

Occupational health, safety and fire protection

In this occupational health, safety and fire protection document we summarize the regulations to be observed so that we can conduct the event “Science on Stage Festival 2019” in Estoril Congress Center (Avenida Amaral, 2765-192 Estoril) safely. All participants are requested to read and accept the terms and conditions below. Thank you in advance for your cooperation.

Please send your questions regarding these occupational health and safety regulations to the following e-mail address: festival@sons2019.eu

During the registration process, please indicate any demands for special storage conditions for any materials used in the festival so that appropriate storage conditions can be evaluated and approved by the organizers.

Before travelling to the venue please make sure your mode of travel allows you to transport the materials you need for your experiments.

A built-in fire alarm system is operated at the venue of the event so you are kindly requested to indicate in advance any process involving generation of smoke or high temperature while the experiments are conducted in order to prevent false fire alarms.

When the alarm system produces an acoustic signal, following the directions of the organizers and leaving the main entrance of the building you shall evacuate the venue **according to the Emergency Plan** (Floor 1 and Floor 2 - annexed documents).

In case of a fire alarm (a siren goes off) experiments should be discontinued and safe conditions should be created (extinguish flames, stop gas flow, switch off electrical equipment or devices, close boxes or containers with hazardous liquids). Following this, please leave the building as described above and go to the assembly point in the facade of the venue.

If a participant causes any damage to the devices or equipment installed by the organizer, then the participant should cover the costs of damage.

Rules to be followed in exhibition areas








If any substance requiring a safety datasheet is exhibited, the participant/exhibitor has to make its datasheet available in the exhibition area.

The organizers of the event will inspect conformity to the safety regulations before the fair is opened.

Dismantling of the fair may only be commenced after the time specified by the organizer.

Potential risks are summarized in the table below. We kindly ask all participants to examine this table and take any necessary measures to mitigate risks.

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| Safety risk | Compulsory inspections | Remark |
|---|--|---|
| Electrical equipment, devices, cables | <p>Any potential electric connections, cables and equipment should be checked whether the connections are appropriate and the cables are not damaged and laid so that they are protected against mechanical damages.</p> <p>The pieces of equipment to be used have preferably double insulation or a certificate proving conformity of the electrical equipment with metal housings.</p> <p>Cables laid on a pathway should be fixed or protected in some other way to prevent trips.</p> <p>Proper connections of electrical equipment should be ensured; in some countries, standards may differ from those applicable in Portugal.</p> | <p>The symbol of double insulation on the equipment is:</p> <div style="text-align: center;">  </div> |
| Use of hazardous preparations or substances belonging to explosive category | <p>A safety datasheet must be available for any hazardous preparations whose use requires a safety datasheet.</p> <p>Any preparations or substances to which the rule above does not apply shall have a document proving that the properties of the substance have been tested beforehand.</p> <p>Hazard signs should be posted to warn about the dangers of substances that may evaporate or be released or spilled in exposition areas.</p> | <p>Examples of signs:</p> <p>H221 Flammable gas H223 Flammable aerosol H228 Flammable liquid and vapour H225 Highly flammable liquid and vapour H220 Extremely flammable gas H222 Extremely flammable aerosol H224 Extremely flammable liquid and vapour</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; margin: 5px;">  Toxic </div> <div style="text-align: center; margin: 5px;">  Gas under pressure </div> <div style="text-align: center; margin: 5px;">  Caution – used for less serious health hazards like skin irritation </div> <div style="text-align: center; margin: 5px;">  Corrosive </div> <div style="text-align: center; margin: 5px;">  Explosive </div> <div style="text-align: center; margin: 5px;">  Flammable </div> </div> |
| Exhibition places, stands and shelves | Any exposition place, shelf or stand used by the exhibitor should be located so that it must not constrict any traffic route and exit. | |

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| | <p>The structures of exposition places, the shelves and stands should be fixed so that they will not overturn or are displaced even when enduring any impacts.</p> <p>Heights should be chosen so that lights indicating escape routes are not blocked and sufficient height remains for those walking through the area, minimum 2 m.</p> <p>Escape routes should always be kept clear between fixtures and pieces of furniture located in the exposition area.</p> | |
| Exhibition place | The designated exhibition place must not be rearranged without a permit. | The map of the exhibition place has been submitted to the Disaster Management Authority therefore any alteration shall be reported to them. |
| Unexpected events | Any incidents not arising of the risks mentioned above. | Any unexpected incidents should be restricted immediately and reported to the organizers at the same time. |

Rules to be followed during presentations

The person who conducts the experiment shall inform the organizers in advance about the safety measures that should be followed during the experiment. He/she shall make a proposal for the minimum distance between the place of the experiment and the audience and for protective devices whose use is recommended.

Persons who conduct experiments shall provide and use any necessary protective devices themselves during experiments. In addition, they must inform the organizers any necessary aids, fire extinguishers, absorbents and ensure proper ventilation.

The enclosed form should be completed and get signed by the authorized representative of the organizer of the event.

A written definition of an occasional fire hazardous activity to be done

Based on the on-the-spot survey conducted and under the National Fire Protection Regulations I grant permit to conduct the following activities:

Description of the fire hazardous activity:

.....

.....

Exact place of the activity:

.....

Person conducting the activity:

.....

For the aforementioned activity the following dates should be observed:

Start time: (day) (month) 20 (year)(hour)(minute)

Completion time: (day) (month) 20 (year)(hour)(minute)

The following fire-fighting equipment and devices and supervision should be ensured for the work:

Fire-fighting equipment/device/apparatus

.....

Supervision to be ensured

Applicable fire protection rules:

.....

.....

.....

 Permitter's name and signature
 (person permitting the activity)

 person conducting the activity

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I acknowledged the above rules and I, as the person conducting the activity, am responsible for the apparatuses deployed.

name and signature of
person conducting the activity

number of exam certificate in fire safety

..... (day) (month) 20..... (year)

Fire protection rules specified by the head of the area where the fire hazardous activity is conducted

name and signature of this manager

..... (day) (month) 20..... (year)

Findings of the person who checked the area after the fire hazardous activity has been completed:

..... (day) (month) 20 (year)(hour)(minute)

name and signature of the person who checked the area