



**DISNEYLAND® PARIS**

***SAFETY REGULATIONS EXPOSITION***

Jacques Durieux  
Safety Officer

04/02/2010

## **Classification of the Establishments:**

### **Disney's Hotel New York :**

This establishment may hold up to 7,901 people. It is classified for Type O with L-M-N-O-P-X-CTS activities - First Category

### **Disney's Newport Bay Club :**

This establishment may hold up to 12,187 people. It is classified for: Type O, with L-M-N-O-P-X-T activities - First Category

### **Disney Village Marquee :**

This establishment may hold up to 3135 people. It is classified for: Types CTS, with type LNTP activities- First Category

### **Events Structure on Ventury One :**

This establishment may hold up to 3000 people. It is classified for: Type CTS, with LNTP activities - First Category

### **Disneyland Pavilion :**

This establishment may hold up to 2400 people. It is classified for: Type CTS, with LN activities - First Category

## **Obligations:**

Disneyland Paris provides organisers with facilities that conform to current regulations.

When using (the facilities), renters, operators, organisers and exhibitors must respect actual prevention and safeguard measures to ensure personal safety; these measures are determined taking into account the type of operation, the dimensions of the premises, the mode of construction and the number of people that can be admitted into the premises, including the handicapped.

The organiser must take care to ensure application of safety regulations, including the ban on smoking, throughout the facilities used for the event. His obligations apply from the time the premises are made available, as laid down in the contract, to the period when installations, the general public or staff for whom he is responsible or who are self-employed are present, at the very minimum.

## **Safety Officer:**

A Safety Officer\*, fully qualified in the teaching of the prevention of fire and panic risks, is specially attached to the Congress Centers.

This fire and safety expert is at your disposal to assist with the organisation of your event.

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Head Office - Business Solutions

• Regulation dated December 28, 1983

tel. : 01 60 45 76 36

## **Installation of fittings in the rented facilities:**

Installations fitted for events must conform to safety regulations and must in no way hamper emergency facilities (smoke clearance, extinguisher or automatic detection equipment, for example).

No cooking equipment may be installed on the premises.

The layout of main fittings and heavy furniture must not hamper or constrict main walkways or reduce the number or width of clearance passages.

**Use of premises for an exhibition:**

The organizer must submit an application to hold this type of event to the competent authorities two months before the opening date.

He must appoint one or several safety officers, draw up specifications and issue each exhibitor with a copy.

Exhibitors and renters of stands must respect the specifications.

Installation of fittings must be finished before inspection by the safety commission for their acceptance and before opening to the public.

The exhibitor or his representative must be present at this acceptance inspection.

Exhibitors and renters of stands using machines, thermic or combustion engines, lasers or any other dangerous product must issue a declaration to the organizer one month before opening to the public by means of the declaration form enclosed with these specifications.

**Use of the premises on an exceptional basis:**

The use, even partial or occasional, of an establishment for an operation other than the one authorized, or for a demonstration or attraction that may present risks for the public, not provided for in the safety regulations, must be subject to a request for authorization from the competent administrative authorities. The request must be presented jointly by the organizer and Disneyland Paris at least fifteen days before the event or the series of events.

This request must always stipulate the nature of the event, its duration, the exact location, the number of people, the materials used for decorations anticipated, a plan of clearance passages, the risks presented and additional prevention and protection measures proposed.

**Special technical installations:**

Temporary special technical installations (stages, platforms, mobile floors etc.) must be inspected by the Safety Commission.

**Communal areas:**

Installations in communal areas such as the Entrance Hall, passage-ways, etc. may, under certain occupancy conditions, be possible.

In any event, the request must be examined by the Congress Center Safety Officer.

**Access roads:**

Access roads to the Hotels or Congress Centers are to be utilized by fire and emergency service vehicles. These roadways must be kept clear of parked vehicles or encumbrance.

**Plans:**

Upon request, Disneyland Paris will provide you with plans of the Congress Centers:

Paper plans in the usual formats 1/200 or 1/100.  
Autocad format computer diskette.

These plans, apart from the surfaces, indicate access roads and passage ways, clearance ways, the location of structural pillars, permanent gas, electricity installations, emergency and safety devices and equipment, floor loads authorized and load fastening points.

**INSTALLATION OF FITTINGS****Materials, construction elements and scenery:**

Materials, construction elements and scenery used for fittings must show qualities of reaction and resistance to fire that are appropriate for the risks run.

**Proof of the quality of these materials** and elements is to be demonstrated. It is either to be marked by a certifying institution (NF fire reaction, for example) or **test certificates by an authorized French institution are to be supplied.\***

Organizers of events and Disneyland Paris are jointly responsible, each of them individually for their own part, for respecting the reaction to fire of materials used for decors.

\*In view of the advancement of European Commission studies, only fire reaction certificates from French authorized organisms are acceptable to the Safety Commission.

**Decors:**

Decors must be made of non-inflammable materials (Classed M1 or M0). Inflammable paint or varnish is not authorized (Glycerophthalic or nitrocellulose, for example).

**Large fittings, partitions:**

Partitions, stages, terraced steps, large furniture, screen partitions, etc. must be made of:

- non-inflammable class M1 materials (or M0 or M2 or M3)
- 18 millimeter thick wood
- solid non-resinous wood, 14 millimeters thick

Stages, floors, staircases, galleries must be made to bear an operational load of 500 da N/m<sup>2</sup>. They must include all the elements necessary for stability.

Handrails and banisters must be fitted wherever the difference in level between two successive terraced steps or between a step and the ground is 1 meter or above.

These guards must be able to resist a horizontal effort of 170 da N/linear meter and be fitted so as to prevent someone falling from a height.

### **Fastening of loads to structures:**

Technical equipment or decors can only be secured to structures at load fastening points that have been duly checked by an authorized organism.

Load fastening points and permissible loads are mentioned on the plans of the establishments. Use of these fastening points is subject to the provision of the following documentation prior to assembly:

- for localized loads, a declaration from the organizer mentioning the weight of the loads
- for hoists and specific structures, a detailed plan of the load, clearly indicating the total load applied by fastening point or line of fastening points.

### **Decors, technical equipment and devices:**

All decors, technical devices and equipment must be fixed in such a manner as to ensure that the public or staff are never at risk.

Mobile equipment, other than decors, located above the public, must be fixed by two separate systems of a different design.

### **Mobile decors:**

Mobile decors are allowed if their movement does not compromise the safety and evacuation of the public.

Each fastening point must be duplicated by a separate mounting system, of a different design. Fastening systems must be checked by an authorized organism.

### **Stands, large fittings:**

Stands and large fittings must be designed so as not to hamper evacuation conditions.

### **Stability of fittings and partitions:**

All fittings and partitions installed must be stable and secured in a sufficiently rigid manner. The fastening systems must be able to resist pushing from the public.

Specific structures, their design, shape, weight, etc. must be covered by a special report drawn up by an authorized organism.

### **Sunshades:**

The use of sunshades is basically prohibited. However, when they are authorized by special arrangements or on the advice of the Safety Commission, the fastening systems must be sufficiently numerous or safety armatures sufficiently resistant to prevent them falling onto the public. The sunshades must be made of non-inflammable materials (class M1). With the exception of structures, tents and big tops that must be classified M2.

### **Wall-hangings, curtains, net curtains, floating elements:**

These must be made of non-inflammable materials (class M1 or M01).

The use of wall-hangings, curtains, net curtains on doors, floating elements is prohibited across clearance passage-ways.

Floating elements should not cover safety notices.

**Signs:**

The use of white letters on a green background is to be reserved for safety signs.

Ceiling, hanging ceilings, sunshades, stands, covered structures, raised stands:

Interior fittings should not prevent smoke clearance, or automatic detection and extinction equipment from functioning properly.

Stands or installations with a ceiling, false ceiling or full sunshade, as well as those with a raised level or not included in the above paragraph, must simultaneously fulfill the following conditions:

- Have a surface area less than 300 square meters
- Be at least 4 meters apart
- Have a total ceiling or solid false ceiling surface area (including that of the raised levels) at least 10% of the surface area of the level concerned.
- Each stand or installation may only have one raised level
- If the surface area of these stands or installations is more than 50 square meters, each of these must have appropriate fire extinguisher equipment permanently attended to by at least one safety officer whilst the public are in the establishment.

**Floral decoration:**

Floral decorations made of synthetic materials must be restricted.

**Floor coverings:**

Floor coverings must be made of non-inflammable materials with an M1 (or M0 or M2 or M3 or M4) classification.

Coverings (horizontal or otherwise) of podiums, stages or terraced steps more than 0.30 meters high, with a total surface area of more than 20 square meters, can be made of non-inflammable materials with an M1 classification (or of materials classified M0 or M2 or M3).

Coverings must be well secured.

**Important Notice : For carpets, classified M3 or M4, on wood support, the fire reaction certificates must indicate “valid only on wood support 21mm for example”.**

**Electrical installations:***Conformity:*

Installations must conform to french authorized standards.

These installations must be compatible with the grounding plan of the various sources by which they may be supplied.

In all cases, a protection conductor must be integrated into each electric power line.

The use of adapter-plugs, multiple sockets or H.03 VHH electric wires (scindex type) is not authorized.

Installations are to be made with respect to safety regulations and special arrangements relating to the activity envisaged during the event.

*Limit of Responsibility:*

The electrical installations include:

- Fixed and semi-permanent installations, carried out, operated and maintained by Disneyland Paris, under its own responsibility.
- Installations carried out by the organizers of events, or on exhibition stands which are carried out by themselves or for their account, under their responsibility (the same applies to installations made, operated and maintained by users that are supplied independently from the specific installations of the establishment).

The limit between these two installations is located at the level of the power supply board or box.

*Connections:*

Connections on terminal panels by eye or splay connectors can only be made by Disneyland Paris authorized staff.

The same feed line can supply several boards or boxes up to a total supply of 36 KVA. Installations requiring more power must be supplied individually.

*Installations:*

The delivery boards or boxes include instruments to ensure the following functions:

- Interdependent control of all active conductors
- Protection against excess current
- Protection against indirect contacts

Each board must include a terminal linked to the general grounding network. The supply boards and boxes must be inaccessible to the public but be accessible to authorized staff.

The installations must not prevent the public from circulating.

*Special installations for exhibition stands:*

Power lines must be secured to the provisional stand fittings. If they are flexible cables, they must provide for a nominal tension of at least 500 volts.

Electric sockets must be connected to circuits protected by devices for protection against excess nominal current of at least 16A. Any appliance requiring more power must be supplied by a specially adapted circuit.

All power lines must include a protection conductor linked to the terminal of the general grounding network.

Protected appliances (class 1) must be linked to the protection conductor of the power line supplying them.

Appliances not protected (class 0) must be protected by nominal differential current devices of at least 30 mA.

Use of individual grounding protection plugs is prohibited.

**Lighting appliances:**

Lighting appliances must not hinder the circulation of the public; the lower part of lights must be placed at a minimum height of 2.25 meters above places accessible to the public.

Halogen spots must have a safety grill or glass.

Electric cable links to the electrodes of illuminated signs (high-tension discharge lamps) must be protected or be beyond the reach of people. If these lamps are encased in insulating envelopes, these envelopes must be made of non-inflammable materials classed M1 (or M0 or M2 or M3). The cut-out control device must be indicated.

**Installation of sound systems:**

The power supply to sound equipment must be protected at its origin by high-sensitivity residual differential current protection devices.

**Electric fairy lights:**

Fairy lights must be installed out of reach of the public and have all protection guarantees.

**Outdoor installations:**

Temporary or semi-permanent outdoor electrical wiring which furthermore may also cross parkland or be concealed by foliage must be mechanically protected or be indicated by regulation means (signs indicating live electrical wiring, markers, cones etc.)

Depending on its use, electrical equipment must have appropriate degree of statutory IP protection.

## **SPECIAL ARRANGEMENTS FOR SOME EVENTS PRESENTATIONS OR MODIFICATIONS**

The following modifications or presentations require the intervention of a Disneyland Paris safety officer. A safety file is drawn up in conjunction with the organizer, if required an administrative file is lodged with the competent administrative authority.

### **Machines and appliances presented when operational:**

All presentations and demonstrations are made under the full responsibility of the exhibitor.

The machines and appliances presented when operational must not involve any risk on the part of the public and must be covered by a declaration made to the safety officer and the organizer.

### **Machines with thermal or combustion engines, automobiles:**

Prior to the opening of the event, the safety officer will have checked the machines or appliances presented to him for an operational inspection. A list of these appliances must be provided to the organizer and the safety commission.

In all cases, combustion gases must be evacuated outside the hall.

**The tanks of engines** presented when not running must be empty or **have locked petrol caps**. Accumulator battery terminals must be protected so as to be inaccessible.

### **Distribution of fluids:**

Apart from water (at a temperature below 60°), air and neutral gases, fluids must be distributed at a pressure below 0.4 Bars.

### **Radioactive substances, x-rays:**

Any presentation of machines or equipment using radioactive substances or generating x-rays is subject to a request for authorization made by the exhibitor to the competent administrative authority.

### **Inflammable liquids:**

According to the activity and location of the event, the use of inflammable liquids may be restricted to small quantities or prohibited.

### **Materials produced and gases prohibited:**

The following are prohibited in the establishments:

The distribution of samples or products containing inflammable gas

Balloons inflated with inflammable or toxic gas

The presence of explosives or fireworks

Celluloid articles

The presence of oxyethylene, carbon disulfide, sulfuric ether, acetone.

The use of acetylene, oxygen, hydrogen or any gas presenting the same risks is prohibited, except in the event of a special dispensation from the competent administrative authority, based on advice from the Safety Officer.

### **Use of fireworks or flames:**

On principle, the use of fireworks or flames is prohibited. Any program to include the use thereof is subject to special examination by the safety commission: it can only be authorized if appropriate measures have been taken.

**Installation of cinema projection facilities:**

These facilities are subject to a special study by the safety officer.

**Special effects:**

When technical facilities are installed in the establishments in order to create special effects (lights, smoke, artificial fog, etc.) they must conform to Ministry of the Interior technical information documentation.

Special attention must be taken to separate special equipment (smoke generators, laser projectors, mixing tables) (from the public) by placing screens or by placing it out of reach (at least 1 meter away).

**Lasers:**

Before implementation of any installation, the following documents must be provided to the competent administrative authority:

- A declaration
- A technical memorandum, together with a diagram of the installation
- A document signed by the installer, attesting to the conformity of the installation.

## **SAFETY INSTRUCTIONS**

### **Alarm:**

In the event of fire or accident, the alarm can be given by using the 'break-glass' boxes' or internal telephone extensions by dialing 112.

### **Alert:**

Public fire brigade and emergency services can be alerted directed by the domestic telephone network by dialing either 112, or 18, after the dialing tone has been obtained.

### **Exits and clearance passageways:**

Exits and clearance passageways must not be cluttered or masked. No projection may reduce the regulation width of clearances. Circulation intersection doors must not be jammed.

### **Miscellaneous Deposits and Storage:**

No stock or deposit of material or packaging can be constituted. No material or materials can be stored under platforms, steps, podiums, etc.

### **Natural materials:**

Cane, reeds, branches, straw, etc. must have been flame-retarded. The organizer or exhibitor must provide a certificate drawn up by a qualified technician.

### **Protection of the public:**

The following are considered dangerous: moving devices or machines, hot surfaces, points or blades. The dangerous parts must be out of reach of the public. This is considered as achieved if the dangerous part is more than one meter from the public or if it is protected by a rigid screen.

To ensure safety in the event of collision, glass panes, with or without frames, must meet standards as regards the glass product to be used and viewing.

### **No smoking:**

Taking into account the various regulations, the smoking ban applies to all the buildings. People ignoring the no-smoking regulation must extinguish their cigarettes in the ashtrays provided.

### **Dangerous work:**

It is forbidden to do dangerous work in the presence of the public.

A "fire permit" procedure is mandatory throughout the Disneyland Paris site (welding work, generators of sparks, etc.)

### **Emergency exits:**

Emergency exits must be kept clear at all times.

The automatic closure of fire doors must not be impeded.

## MISCELLANEOUS

### **Fire Service:**

A permanent fire service composed of three firemen is present in the hotels, congress centers and event structures at Disneyland Resort Paris.

Taking into account the occupancy conditions of the congress centers, this service can be reinforced according to regulations and will be charged to the organizer.

The fire service staffs are the responsibility of Disneyland Paris and cannot be distracted from their special missions.

### **Emergency equipment:**

The congress centers are equipped with the following emergency equipment, amongst others:

- Fire Alarm Safety System (Category A), which chiefly includes:
  - An automatic fire detection system
  - A fire alarm control system
  - A zoned and general alarm system
  - Manual 'break-glass' alarm boxes
- Automatic sprinkler system
- Emergency lighting (ambient and directional type)
- Mechanical and natural smoke clearance systems
- Portable extinguishers
- Fire plugs with hose and spout, only at the Newport Convention Center.

### **Execution of installations:**

The organizer can use the companies of his choice. Unless Disneyland Paris gives its prior agreement, the work must not comprise any intervention on buildings, equipment or networks.

These operations must not cause any nuisance to the other activities of the congress center.

### **Tools, assembly equipment:**

The organizers must possess the equipment required to assemble the installations or procure this from rental companies.

### **State of the premises:**

Unless specified in attachments to the contract, the signature of the sales contract is equivalent to a 'state of the premises' for both parties, all elements being considered to be operational.

Any possible restoration work is for the account of the organizer and is to be carried out in agreement with Disneyland Paris.

## APPLICATION OF THE WORK CODE

### **Prevention of Work Accidents:**

The provisions of the Work Code, particularly as regards hygiene, safety and worker protection, are to be applied.

**Precautions to take when working on the roof of the Hotel New York** (photography, fixing aerials, etc.):

Risk of legionella: On the roof of the Hotel New York there are semi-open ventilation and air-conditioning cooling towers that are subject to a risk of legionella. When working on the roof, suitable filter masks to protect against legionella must be worn.

Risk in connection with a magnetic field: Do not walk or work within the telephone aerial safety areas (these zones are clearly marked)

### **Dangerous products:**

In the event of the presentation or use of dangerous products, the safety data sheets must be presented to the security office.

### **Interference between companies, Prevention Plan:**

If an organizer is to carry out dangerous work\* or have several companies intervene to carry out an operation, a prevention plan\* must be drawn up by the former, or for his account, under his responsibility.

- Regulation dated March 19, 1993
  - Decree 92.158 dated February 20, 1992.
- See annex 5 for a sample of prevention plan

Service de l'inspection du travail  
Monieur l'Inspecteur du Travail du Régime Général  
8<sup>ème</sup> section  
3 rue de la sablonnière  
77100 MEAUX  
Tel. 01 64 36 54 10 Fax: 01 64 36 54 29

Service de la médecine du travail  
BP 100  
77777 Marne la Vallée Cedex  
Tel. 01 64 74 55 63 Fax: 01 64 74 55 64

## **Attach Documents**

### **Appendix 1:**

Attachment declaration form for machine or appliance in operation

### **Appendix 2:**

Bibliography

### **Appendix 3:**

New York Congress Center Plan

### **Appendix 4:**

New Port Bay Club Congress Center Plan

### **Appendix 5:**

Prevention plan

### **Appendix 6:**

Site Inspection Form

### **Appendix 7:**

Safety protocol

## Appendix 1

### ATTACHMENT DECLARATION FORM FOR MACHINE OR APPLIANCE IN OPERATION

(This form must be received by the organizer of the show or exhibition 30 days before the opening of the event, at the latest).

Show or exhibition:

Place:

Name of Stand:

- building or hall: Stand N°

Name of exhibitor's company:

- Address
- Name of person in charge of stand
- Telephone n°

*Type of equipment or appliance being shown when operational*

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#### *Specific risks*

Source of electrical power over and above 100k VA

Liquefied gas.

Inflammable liquids (other than those in the tanks of automobiles):

Type: Quantity:

Mode of use:

*Risks requiring an authorization request  
by the exhibitor to the competent administrative authority (c.f. note)  
(date sent: )*

Thermic or combustion engine:

Smoke generator:

Propane gas:

Other dangerous gasses:

Please specify:

Radioactive source:

X-Rays:

Laser:

Other cases not provided for:

Please specify:

Important: Equipment being shown in operation must either have secured and well-adapted screens or housing, ensuring that any dangerous part is out of range of the public, or be placed in such a way that the dangerous parts are kept out of reach of the public, and at least one meter away from any general passage.

Demonstrations are carried out under the full responsibility of the exhibitor.

Date: Signature:

Note: Competent administrative authority:

The request must reach this authority at least thirty days before the event.

## Appendix 2

### MATERIALS CLASSIFIED FOR FIRE RESISTANCE

A list of manufacturers of materials classified for fire resistance can be obtained from:

■ Material, carpet

Groupement non feu

37-9 rue de Neuilly 92113 CLICHY CEDEX

Tel. (33 1) 47 56 30 80

[www.securofeu.com](http://www.securofeu.com)

[securofeu@fedcoton-laine.com](mailto:securofeu@fedcoton-laine.com)

■ Wood, panels

Centre technique du bois et de l'ameublement

10 avenue de St. Mandé 75012 PARIS

Tel. (33 1) 40 19 49 19

[courrier@ctba.fr](mailto:courrier@ctba.fr)

■ Fire-Resistance

Certain materials can be rendered fire-resistant using the services of an authorized technician. Details can be obtained from:

Groupement Technique Français de l'Ignifugation

10 rue du Débarcadère 75017 Paris

Tel. (33 1) 40 55 13 13

[www.gtfi.org](http://www.gtfi.org)

### EXTRACTS FROM REGULATION REFERENCES

#### Building and Housing Code

Regulation dated June 25, 1980, modified, approving Safety Regulations for Public Buildings  
Halls used for auditions, conferences, meetings, shows or multi-use

Type L, Regulation dated December 12, 1984 modified

Exhibition halls

Type T, Regulation dated November 18, 1987 modified

Restaurants and bars

Type N, Regulation dated June 21, 1982 modified

Hotels and Guest Houses

Type O, Regulation dated June 21, 1982 modified

Dance Halls, Games Rooms

Type P, Regulation dated July 7, 1983 modified

Stores, Shopping Malls

Type M, dated December 22, 1981 modified

Covered Sports Centers

Type X, Regulation dated June 4, 1982 modified

Marquees, Tents and Structures (extended usage)

Type CTS, Regulation dated January 23, 1985 modified

NF B 32.500

Safety glass

NF C 71.111

Electric fairy lights

NF C 15.150

High voltage electrical installation

NF C 15.100

Low voltage electrical installation

NF P 06.001

Operating responsibilities

NIT N° 236

Precautions for the use of lasers for lighting effects in Public buildings

NIT N° 244

Precautions for the use of smoke and fog generators for

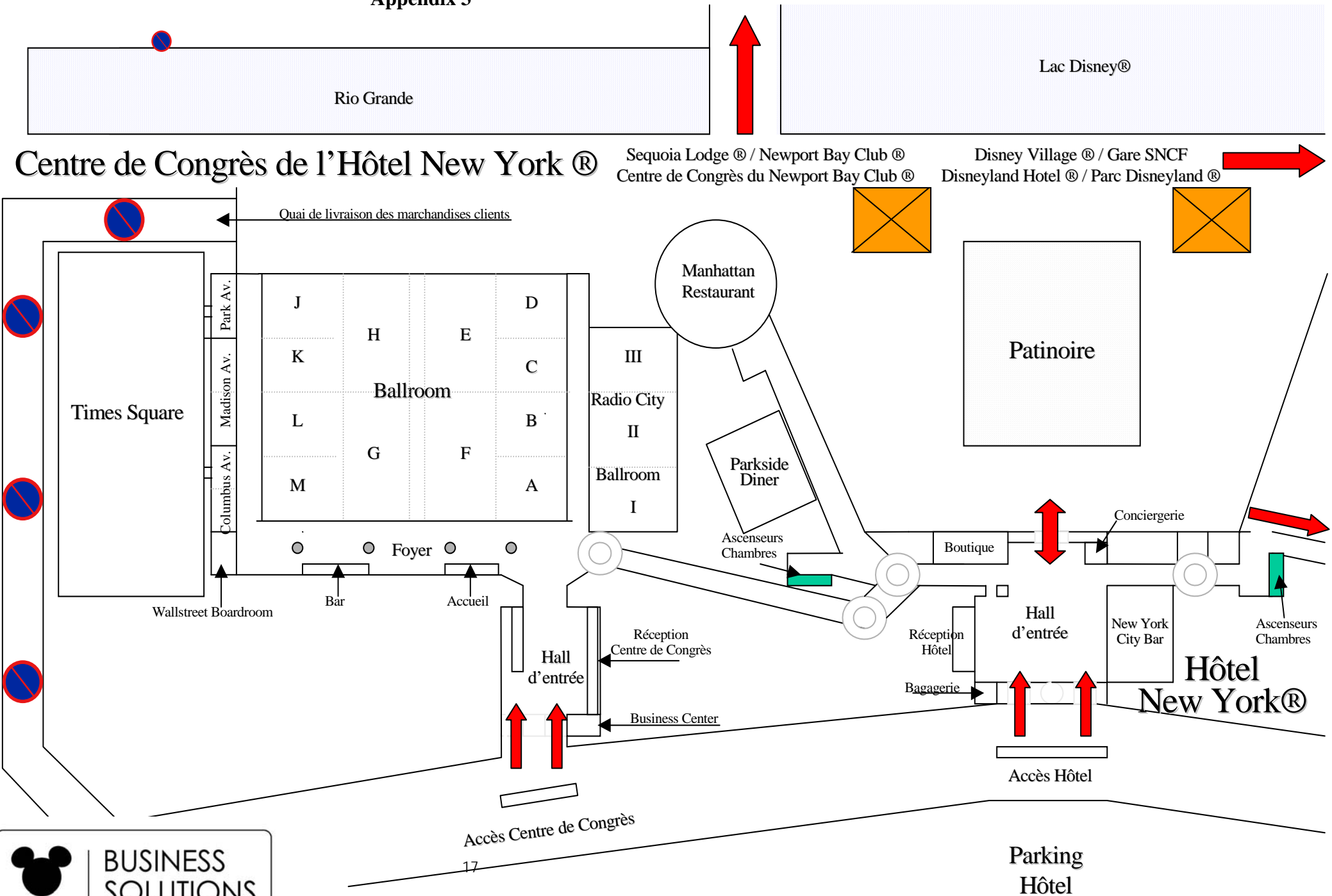
NIT N° 251

shows

These regulations are for sale at the Direction des Journaux Officiels

26 rue Desaix, 75727 Paris Cedex 15



### Appendix 3

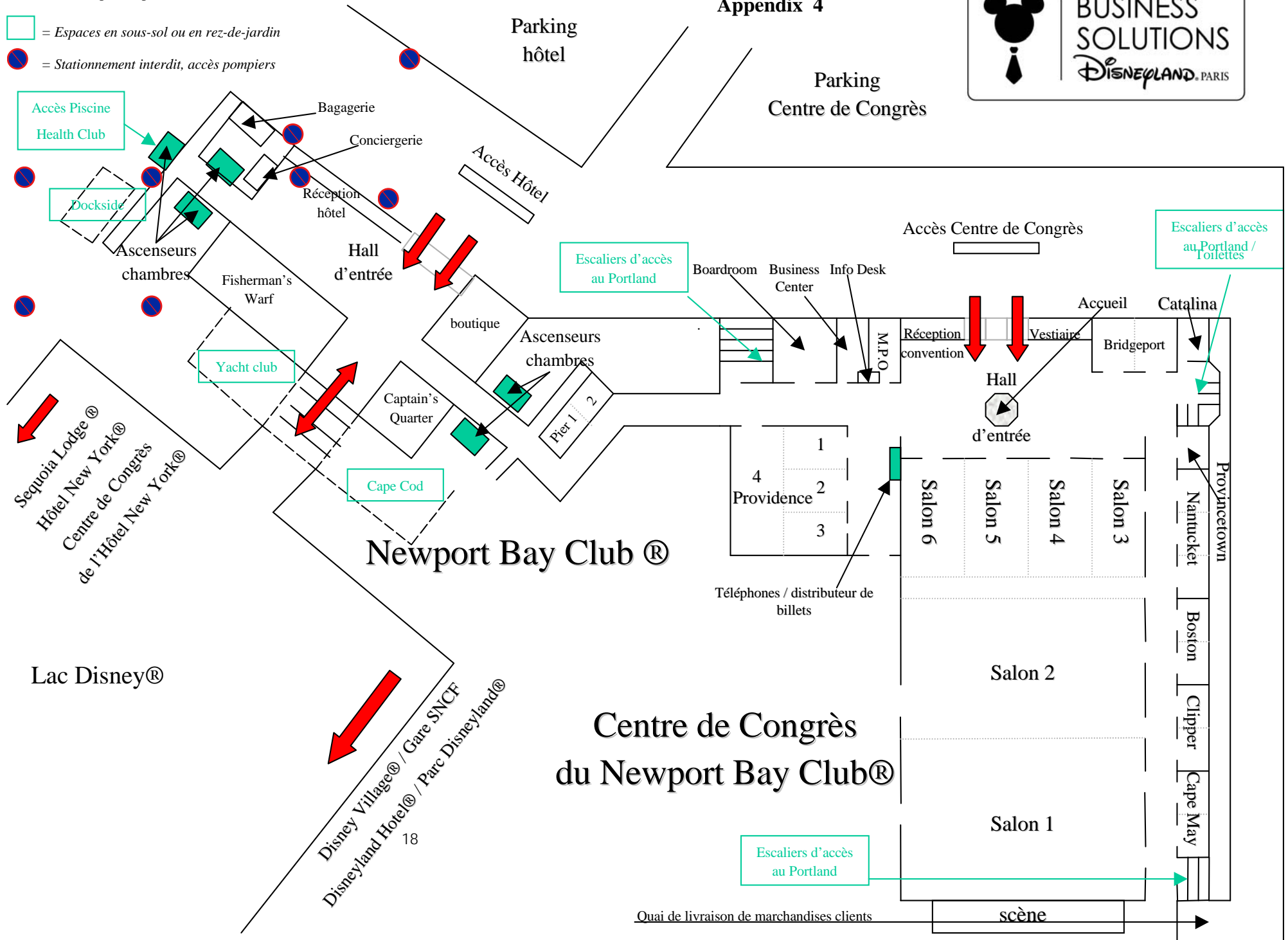


Parking  
Hôtel

*Schéma de principe non contractuel  
 Stationnement interdit, accès pompiers*

Schéma de principe non contractuel

-  = Espaces en sous-sol ou en rez-de-jardin
-  = Stationnement interdit, accès pompiers



Appendix 4

Parking hôtel

Parking Centre de Congrès

Accès Centre de Congrès

Escaliers d'accès au Portland / Toilettes

Escaliers d'accès au Portland

Escaliers d'accès au Portland

Sequoia Lodge®  
Hôtel New York®  
Centre de Congrès de l'Hôtel New York®

Newport Bay Club®

Centre de Congrès du Newport Bay Club®

Lac Disney®

Disney Village® / Gare SNCF  
Disneyland Hotel® / Parc Disneyland®

ANNEXE 5

**SAFETY PLAN**

Application of decree No. 92-158 of 20th February 1992 relating to works  
carried out in an establishment by an outside contractor

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***Safety and other instructions***

***Responsibilities and signatures***

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*Description of the operation*

*Location of the work*

*Operation start date*

*Timescale of the operation*

*User company*

Name:

*Nature of the safety plan*

>400 HOURS

OCCASIONAL OPERATION

DANGEROUS WORKS  
(Working at height, order of 19/03/1993)

Signatories' initials:

**LIST OF COMPANIES INVOLVED**

Names of outside contractors and their sub-contractors		Type of business	Name and position of the person in charge of the operation	Address (telephone and fax)	Anticipated workfor	Working hours	Length of the works in hours
Main contractor	Sub-contractor						

Signatories' initials:

## DESCRIPTION OF THE PHASES OF THE OPERATION, INTERFERENCE RISKS AND SAFETY RESOURCES

The use of technical plant (portable electrical tools, industrial trolley, cherry-picker, tower, step ladder, stapler, hammer, pliers, hand saw, sewing machine, etc.) to be used when carrying out the works listed in the safety plan, **shall be compliant, in good condition and subject to inspection before each use, users shall be trained in its use and shall wear personal protection equipment to suit the risk encountered.**

For all the types of works listed in the safety plan, the staff carrying out the work must wear, as a minimum, safety boots and protective gloves. Additional personal protection equipment to suit the risk identified shall be as advised in the safety plan.

Nature of the works	Working procedure, plant used	Interference risk in terms of safety and the environment	Safety measures
Traffic on the site  Deliveries of plant	Vehicles (cars, vans, lorries, articulated trailers)	Collision  Impact	Compliance with traffic rules on the site.  Do not walk, do not work within the safety areas around the telephone aerials. These zones are  Compliance with the parking and storage zones. Park as close as possible for loading/unloading plant (delivery docks) then return to the visitors' car park. For deliveries or collections of plant other than on the delivery dock, notify the project manager  Use hazard warning lights when parking temporarily on the road. Do not exceed vehicle load limits (number of passengers, weight of load).  Medical suitability and licence/skill/permits corresponding to the type of vehicle being used.
Handling, carrying of loads	Handling and fork lift trucks, manual pallet truck	Handling  Fall of plant, pinching, crushing  Lumbar pains	Use mechanical handling (hand truck, pallet truck) in preference to manual handling. Have a driving licence.  Comply with instructions given by the manufacturer (nominal load, bearing surface, etc.).  Comply with principles, movements and position in the event of manual handling. Do not exceed load carrying limits.
Erection/dismantling of plant such as tiered seating, podiums and stands etc.	Progressive manual erection (parts fitted together) manual assembly on the ground, then lifting into position	Pinching, trapping, crushing  Risks related to working with others	Protect the floor with carpet. Use packing pieces to support the legs and spread the load on the floor.  Do not permit unauthorised people to enter when handling and erecting plant.

## DESCRIPTION OF THE PHASES OF THE OPERATION, INTERFERENCE RISKS AND SAFETY RESOURCES

Nature of the works	Working procedure, plant used	Interference risk in terms of safety and the environment	Safety measures
Working at height	Cherry-picker  Tower  Step ladder	Fall of persons, objects  Fall of persons, objects  Risks related to working with others	Two people must be present, one of whom on the ground. Staff trained and authorised to operate the cherry-picker (operating approval).  Erection, dismantling by competent operatives (compliance with manufacturer's instructions). Erection of balustrades on each floor slab. Lock the wheels of the tower in position when in use, do not move the tower if there is anyone on it. In the event of installing/dismantling heavy loads, wear a safety helmet.  Clearly mark the working zone. Do not allow unauthorised persons into the zone during erection
Use of equipment for working	Stapler, hammer, pliers, hand saw, sewing machine		
Hot work	Welding, grinding	Risks related to working with others, burns, fire	For all hot work, apply for a fire permit. Have a fire extinguisher available.
Hand assembly of materials			

**DESCRIPTION OF THE PHASES OF THE OPERATION, INTERFERENCE RISKS AND SAFETY RESOURCES**

Nature of the works	Working procedure, plant used	Interference risk in terms of safety and the environment	Safety measures
Setting up/dismantling of audio, video and lighting equipment	Step ladder Cherry-picker Tower Pliers, screwdriver Portable electrical tools (e.g.: screwdriver)	Electrical Fall of persons, objects Fall of persons, objects Fall of persons, objects Risks related to working with others Electrical risks	Skilled staff, work with power off. Two people must be present, one of whom on the ground. Operatives must be able to produce their operating licence. Erection, dismantling by competent operatives (compliance with manufacturer's instructions). Erection of balustrades on each floor slab. Lock the wheels of the tower in position when in use, do not move the tower if there is anyone on it. Clearly mark the working zone. Do not allow unauthorised persons into the zone during erection.
Running and connecting cables		Electrical	Skilled operatives. Work with power off. Install cables on cable trays provided for that purpose, but do not over-load the cable trays. Do not dismantle junction boxes in fixed installations. Only Maintenance, accompanied by a stage manager may connect the installations.
Horizontal and vertical cabling across parkland		Electrical	Electrical risks, mowers, hedge trimmers and secateurs Ensure that cables are mechanically protected or indicate their presence by regulation means, in particular notices warning: "live electrical wiring". Switch off the power supply when the equipment is not being used.
Use of chemicals	To be stated:	Chemicals	Submit the product safety data sheets. Wear suitable personal protection equipment.

## DESCRIPTION OF THE PHASES OF THE OPERATION, INTERFERENCE RISKS AND SAFETY RESOURCES

Nature of the works	Working procedure, plant used	Interference risk in terms of safety and the environment	Safety measures
Installation of the hall (layout): installation of tables, chairs, furniture, service points, etc.	Trolleys, hand trucks, etc.	Handling  Falling objects, crushing, pinching  Working with others	Use mechanical handling in preference to manual handling. In the case of manual handling, comply with principles, movements and position. Do not exceed load carrying limits.  Start work when the erection phase has been completed.
Installation of timber dance floor, platforms.	Trolleys, hand trucks, etc.  Use of a screwdriver or any other hand tool	Handling  Crushing, trapping	Use mechanical handling in preference to manual handling. In the case of manual handling, comply with principles, movements and position. Do not exceed load carrying limits.
Setting up of the buffet    Service		Working with others  Handling  Handling	Start work when the erection phase has been completed and once the hall has been set out.  Use trolleys, tables on castors.  Preferably use service tables. Do not overload the trays. Distribute the load on the trays correctly.

**DESCRIPTION OF THE PHASES OF THE OPERATION, INTERFERENCE RISKS AND SAFETY RESOURCES**

Nature of the works	Working procedure, plant used	Interference risk in terms of safety and the environment	Safety measures
Carrying out work on the flat roofs of the Hotel New York		<p>Falling from height</p> <p>Legionella</p> <p>Magnetic field</p>	<p>Use protected pathways: cat ladders with hoops, walkways.</p> <p>The hotel maintenance staff shall accompany outside contractors as far as the access to the roofs. The staff of outside contractors shall wear a FFP3SL mask while carrying out the work. The masks will be provided by the Hotel New York maintenance department.</p> <p>Do not walk, do not work within the safety areas around the telephone aerials. These zones are indicated by signs.</p>
<p>CRANAGE / Transport of the crane to the location of the works</p> <p>CRANAGE / Positioning of the crane in the zone of the works.</p> <p>CRANAGE / Lifting</p>		<p>Accident, impact, collision</p> <p>Collapse of the ground</p> <p>Shear, pinching, trapping, crushing, falling objects</p>	<p>Follow the route indicated during the common inspection. Valid driving permit available for the type of crane being used. Mark the zone of the work.</p> <p>Install the crane in the location specified during the common inspection. Check the strength of the ground. Provide spreader plates under the stability jacks. Do not position the crane or the jacks over manholes.</p> <p>Before the operation, telephone 3021 from an internal telephone and ask for the weather forecast (Maximum wind speed). Lifting not permitted without stabilising jacks. Plant subject to annual statutory control. Do not exceed the net capacity of the crane. Comply with the manufacturer's instructions. Do not exceed the permissible load according to the extension of the jib and its slope. Refer to the load tables.</p> <p>If necessary, depending on the nature of the lift, provide a banksman. Do not park or walk under the load.</p>

**DESCRIPTION OF THE PHASES OF THE OPERATION, INTERFERENCE RISKS AND SAFETY RESOURCES**





Nature of the works	Working procedure, plant used	Interference risk in terms of safety and the environment	Safety measures
CRANAGE / Lifting (contd.)	Use of slings	Shear, pinching, trapping, crushing, falling objects	Sling compliant and checked. Staff trained in the use of slings. Do not exceed SWLs: Safe Working Loads  Wear a site safety helmet.

# **SAFETY AND OTHER INSTRUCTIONS (1)**

## **Access to the site**

- Conditions of access to the site: .....
- Vehicle parking place: .....
- The Highway Code shall apply within the site
- Keep to speed limits
- Smoking shall be strictly forbidden in the building
- Drinking alcohol on site shall be strictly forbidden

## **In an emergency**

- First Aid open: Main Street (7.00 a.m. to 10.00 p.m.), Mickey Building (from Monday to Thursday: 9.00 a.m. to 6.00 p.m., Friday 9.00 a.m. to 5.00 p.m.), Walt Disney Studios Park (9.00 a.m. to 9.00 p.m.) and Disney Village (2.00 p.m. to 0.30 a.m.)
- Emergency numbers: Numbers to be dialled only from an internal telephone
  -  In the event of an accident: } **112**
  -  In the event of fire: }
  -  Sec. page 4
  -  In the event of technical problems 40 40
- Emergency number in the event of accident or fire to be dialled from an external telephone **01.64.74.20.71**
- Telephone close to the operation: .....

## **General comments**

- To obtain a fire permit, call 49 62 from an internal telephone (fire extinguisher provided by each contractor)
- Any risk situation shall be pointed out immediately to the project manager and the user company's representative.
- No work shall be carried out off a ladder.
- Disneyland Resort Paris and outside contractors shall not lend or borrow plant to or from each other (except in exceptional pre-arranged circumstances).
- The site shall be cleaned every day.
- Use of compliant equipment that has been checked.
- Suitable operatives, trained and skilled.
- Items of equipment and machines shall be used in compliance with their supplier's recommendations and within the limits set by the supplier.
- .....
- .....
- .....
- .....
- .....

**SAFETY AND OTHER INSTRUCTIONS (2)**

**Work positions requiring special medical supervision**

.....  
.....

**Premises and installations for use by outside companies**

- Toilets: .....
- Eating areas: .....
- Cloakrooms .....

**Comments :** .....

.....

**H&S: Comments**

**Staff representatives present: Comments**

.....

**WASTE MANAGEMENT AND PROTECTION OF THE ENVIRONMENT**

Outside contractors shall undertake to comply with all statutory requirements applicable to waste and especially the following documents (non-exhaustive list, refer to current regulations):

**Law No. 75-633 of 15th July 1975 as modified, Law No. 76-663 of 19th July 1976, Law No. 92-646 of 13th July 1992 as modified, Order No. 94-609 of 13th July 1994, Law No. 95-101 of 2nd February 1995, Order No. 97-517 of 15th May 1997**

Each contractor and their sub-contractors shall arrange for the collection (containers, capacity, locations) and removal of their own site waste. Any temporary storage of waste on the site in order to be sorted shall be subject to the agreement of EURO DISNEY S.C.A.'s or ED Spectacles' project manager.

Each contractor shall provide evidence, at any time, on request by EURO DISNEY S.C.A or ED Spectacles, of the final destination of their waste, by producing the monitoring schedules.

Liquid or solid products shall not be poured into rainwater gullies.  
Any pollution of the environment shall be liable to financial sanctions.

## RESPONSIBILITIES AND SIGNATURES

**Responsibilities:**

The user company's representative shall undertake to advise his employees and his sub-contractors of the information contained in this safety plan and to comply with regulations in force in France in relation to health and safety at work.

In the event of a failure to apply the requirements defined in this document, the Disney site manager reserves the right to interrupt the works at any time and to advise the user company's representative. Any outside contractor using sub-contractors shall be required to advise the user company's representative.

Any notable modification to the operation shall be subject to a rider to this safety plan.

### SUB-CONTRACTORS

Contractor	Name - Forename	Position	Signature

***The various works by the contractors will be coordinated by:***

Mr ..... Tel.: ..... Fax: .....

**Signatures:**

User company's representative ..... DLRP Business Solutions project manager .....

Signature: ..... Signature: .....

Marne la Vallée, (date) .....

ANNEXE 6

INSPECTION PRIOR TO THE ORGANISATION OF AN EVENT

Nature and location of the operation:

Date of the operation:

Works for more than 400 hrs

Dangerous works

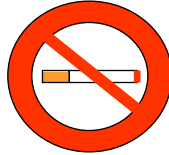
(Working at height, order of 19.03.93)

**Persons attending the common prior inspection**

Name / Forename	Contractor	Position	Signature

# Appendix 7 Safety Protocol

## *General Safety Instructions*



### Transporters, you should:

- Produce a Safety Protocol
- Have the correct equipment, properly maintained and regularly checked
- Be in possession of the necessary authorisation for the activity
- Verify the stability of the load and of the vehicle

#### Note to transporters of toxic materials :

- Your vehicle should confirm to the **ADR**

IN CASE OF AN  
ACCIDENT



IN CASE OF FIRE



Within the Disneyland® Resort Paris site:

**112**



From outside :

**01.64.74.20.71**

Transporter :

Quality :

Signatory's name :

Date :

Signature:

# SAFETY PROTOCOL

## OPERATIONAL DETAILS for loading and unloading

**JOB LOCATION:**

### TYPE OF JOB

LOADING

UNLOADING

### TYPE OF PRODUCT BEING CARRIED

FOOD

MATERIAL/EQUIPMENT

OTHER :

CHEMICAL PRODUCTS

MONEY & VALUABLES

TYPE OF PRODUCT	AMOUNT	RISK

### EXACT ONSITE LOCATION

--	--	--	--

<b>EQUIPMENT provided or in place onsite</b>	<i>FIXED EQUIPMENT</i>				
	Mobile lift platform				
	Overhead cranes (with operator)				
	Refrigerated airlock				
	Other :				
	<i>MOBILE EQUIPMENT FOR USE</i>				
Forklift (with driver)					
Palett truck (with operator)					
<i>DELIVERY HOURS</i>					
<b>TRANSPORTER'S MATERIALS</b>	<i>VEHICULE</i>				
	Lorry weighing <19T				
	Lorry weighing >19T				
	Tanker				
	Trailer				
	Light vehicle				
	With tail-gate				
	Refrigerated				
	Other :				
	<i>CONDITION</i>				
	Barrels/casks				
	Palett/crate				
	Roller				
	Loose				
	Other :				
<i>PERSONAL PROTECTION EQUIPMENT</i>					
Gloves/Shoes					
Helmet					
Other :					

**Company N°.....**

**TRANSPORTER**

Company Name :  
 Address :  
 Representative's name : Signature:  
 Quality:  
 Date:

Company Name :  
 Adresse :  
 Representative's name : Signature:  
 Quality:  
 Date: