instructions from the above-cited rules and regulations to members of its staff and/or the staff of its subcontractors who are concerned by it.

It is the Company's responsibility to distribute the rules and regulations and any further instructions from the rules cited in the present GCP to members of its staff and/or the staff of its subcontractors who are directly or indirectly concerned by them.

Possible Penalties by the Project Owner

The Project Owner reserves the right to temporarily or permanently refuse access to anyone who does not adhere to work site rules and regulations, as well as refuse access to the Company's on-site manager if the offender does not heed the remarks posted in the logbook.

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1. GENERAL INFORMATION ON THE EVENT

Project presentation: Set-up and break-down of general installations and booths at the « WNE 2025 ».

1.1 Exhibition building : Hall 7

Parc des Expositions VIPARIS Paris-Nord Villepinte ZAC de Paris-Nord II - 93420 VILLEPINTE

1.2 Work Schedule :

Dates	Build up		Opening	Dismantling	
	Start	End		Start	End
Space only	11/01 at 8:00 am 11/03 at 8:00 am	11/03 midnight	11/04 of :9:00 am / 8:00 pm	11/06 from 6:00pm	11/07 at 6:00pm
Exhibitors			11/05 of : 9:00 am / 7:00 pm 11/06 of : 9:00 am / 5:00 pm		

1.3 Access and Parking:

During set-up and break-down, only vehicles needed for these operations will be allowed to enter the “Parc des Expositions” exhibition grounds. The building for this work site is located within the perimeters of the exhibition grounds and is access-controlled. Truck and material arrival is regulated. The Organiser provides access to halls in function of the general schedule provided in the technical file.

2. ORGANISATION & ADMINISTRATIVE INFORMATION

2.1 ORGANISATION

ORGANISOR / PROJECT OWNER	Project Management / Production
RX Global 52/54 quai de Dion Bouton - CS 8000192806 Puteaux Director : Anne-Manuèle HEBERT anne-manuele@rxglobal.com	Technical Manager: : Julien ALGOUD julien.algoud@rxglobal.com Tel.: +33 (0)6 62 49 78 63 Exhibitor's service : Angélique LEGRAND angelique.legrand@rxglobal.com Tel. : +33 (0)1 47 56 21 75
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2.2 INSTITUTIONS

LABOR INSPECTIONS	CRAMIF (Paris Regional Offices for Public Health Insurance)
Unité territoriale - Seine Saint-Denis (UT93) 1, avenue Youri Gagarine 93000 BOBIGNY	Immeuble l'Européen 5-7, promenade Jean Rostand 93000 BOBIGNY Tel: +33 (0)1 41 60 70 00
O.P.B.T.P. (Professional Organization for Safety and Prevention in Buildings and Public Works)	
1, rue Heyrault 92660 BOULOGNE Cedex Tel: +33 (0)1 40 31 64 00	

2.3 EMERGENCY SERVICES ON SITE :

EMERGENCY POST	Local security office
Tel : + 33 (0)1 48 60 69 48	Tel : Tél : +33 (0)1 48 63 30 49



2.4 GENERAL EMERGENCY SERVICES :

FIRE – BSPP (Paris Fire Brigade)	POLICE EMERGENCIES / PRECINCT
6 place Violet 75015 PARIS Tel : 18 ou 112 (mobile) Ou + 33 (0)1 45 78 74 52	Commissariat de Villepinte 1/3 Rue Jean FOURGEAUD - 93420 VILLEPINTE – France Tél. : 17 ou +33(0)1 49 63 46 10
AMBULANCE	NEAREST HOSPITAL
125 rue de Stalingrad - 93000 BOBIGNY Tel : 15 ou + 33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Boulevard Robert Ballanger - 93602 AULNAY SOUS BOIS Tel : + 33 (0)1 49 39 71 23 / 22

2.5 PARTICIPATING COMPANIES**2.5.1 Reminder to Companies**

Considered as a company, any and all service providers for the exhibitor or organizer in charge of building booth infrastructure. Exhibitors are responsible for their suppliers and subcontractors. The company's director is responsible for its employees. The director must implement any and all measures needed to avoid and control risks.

Moreover, companies are expected to:

- Have in their possession blueprints and other documents needed for the completion of their booth; have taken note of the technical documents for the event; familiarize themselves with the site, location and areas in which the work is to be executed, as well as general or location-specific information concerning the execution of works.
- Fully consider work conditions and perfectly understand the importance and specificities of them.
- Take a detailed tour of the site and take into account any and all physical conditions and constraints of the work site, access to the site and its surrounding area, and of event organization and work site operation in general.

3. TECHNICAL CONDITIONS & GENERAL ORGANISATION OF THE WORKSITE**3.1 Planned methods for building**

Companies in charge of common installations and booth installation are required to define their set-up and break-down strategies in their S.S.H.P.P. This plan must contain a risk analysis including the preventive measures to be implemented for each risk in particular with regard to procedures for work at heights.

3.2 Exhibition Grounds and Access Ways

The organizer and exhibition ground management have set rules and regulations for circulating in and around the exhibition site. These rules and regulations must be respected.

3.2.1 Multiple Events on Exhibition Grounds:

Other events may be taking place at the same time on the exhibition grounds and its access ways. The following must be respected:

- designated parking areas
- access gates
- roped off areas
- safety regulations for the site

3.2.2 Networks

Participating companies must adhere to the conditions for hook-up to and use of the different networks (water, electricity, etc.). Installations and equipment can be hooked up to the boxes and cabinets provided by exhibition ground management or the event organizer. Any and all unauthorized hook-up is strictly forbidden.

Electrical installations must conform to the convention clauses for work site electrical installations. They must be installed in accordance with current French regulations and be conform to the French Decree dated 14.11.88 and to French standard NFC 15.100. They must be verified by the competent authority. Verification reports and safety logs must be kept at the work site.

Staff working on electrical installations must have received proper training and be certified within the scope of the French UTE C 18510 announcement.

Each company must use equipment conform to French regulations and designate a staff member to be in charge of its maintenance. General lighting of work areas must be conform to lighting regulations set forth in French Decree no. 83.721 dated 2 August 1983 and restated in the French labor code in articles R 4223-1 to 12. Lighting levels must be at least 120 Lux for work areas and 60 Lux for passage ways.

3.3. GENERAL ORGANISATION OF THE WORKSITE**3.3.1 Employee Logs**

Conform to French legislation, all companies working on the site must keep Employee Logs on hand for Labor Inspections as well as a copy of work visas for foreign workers. Companies who employ temporary workers must ensure the following:

- that the worker is fit for the work on hand
- that the medical fitness certificate for the job has been issued
- that the worker's papers are in order(work visa, residency card)
- that the worker has taken a job safety course

Any employer established outside France who plans to provide services on the French territory must transmit before the beginning of his intervention in France a **DECLARATION OF DETACHMENT** of his employees to the labor Inspection of the place of realization of his services.

The use of the SIPSI tele-service has become mandatory since October 1, 2016; it is the only authorized mode of transmission of the declaration of detachment for foreign service providers.

Access to the tele-declaration portal: www.sipsi.travail.gouv.fr

3.3.2 Staff Quarters

Restrooms are available to contractors.

Cloak rooms and lounges are each individual company's responsibility. They can be set up according to the needs of the company and in conformity with current legislation.

3.3.3 Storage Areas

Storage areas for equipment and materials are provided by the event organizer. Each installer shall use the storage area nearest to its booth and ensure that passage ways are kept free of any obstacles. Exhibitors and service providers must store their equipment and materials:

- above all in their booth
- in designated areas (storage areas defined and designated by the organizer)

In all cases, passage ways including emergency exits must be kept free of any obstacles.

3.3.4 Security

The organizer sets up general security for entry to and exit from the exhibition grounds and access roads.

3.3.5 Co-activity, Simultaneous Jobs.

In order to reduce risks generated by co-activity, companies are required to:

- observe arrival schedules
- observe the different stages for work; successive operations should be the rule
- avoid simultaneous jobs
- ensure that passage ways and emergency exits are clear of obstacles

Any operation that creates simultaneous jobs due to the presence of another company, supplier or subcontractor, or any operation that blocks passage ways or other areas must be postponed or given special status and protection.

If this is not possible, additional measures must be taken by the company creating the risk:

- Work at heights: measures are to be taken to avoid falling objects, materials or equipment by the company/contractor working up high; work area is to be roped off.
- Neighboring work: a company/contractor conducting work that may cause risks for other companies/contractors must indicate their presence and set up any and all necessary protective measures and rope off the work area
- Company delays: they create risks for the surrounding area; companies/contractors who experience delays in their work schedule must implement the necessary protective measures.

Job scheduling should eliminate the need for simultaneous jobs. However, each company/contractor shall be cautious and take care, in the case of a change in schedule (job moved up or delayed), to move from the area if their job will be executed at the same time as another.

Co-activities and any generated risks as well as the associated preventive measures will be specified during the joint inspection tour conducted with the companies.

Adhering to the pre-established job schedule, which includes advance reservation of work areas, provides for proper control of the work site and companies/contractors. Measures must be taken to prevent the risk of falling objects. Off-limit areas must be marked off on the floor, around the entire work area. To prevent the risk of objects falling to the floor, overhead protection must be installed along passage ways and alleys.

3.3.6 Risk prevention for job-related illnesses - Individual protection

If a company/contractor intends to use dangerous products, it must provide a safety data sheet to the Safety Coordinator and implement the measures specified on the data sheet. Glues, resins, paints and other products must be free of solvents, ether, and glycol and be odorless and antiallergic.

3.3.7 Group protection measures

Normalized means for protection implemented by a company/contractor (barriers, nets, flooring, cladding, guardrails, etc.) are designed to ensure the safety of all persons working at heights or on a level during set-up and break-down. These group protective measures must be conform to current safety standards. These group protection measures must be maintained as long as possible. Each company/contractor is responsible for the group protection measures it sets up and must maintain control over them. These group protection measures must be described in the Specific Safety and Health Protection Plan.

3.3.8 Individual protection measures

Companies/contractors must ensure that their staff is fully equipped and use the individual protective equipment (IPE) adapted to their activity, in particular:

- Appropriate work clothing
- Hardhats and Gloves
- Safety boots (steel tip + puncture proof sole),
- Safety harness conform to standards

- Welding mask and work goggles for welding, deburring or grinding work

If a risk cannot be reduced at its source and group protection measures cannot be implemented for technical reasons, employers must provide their workers with individual protective equipment (IPE) suited to the risks to which they are exposed. Each company/contractor is responsible for observing these measures, maintaining and properly handling materials and equipment.

- Safety boots (steel tip + puncture proof sole) must be worn by all persons who are on the work site during set-up and break-down.
- Hard hats must be worn by anyone who works a cherry picker / elevating boom or whose job presents a risk.

3.3.9 Noise and dust

The use of noisy machinery or materials must respect current French regulations. All necessary means and measures must be implemented (hoods, screens, silencers, etc.) in order not to exceed statutory acoustic limits. Work that produces noise or dust must be limited; parts should be produced in a workshop prior to set-up if possible. A means for efficient collection must be implemented for work that creates dust (sawing, sanding, etc.).

3.3.10 Fire permits

Any and all work requiring a hot spot, or which could ignite a fire, must obtain a fire permit issued by Safety Services. An extinguisher of the appropriate category must be placed by the company/contractor near the job. Pressurized gas bottles must be protected against falls, heat, shock, etc. Unauthorized persons must not be able to access them.

3.3.11 Isolated jobs

No worker should be on a job alone or in a position where safety services cannot quickly reach him/her in case of an emergency, in particular for work at heights or requiring a safety harness.

3.3.12 Clean-up; work site waste and debris

Work site waste and debris produced during set-up and break-down will be disposed of by the cleaning company designated by the exhibitor or its subcontractors.

Work site maintenance must be ensured on a continuing basis in order to avoid blocking alleys or passage ways. Company/contractors shall ensure work site clean-up. Carts are to be emptied into the dumpsters when they are full. Reminder: workers shall not climb on top of the carts or be in a dumpster at any time. Company/contractors are responsible for placing a tarp or otherwise preventing dumpster contents from flying out.

During break-down, carpet removal shall not impede passage of workers or machinery.

4. USE OF HOISTING EQUIPMENT, LIFT TRUCKS AND MACHINES

The machinery used by companies/contractors to lift things must be described in the S.S.H.P.P.:

- Hand- or power-operated dollies, lift trucks, etc.
- Self-propelling trucks, etc.

In conformity with current French legislation, all devices and accessories used for hoisting must be verified before their use on the show. Periodic inspection reports (up to date and free of comments) must be available on each machine.

Trained operators must operate the machines and be authorized by the company's director (driving authorization (French Labor Code) and the CACES (French Certificate of aptitude for safe driving)).

A minimum of 2 operators must be present to use cherry pickers / elevating booms and aerial platforms so that in the case of an incident one of the operators can use the safety controls. Operating instructions and conditions for use of the machinery must be posted on each device.

Operators must limit their driving speed to a maximum of 20 km/hr when maneuvering or carrying. Operators must ensure that there is no risk of collision with an object or human when operating machinery.

4.1 Manual operations

Manual work must be limited conform to Article R 231.67 of the French Labor Code. The company/contractor must take appropriate organizational measures and use appropriate means, notably mechanical equipment, to avoid having workers carry heavy loads.

4.2 Use of hand- or power-operated dollies

Dollies must not be overloaded; the center of gravity and the type of flooring must be taken into consideration to avoid accidental tipping. It is strictly forbidden to climb onto dollies.

4.3 Means for hoisting and handling

Whatever the hoisting means, operators must ensure that their loads do not travel over zones other than those of their booth and work areas, which have been roped off prior to job execution.

However, if this is not possible, and the operator must travel over a neighboring stand's space, the operator must inform the people working in that booth area, and take any necessary measures to ensure safe maneuvering. If a load must pass over a common area or walkway, then this area shall be roped off prior to job execution. A ground worker shall direct the job execution.

Companies/contractors are responsible for the use of machinery for hoisting, slinging and guiding. The company/contractor must ensure that machinery is adapted to the planned usage and the company that owns the machinery must clearly define the conditions for its use. Designation of the worker in charge of the manoeuvre. Containers with bulk or loose contents to be attached to a hoisting device must be capable of resisting the various stresses they are subjected to during loading, transportation, handling and storage. These containers must equally be able to resist sudden collapse of all or part of the load.

Straps must be used to attach loads onto the forks of lift trucks. Maximum load requirements for each strap must be observed. Metal slings must be fitted out with thimbles and cable clamps mounted in opposite positions.

5. WORKING AT HEIGHTS AND MOVING PERSONNEL VERTICALLY

French Decree no. 2004-924 dated 01.09.2004 on the use of equipment for temporary work at heights integrates new measures from the French Labor Code (articles R 4323-58 to R 4323-90).

Ladders, stepladders and footstools may not be used as a workstation.

However, these tools may be used if it is technically impossible to use equipment that ensures group protection or if risk evaluation established low risk and the work on hand is non-repetitive and for a short duration (article R 4323-63 of the French Labor Code)

5.1 Use of scaffolding or platforms

Companies/contractors may work on scaffolding and mobile platforms. Scaffolding must be erected by authorized persons observing manufacturer directions and manuals; planking must be at proper heights, guard rails and stability pillars in place.

(Art. R 4323-77. Scaffolding must have group protection elements on the external sides as stipulated in paragraph 2 of article R 4323-59)

Wheels on movable scaffolds must be blocked during use. No worker should be on a moving scaffold.

Workers must be equipped with safety harnesses and hardhats as well as safety boots and gloves when mounting scaffolding. It is the company/contractor's responsibility to ensure that their workers are fitted out with this I.P.E.

Subcontractors providing the installation of scaffolding, platforms and planking must respect safety regulations and provide test and inspection reports as well as the permit-to-use (PTU) certificate.

Scaffolding can only be set up, taken down and modified under the supervision of an authorized person and by workers who have had adequate training for the work to be conducted.

Appropriate group protection measures must be implemented for workers installing tents, big tops or similar structures during the set-up, maintenance and break-down stages. The methods to be used for the execution of these jobs must be included in the company/contractor's S.S.H.P.P.

5.2 Use of aerial lifts

Use of aerial lifts is subject to current French regulation. Operating instructions and conditions for use must be posted on the machinery. The operator and ground worker must wear hard hats.

The operator must have the French CACES (French Certificate of aptitude for safe driving) or equivalent certification: driving authorization issued by the company/contractor after verification of medical aptitude (yearly certificate) and technical training examination. The operator must be over 18 years old.



C.A.C.E.S.
Certificat d'Aptitude à la Conduite en Sécurité



Il est interdit d'utiliser les échelles, escabeaux et marchepieds comme poste de travail.

Article R 4323-63 du code du travail

Toutefois, ces équipements peuvent être utilisés **en cas d'impossibilité technique** de recourir à un équipement assurant la protection collective des travailleurs ou lorsque l'évaluation du risque a établi que ce risque est faible et qu'il s'agit de travaux de courte durée ne présentant pas un caractère répétitif



6. **EMERGENCIES AND FIRST AID**

7.1 SAFETY MEANS

A first aid kit must be available on the work site. There must be one trained first-aid worker for every 10 people on the work site for each company. These first-aid workers shall intervene in the case of an accident. They must be identified by a pictogram and their names must be indicated in the S.S.H.P.P.

7.2 GENERAL EMERGENCY SCHEME ON THE SITE

Emergency numbers are posted in the technical control room.

EMERGENCY POST	FIRE
Tel : +33 (0)1 48 63 30 49	Dial 18 or 112 (mobile)

7. **SPECIFIC SAFETY AND HEALTH PROTECTION PLAN (S.S.H.P.P.)**

The S.S.H.P.P. defines predictable risks for implemented operations, devices and installations, for the use of chemical substances and preparations, for the movement of personnel, as well as work site organization in general. It indicates:

- group or individual protection measures to be used to avoid or deal with these risks
- conditions in which the application of these measures is verified
- maintenance of the necessary material means.

It stipulates the measures taken to ensure the continuity of group protection measures in the case that they require special adaptations.

The S.S.H.P.P. provides detailed analysis of construction and execution procedures as well as the operation methods to be used. It includes imported or exported risks, generated by the operation methods to be used.

If one of the planned measures cannot be implemented, the company/contractor shall indicate the measures it intends to use to ensure safety.

Deadlines and Distribution:

Companies/contractors must provide a S.S.H.P.P. to the Safety and Health Protection Coordinator and to the Project Owner in the scope of Art. R.238-26 of the French Labor Code before commencing works.

Distribution of the S.S.H.P.P.

Companies/contractors must provide a copy of their specific safety and health protection plan to any and all subcontractors. Companies/contractors may request the specific safety and health protection plan of other contractors from the safety coordinator.

An up-to-date S.S.H.P.P. can be consulted at any time on the work site.

The **General Coordination Plan for Safety and Health Protection - G.C.P.-S.H.P.** is a written document. It is written up by the coordinator who defines all the measures needed to prevent the risks produced by the various companies/contractors during event set-up and break-down.

It must be given to all companies intervening on behalf of the organizer and to all exhibitors who shall pass it on to their booth designers and suppliers. This document provides information on the specific measures to be applied to guarantee a safe work environment for companies, their suppliers and subcontractors.

GLOSSARY of English / French terms:

- General Coordination Plan for Safety and Health Protection (GCP – SHP) / Plan Général de Coordination en matière de Sécurité et de Protection de la Santé (PGC-SPS)
- Specific Safety and Health Protection Plan (SSHPP) / Plan Particulier de Sécurité et de Protection de la Santé (P.P.S.P.S)
- Safety Coordinator / Coordinateur de Sécurité
- Individual Protective Equipment (IPE) / Equipements de Protection Individuelle (EPI)

DISCLAIMER

The English translation of this document is solely for communication purposes, only the French version is legally binding

RAPPELS - Art. R 4412-70 du code du travail / REMINDER – Art. 4412 Labor code

During assembly and dismantling periods, access to exhibition and event spaces is regulated. You must respect the instructions given to you by the organizers and all those responsible for access management and security.

