

## RISK ASSESSMENT

### ANNEX 1.I. RISK ASSESSMENT UPDATE RESULTS

#### 1. WORKPLACES

WORKPLACE ASSESSMENT RESULTS			
<b>Company:</b> FIRA CCIB S.L.U <b>Location:</b> BARCELONA PL. DE WILLY BRANDT 11-14 <b>Type:</b> GENERAL AND ORGANISATIONAL ISSUES <b>Positions:</b>		<b>Date:</b> 24/11/2021 <b>Type description:</b> Risks related to general facilities and organisational aspects	
SAFETY RISKS			
Situation	Risk	Assessment	Proposed measure
Action in an emergency. The company has a self-protection plan and carries out simulations every year.	Fire	Intermediate / possibly major	Keep staff informed of instructions for action in an emergency.
			Ensure compliance with RD 30-2015: "Theoretical and practical training for personnel working in the activity. A programme of periodic training activities appropriate and sized to the activity will be established to ensure the maintenance of the theoretical and practical training of personnel assigned to the self-protection plan, as well as systems or methods to check that this knowledge has been acquired."
			Ensure compliance with RD 30-2015: "Information for users of the activity about its risks, measures to be taken in an emergency and existing resources to ensure these measures are effective: evacuation routes, meeting points and confinement areas, where appropriate."
			Maintain periodic (annual) simulations.
There are lifts and escalators for communication within the work centre. Periodic maintenance is performed by an external company.	Fall of objects due to collapse or failure.	Intermediate / unlikely to be major	Maintenance and inspections established by applicable regulations, Additional Technical Instruction AEM 1 "Lifts" in the lifting equipment and its maintenance, included in Royal Decree 88/2013.
			Observe the maximum load indicated on the lift when transporting loads.
Various means of extinguishing fires were noted in the workplace. Regulated maintenance of extinguishing media is carried out by a specialist company. There are, for example, fire detectors, pushbuttons and alarms in the work centre.	Fire	Intermediate / possibly major	The fire extinguishers' location will make them more easily visible and accessible, preferably on supports fixed to vertical walls, so that the upper part of the fire extinguisher is no higher than 1.70m above the ground.
			Maintain annual inspections of all extinguishers by a specialist company.
			Ensure adequate signage at the fire extinguishing equipment location, as established in RD 485/97.
			Periodically check and record the proper operation of pushbuttons, sirens, detectors and alarm control unit.
There are stairs for communication between work centre areas and floors.	Fall of persons to a different level	Low / unlikely to be major	Periodically check the proper condition of the stairs: e.g. conservation status, cleaning and tidiness.
			When going up or down stairs, support the entire surface of the foot to avoid twists or slips. Do not run. Do not step on objects or areas that are unstable. Avoid running, jumping or making sudden movements, as well as transporting heavy loads. The corresponding handrails should be used.
Cleaning and tidiness. A proper state of orderliness was observed on the day of the visit.	Fall of persons at the same level	Low / possibly minor	Maintain a proper level of order and cleanliness in passageways and/or work areas.
	Impact with stationary objects	Low / possibly minor	Work posts must be kept clean and tidy, with work tools and materials, for example, properly kept or stored, with passageways and exit areas free and clean. All waste, stains, waste substances and other waste products that may cause accidents or contaminate the work environment must be removed quickly.
			Maintain a proper level of order and cleanliness in passageways and work areas.

First aid	Accidents due to other causes	Low / possibly minor	Have first aid kits containing at least the following in visible and accessible places for workers: authorised disinfectants and antiseptics, sterile gauze, cotton wool, bandage, tape, adhesive dressings, scissors, tweezers and disposable gloves.
			A periodic control record of first aid material should be kept.
			First aid material and locations must be clearly marked.

WORKPLACE ASSESSMENT RESULTS			
<b>Company:</b> FIRA CCIB S.L.U		<b>Date:</b> 24/11/2021	
<b>Location:</b> BARCELONA PL. DE WILLY BRANDT 11-14		<b>Type description:</b>	
<b>Type:</b> GENERAL AND ORGANISATIONAL ISSUES		Risks related to general facilities and organisational aspects	
<b>Positions:</b>			
HYGIENE RISKS			
Situation	Risk	Assessment	Proposed measure
Lighting	Inadequate lighting	Low / possibly minor	Perform preventive maintenance on the light sources and replace them immediately when damaged, so that the overall lighting in the workplace is not reduced.

### WORKPLACE ASSESSMENT RESULTS

<b>Company:</b> FIRA CCIB S.L.U <b>Location:</b> BARCELONA PL. DE WILLY BRANDT 11-14 <b>Type:</b> GENERAL FACILITIES (CONVENTION CENTRE) <b>Positions:</b>	<b>Date:</b> 24/11/2021 <b>Type description:</b> General and organisational aspects in the centre.
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**HEALTH AND SAFETY RISKS**

Situation	Risk	Assessment	Proposed measure
Some access to roofs and terraces. Suitable rails are available on existing terraces and some lifelines are available. Furthermore, work has been made to better adequate the access to the roofs areas, through fixed secure stairs with anchorage and retention system.	Fall of persons to a different level	Intermediate / unlikely to be major	Periodically check the condition of the handrails.
			Use a safety harness where there is no collective protection.
			Allow access to these areas to authorised personnel only with the necessary health and safety measures to guarantee their safety.
			Complete and approve the installation of lifelines in those areas where collective protection cannot be prioritised.
			Establish a monitoring and maintenance programme for existing anchor points and lifelines. Maintenance must be carried out according to the manufacturer's recommendations (usually once a year). Checks must be done by competent personnel who know the lines and are trained to perform this task.
At existing anchor points and lifelines, non-original parts should never be used for repair, as they may change the mechanical behaviour of the line or may not be compatible with it. The line must never be handled by unauthorised personnel as the line specifications are not known.			
During the visit, it was observed that the low voltage rooms were locked, accessible only by authorized staff personnel.	Electrical contacts	Intermediate / possibly major	Keep the low voltage rooms locked, allowing access only by specialist personnel.
			Ensure compliance with this instruction
			Inform all non-authorized personnel that the entry to the low volatage rooms is forbidden.
There are both low and high voltage transformer rooms in the centre. The high voltage rooms were closed and signalled at the time of the visit, as the company informed us that only specialist external personnel are allowed to enter.	Electrical contacts	Intermediate / unlikely to be major	Make sure that the high voltage rooms are closed and only accessible to specialist personnel.
			Inform and train staff about the existing risks and the prohibition of access to these rooms without authorisation.
			Ensure compliance with this prohibition of access to the electrical rooms without authorisation.
Occasional overload of electrical facilities (short circuit). Carelessness of a smoker. Heat sources next to flammable materials.	Fire	Intermediate / unlikely to be major	Inform workers about: Not overloading power outlets; Observing the smoking ban throughout the centre and convention centre; Not having heat sources next to flammable materials.
			Ensure compliance with the smoking ban.
			Periodically check the electrical facilities.
Conduct security inspections especially in events to ensure compliance with regulations (e.g. ban on smoking and not overloading electric facilities, for example).			
Electrical installation, panels and subpanels.	Electrical contacts	Intermediate / unlikely to be major	The main electrical panel and subpanels must be adequately protected (live components protected by double-insulated protective caps) and located in an area not accessible to personnel not involved in electrical maintenance.
			Place a standard electrical risk warning signal on the panels and subpanels.
			Inform and train workers about risk and preventive and protective measures.

The furniture workshop shelves are not fixed. Some disorder was seen in the interior and exterior of the workshop.	Fall of objects due to collapse or failure. Blows with objects	Intermediate / possibly major Low / possibly minor	Reinforce the shelves in the furniture workshop.
			Improve tidiness and cleanliness in the workshop.
			Avoid using the passageway next to the furniture workshop as a storage area.
Workers have great difficulty moving the multi-purpose room panels and	Blows / cuts from an object or tool	Intermediate / possibly major	Place the suction cups or handles on the panels or sliding doors for a secure grip.
Both loading and unloading vehicles were seen to enter the bay and multipurpose hall. More lighting was installed for maintenance work according to the company.	Collisions or impacts with vehicles	Intermediate / possibly major	Properly marked traffic lanes of an appropriate width must be provided, as well as the passage areas to separate vehicles and pedestrians, for example a passageway and loading bay with staff parking.
			Coordinate with external companies according to the provisions of RD 171/2004.
			Ensure pedestrian crossing areas and regulations for the movement of vehicles are observed.
			Use a reflective jacket or equivalent in areas with moving vehicles.
Office space is limited for current use.	Impact with objects	Low / possibly minor	Consider job relocation to comply with RD 486/97, workplace health and safety, which establishes a minimum of 2m <sup>2</sup> free surface area and 10m <sup>3</sup> unoccupied per worker.
There are structural components in passage areas.	Fall of persons at the same level	Low / possibly minor	As this risk is impossible to remove, it must be signalled appropriately with yellow and black stripes for traffic routes, with an approximate inclination of about 45°.
			Inform and train staff about the existing risk.
			The borders or edges of structures at low height must be protected with cushioned material or similar to protect against impact.
Office furniture does not comply with RD 486/97, as the ceiling is less than 2.5m high. According to the company, the workers do not spend all their working hours in the office as they have numerous duties outside it. The entry door is made of glass, and there is no visual sign at eye-level.	Impact with stationary objects	Low / possibly minor	Add visual sign at eye-level to the entry glass door.

**WORKPLACE ASSESSMENT RESULTS**

<b>Company:</b> FIRA CCIB S.L.U <b>Location:</b> BARCELONA PL. DE WILLY BRANDT 11-14 <b>Type:</b> GENERAL FACILITIES (FORUM) <b>Positions:</b>	<b>Date:</b> 24/11/2021 <b>Type description:</b> General and organisational aspects in the centre.
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**HEALTH AND SAFETY RISKS**

Situation	Risk	Assessment	Proposed measure
Access to some firefighting resources difficult.	Fire	High / Possibly major	Inform personnel to clear access to firefighting resources and keep the area free.
Occasional blocking of emergency routes, either partially or totally preventing passage.	Evacuation difficult in a fire	High / Possibly major	Tell workers NOT to impede or obstruct passageways with objects, especially evacuation and emergency routes.
			Ensure compliance with this instruction.
Possible obstruction of evacuation routes, due to lack of periodic reviews.	Evacuation difficult in a fire	High / possibly major	Periodically review the status of escape routes and check they are free of obstacles. Emergency exits must be easy to open from the inside and not be locked. Assign responsibility and a reviewing frequency.
			Evacuation exits which are closed must have their emergency signalling replaced with signs saying they are not emergency exits.
			Ensure there are enough emergency exits for the number of people in each case.
			Continue with evacuation drills.
The upper area of the auditorium has technician walkways. The safety rules to be followed and the maximum permissible load are signalled. Several anchor points and lifelines are observed. There are roofs and structures at a low height, with access to the area via small spaces. Possible high temperature.	Fall of persons to a different level	Intermediate / unlikely to be major	Observe existing signs. Obligatory use of harness and safety helmet.
			Conduct periodic reviews of the preservation status of footbridges and structures.
			Establish a monitoring and maintenance programme for existing anchor points and lifelines. Maintenance must be carried out according to the manufacturer's recommendations (usually once a year). Checks must be done by competent personnel who know the lines and are trained to perform this task.
			At existing anchor points and lifelines, non-original parts should never be used for repair, as they may change the mechanical behaviour of the line or may not be compatible with it. The line must never be handled by unauthorised personnel as the line specifications are not known.
Impacts against stationary objects	Intermediate / possibly major	Intermediate / possibly major	Use yellow and black stripes to signal the risk of impact with structures at low height, with an approximate inclination of about 45°.
			The borders or edges of structures at low height must be protected with cushioned material or similar to protect against impact.
			Wear a safety helmet.
Occasional overload of electrical facilities (short circuit) - Carelessness of a smoker. - Heat sources next to flammable materials.	Fire	Intermediate / unlikely to be major	Inform workers about: Not overloading power outlets; Observing the smoking ban throughout the centre and convention centre; Not having heat sources next to flammable materials.
			Ensure compliance with the smoking ban.
			Periodically check the electrical facilities.
The high voltage rooms were closed and signalled at the time of the visit, as the company informed us that only specialist external personnel are allowed to enter.	Electrical contacts	Intermediate / unlikely to be major	Inform and train staff about the existing risks.
			Make sure that the high voltage rooms are closed and only accessible to specialist personnel.

The low voltage rooms were open, although only maintenance personnel were allowed access.	Electrical contacts	Intermediate / possibly major	Close the low voltage rooms so that only specialist company personnel can access them.
			Ensure compliance with this instruction.
			Inform staff of the prohibition to access the low-voltage rooms unless they have authorisation to do so.
Risk of impacts against stationary objects due to structural components in passage areas.	Impacts against stationary objects	Low / possibly minor	As this risk is impossible to remove, it must be signalled appropriately with yellow and black stripes for traffic routes, with an approximate inclination of about 45°.
			Inform and train staff about the existing risk.
			The borders or edges of structures at low height must be protected with cushioned material or similar to protect against impact.
Structural components were seen in passage areas.	Fall of persons at the same level	Low / possibly minor	As this risk is impossible to remove, it must be signalled appropriately with yellow and black stripes for traffic routes, with an approximate inclination of about 45°.
			Inform and train staff about the existing risk.
Structural and heat-insulating materials were seen where the fireproofed structure was not in good condition.	Fall of loose objects	Low / unlikely to be major	The necessary modifications must be made to ensure the stability of the false ceiling, according to the provisions of RD 486/1997 on the minimum health and safety provisions in workplaces.
			Inform all personnel about the existing risk and the preventive measures to be taken.

<b>WORKPLACE ASSESSMENT RESULTS</b>			
<b>Company:</b> FIRA CCIB S.L.U, SL <b>Location:</b> BARCELONA PL. DE WILLY BRANDT 11-14 <b>Type:</b> GENERAL FACILITIES (FORUM) <b>Positions:</b>		<b>Date:</b> 24/11/2021 <b>Type description:</b> General and organisational aspects in the centre.	
ERGONOMIC RISKS			
Situation	Risk	Assessment	Proposed measure
The upper area of the auditorium has technician walkways. The safety rules to be followed and the maximum permissible load are signalled. Several anchor points and lifelines are observed. There are roofs and structures at a low height, with access to the area via small spaces. Possible high temperature.	Unfavourable environmental conditions	Intermediate / possibly major	Avoid continuous exposure to high temperatures. Establish periodic breaks away from high temperature areas.
			Ensure workers exposed to high temperatures are properly hydrated.

## ANNEX 2 – APPLICABLE LEGISLATION

References to the applicable general or specific regulations below are from the perspective of reinforcing the applicable technical criteria for the purpose of this report. This does not mean, however, that an exhaustive analysis with all provisions that may affect the subject matter are included, or that the company has complied exactly with all current regulations on Occupational Risk Prevention or Health and Safety at work.

### General regulations

For the purposes of the general scope and content of this report:

- Law 31/1995 on the Prevention of Occupational Risks.
- Royal Decree 39/1997, approving the Regulation for Prevention Services.
- Law 54/2003, Reform of the normative Framework of the Prevention of Occupational Risks.
- Royal Decree 171/2004, developing article 24 of the Prevention of Occupational Risks regarding coordination of business activities.
- Royal Decree 604/2006, modifying Royal Decree 39/1997 (Regulation for Prevention Services) and Royal Decree 1627/1997 (Regulation of health and safety on building sites).

For the purposes of technical and legal criteria on risks and preventive measures:

- General Ordinance on Safety and Hygiene at Work, Title II (current articles).
- Royal Decree 286/2006, Protection of the health and safety of workers against noise exposure risks.
- Royal Decree 486/1997 establishing minimum health and safety in workplaces.
- Royal Decree 487/1997 on minimum health and safety at work provisions for manual handling of loads, in particular risks to the back/lumbar regions of workers.
- Royal Decree 664/1997 on the protection of workers against work-related biological agent risk.
- Royal Decree 665/1997 on the protection of workers against work-related carcinogenic risk.
- Royal Decree 1215/1997 establishing minimum health and safety regulations for workers using work equipment.
- Royal Decree 374/2001 on the protection of workers against work-related chemical agent risk.
- Royal Decree 614/2001 on minimum health and safety provisions of workers against work-related electrical risk.
- Royal Decree 681/2003 on the health and safety protection of workers against explosive atmospheres at work.
- NBE-CPI96 and Basic Document SI (Fire Safety) of the Technical Building Code (RD 314/2006).

For the purposes of information on personal protection against risk:

- Royal Decree 485/1997 on minimum health and safety provisions for signage at work.
- Royal Decree 773/1997 on minimum health and safety provisions for the use of personal protective equipment.

### Specific regulations

Irrespective of the content of this report, there are obligations for businesses to comply with current regulations on occupational risk prevention and industrial safety applicable to their business, as well as for legally required periodic reviews, approvals and authorizations.