

# Appendix 7: Building Code

For completeness, the Building Code is set out in its entirety below. Explicitly, this is Appendix 4 to Article 6.2.1, second paragraph of the Building Code. The Building Code describes the technical rules on the use and conversion of buildings. These rules concern health, safety, usability, energy efficiency and the environment. For specified information regarding the NEN standards visit: [www.nen.nl/Home-EN.htm](http://www.nen.nl/Home-EN.htm)  
*The italicised text below the article provides additional guidelines and/or World Forum The Hague policies on the relevant subject.*

## *Article 1: Exits and escape routes*

1. The entrances, passages, exits, emergency exits, aisles, walkways, stairs, ramps and escape routes must at all times be kept free of obstructions for the minimum width required\* and provide adequate grip. This also applies to any parts of the adjoining (outdoor) grounds that are considered an extension of the escape routes.
2. An (emergency) exit door should, when there are people in the building, only be closed in such a manner that the exit door can instantly be opened to its full minimum width\* from the inside without having to use a key or other object.
3. Doors and hatches with a fire and/or smoke protection function may not be opened for longer than is required to allow the movement of people or goods, unless these doors and hatches are equipped with automatic systems that release the doors or hatches when a situation occurs where these must serve as fire and/or smoke protection.
4. Outdoor stairs and ramps of buildings intended for the accommodation of people must be kept free of snow and ice.
5. Doors, fences and other barriers in escape routes must, if they do not turn in the direction of the escape route, be kept fully opened during the time there are people in the building and be secured in such a way that they cannot be closed by unauthorised persons. This does not apply to fire doors.
6. Textiles to be suspended vertically in escape routes and rooms accommodating more than 50 people at the same time must have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds, as determined according to the NEN- EN-ISO 6940 and 6941 standards, published in 1995.
7. Any cables and cords that have to run over the floor must be taped down securely with good adhesive strips so that people do not trip or fall over them.

# Appendix 7: Building Code

8. Smoke generated by, for example, a smoke generator or cold ice or in any other way should never prevent rapid evacuation from the building.
- Curtains must turn with the door, or it must be possible to remove them easily, and must not prevent recognition of an emergency exit.
  - Emergency and transparent lighting must be visible. If this is hidden from view, visible replacements must be put in place.

*Note: In a room with < 50 persons, a sticker will suffice. All in line with the NEN 3011:2015.*

- The plans in attachment 3 show the aisles and doors that must be free of obstacles at all times, as described in article 1.1.

\* The width of the relevant emergency door can be taken as the minimum width to be observed.

## Article 2: Upholstery and decorations

1. Upholstery and decorations must be kept clear of spot lighting and other equipment whose surface temperature may exceed 80 °C.
2. Floor and stair coverings in escape routes and rooms where more than 50 people can be accommodated at the same time must be fitted so that these cannot shift, curl up or roll up and they should not pose any danger of slipping, tripping or falling.
3. Curtains and other vertical upholstery in rooms which can accommodate more than 50 people at the same time must be kept 0.10 metres clear of the floor.
4. There must be a minimum distance of 2.5 metres between the floor of a room and any decorations. These decorations may not be readily flammable and in case of fire, no drop formation may take place.
5. Balloons filled with flammable gas are not permitted.
6. Textiles to be suspended vertically in escape routes and rooms accommodating more than 50 people at the same time must fulfil the criterion of 'not easily flammable' as determined in the NEN 1722 standard, published in 1986, and NEN 1722-A (supplement to NEN 1722), published in 1988.

# Appendix 7: Building Code

7. The covering materials used must comply with:
  - NEN 1775, published in 1991 and NEN 1775/A1, published in 1997;
  - NEN 6065, published in 1991 and NEN 6065/A1, published in 1997;
  - The requirement for curtains of an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds, as determined in NEN-EN-ISO 6940 and 6941, published in 1995;
  - NEN 6066, published in 1991 and NEN 6066/A1, published in 1997, optical smoke density < 2.2 m-1; the latter requirement does not apply to floors and stair surfaces.

*\* The use of confetti is unwanted, we advise serpentines instead. Approval for the use of confetti or serpentines needs to be given by the World Forum. Please consider the extra cleaning costs related.*

## Article 3: Building systems

1. Electric lighting must meet the following requirements:
  - a. If rooms in a building designated for use by persons receive insufficient daylight or these areas are used after sunset, these areas must, with a view to being able to leave the building safely during their use, be fitted with electric lighting such that the illuminance at floor level is at least 10 lux.
  - b. If areas in a structure, not being a building, designated for use by persons receive insufficient daylight or these areas are used after sunset, these areas must, with a view to being able to leave the structure safely during their use, be fitted with electric lighting such that the illuminance at floor level is at least 10 lux.
  - c. If the area outside the exits of the structure receives insufficient daylight, this area must be fitted with electric outdoor lighting such that the illuminance at floor level is at least 10 lux.
  - d. Stairs in areas that are obscured when there are people present in these areas must be illuminated such that they are clearly visible.

# Appendix 7: Building Code

- e. If there is the possibility of an area being obscured when there are people present in this area, this area must, if it accommodates more than 50 people at the same time, be fitted with lighting such that the illuminance allows for a reasonable orientation.
  - f. Using any other lighting than electric lighting is prohibited.  
Installations for heating and cooking purposes:
    - a.No loose heating appliances may be present in the building.
    - b.The installation of a stove or cooker must be fireproof.
- *The use of gas/gas cylinder is prohibited without approval of the fire department.*

## Article 4: Fire extinguishers

Built-in fire extinguishers must be indicated by means of a pictogram approved by the municipal executive, or another indication.

- *These pictograms must be visible at all times. If they are hidden from view, visible replacements must be put in place*

## Article 5: Smoking, open fire and firework prohibition

1. The smoking prohibition or open fire prohibition must be clearly visible in prominent locations by means of the words 'NO SMOKING' or 'OPEN FIRE PROHIBITED', or by means of a standardised symbol in accordance with the provisions of the NEN-3011 standard, published in 2015.
2. Candles should be placed in stable, solid candle holders that are not easily flammable.
3. In case of lighting fireworks in structures, an overview showing that the activity will take place in a safe manner must be submitted to the municipal executive 14 days in advance.

# Appendix 7: Building Code

4. Decorations in a confined space must not present a fire hazard. This hazard is not present if the decorations:
  - a. contribute only insignificantly to the risk;
  - b. are non-flammable, in accordance with NEN 6064;
  - c. have a fire class rating of A1 as defined in NEN-EN 13501-1;
  - d. fulfil the requirements for structural components as defined in Section 2.9, or
  - e. have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds.

- *World Forum The Hague is a NON-SMOKING facility. Ash trays are located outside the main entrance and in front of the secondary entrance, the Onyx.*

#### *Fire test*

One can test the fire safety of decorations themselves with a simple test. Proceed as follows:

1. Take a sample (5 x 25 cm) of the material.
2. Go outside and hold one corner of the sample in a flame (of a match or a lighter) for at least five seconds.
3. Use metal pliers to hold the sample and take care not to burn yourself.
4. Remove the source of the flame after five seconds or sooner if the sample

The material is fireproof if:

- no droplets are formed during heating
- no soot flakes are formed
- the material does not burn

# Appendix 7: Building Code

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## Article 6: Waste

1. Waste must be collected daily in safely placed containers that can be properly closed and are made of flame-retardant material, insofar as the containers are placed inside the building.
  2. Ashtrays must be emptied regularly, but at least daily, into closable ash collectors made of non-flammable material. The contents of the ash collectors may only be deposited in non-flammable containers with a lid.
  3. Ashtrays and paper trays must be made of non-flammable material.
- *Do not place containers in escape routes, in front of/ behind emergency or other exits, and on or in front of a hydrant.*

## Article 7: Vehicles with diesel or gasoline

- Only vehicles with a maximum of 5 litre fuel per tank are allowed within World Forum The Hague. The tank needs to be securely closed. The battery clamps need to be disconnected.
- *Always consider the maximum floor load capacity and the accessibility to the preferred location with your project manager.*

# Appendix 7: Building Code

## *Article 8: Toxic and hazardous material*

The exposure of toxic and hazardous material is prohibited, unless:

- A permit is given by the Ministerie van Volkshuisvesting, Ruimtelijke Ordening en Milieu (VROM).
- A by the organisation appointed specialist, that is trained and qualified to act during an incident, is present during the entire event.
- The local fire department needs to be notified by the organisation of the presence of toxic and hazardous material within World Forum The Hague.
- A specific permit needs to be available for radioactive material and installations.

## *Article 9: Drones*

Drones are accepted in World Forum The Hague when complying with the following guidelines set by the Dutch government:

- The operator shall always keep sight on the drone during the flight/demonstration;
- Inspect the drone prior to use to ensure good quality for safe use;
- The operator of the drone needs to be trained in safe use of the drone;
- Ensure the presence of organisations liability insurance;
- Only fly by daylight or sufficient lightning similar to daylight and always keep sight on the drone;
- The drone for recreational use may not weight more than 25kg;
- Filming and photography = respect privacy of others. Footage may not be recorded or published;
- Privacy: communicate the spaces where a drone with camera will fly to ensure notification;
- Privacy: include the use of drones and possible filming/photography in the general terms and conditions;

It is NOT allowed to use drones outside World Forum The Hague. Different rules apply to commercial use of drones (getting paid for operating the drone), such as but not only a flight license.

- *The flight zone(s) needs to be discussed with and approved by World Forum The Hague for each event.*

# Appendix 7: Building Code

- **Exhibition / Stands**
- With the extension of the main entrance, World Forum The Hague is able to host events with more exhibition area. This requires specific rules and regulations related to the build, dismantle and use of exhibition stands.
- *Article 1: Closed stands*
- If the stand is closed on all sides, only accessible with a door and/or if an aisle is passing through, the organisation needs to be informed by World Forum The Hague and/or authorities about necessary measures on exit signs. These measures will include at least but not only:
  - Follow the NEN 3011:2015 on emergency exit signs;
  - Use emergency exit signs with internal lightning;
  - Placement of extra heat detection if there is none inside the stand. The heat detection needs to be placed on at least 50cm from the wall.
  - If the exhibition area has a sprinkler system, the stands may not reach higher than 25cm under the ceiling.
- *Article 2: Load-bearing structural components*
- Load-bearing structural components need to be conducted following the NEN 6065, class 1 or 2. Complex stands need to be discussed with World Forum The Hague. A specific permit and approval from the municipality on technical plans can be required.
- *Article 3: Walls, sceneries and props*
- All walls, sceneries and props need to be made from non-flammable material as described in NEN 6065, class 1 or 2. All wooden panels > 3.5mm don't need to be impregnated. Wooden material such as cart-, soft- and hardboards of all sizes need to be impregnated to "non-flammable". The result of the fire test need to be handed over for all these materials.
- *Article 4: Wall coating material*
- All wall coatings material need to comply with the NEN 6065, class 1 or 2. The local fire department need to approve wall coating material that don't comply with the NEN 6065. All wall coating material need to be kept away from potential flammable items such as lightning, spots and installations that create heat.



# Appendix 7: Building Code

## *Article 5: Roofing*

Stands may be covered with several types of roofing, such as textile, plates or suspended ceilings.

- All roofing material need to comply with the NEN 6065, class 2.
- NEN 6066, published in 1991 and NEN 6066/A1, published in 1997, optical smoke density < 2.2 m-1; the latter requirement does not apply to floors and stair surfaces.
- Roofing material must be or be made non-flammable.
- When using textile material, metal wires must be applied of at least 0.3mm thick in one direction with a distance of 1 meter in between. All decoration made from textile need to comply with this as well.
- Glass plates may never be used as roofing.
- It is not permitted to use plastic film material as roofing.
- If the exhibition area has a sprinkler system, only 30% of the stands may be covered with roofing material. Unless the stand is covered with sprinkler textile and approved by the local fire department.
- If the exhibition area has a sprinkler system, the stands may not reach higher than 25cm under the ceiling.

## *Article 6: Waste and stock*

It is not allowed to have any type of stock next to or behind the stand due to potential flammable material. Material can be stocked in coordination with World Forum The Hague. Waste needs to be separated in the available bins.

# Appendix 7: Building Code

## Occupational Health & Safety

### *The Working Conditions Act*

The Working Conditions Act (*Arbowetgeving*), regulates occupational health & safety at work to protect the employees. It is the responsibility of the employer to create and maintain this safe work environment. Neglecting by the employer can cause a stop of work and/or a fine after an inspection from the Labour Inspectorate. Everyone is responsible for their own safe work conditions and that of their colleagues and other people around. It is the responsibility of each person to warn and stop someone if work is performed unsafe. Exclusion of the person will follow if unsafe work proceeds.

### *Safe work procedures*

It is vital to have safe work procedures available to train employees in how to perform their job safely. These safe work procedures should cover subjects that are relevant for the job and discussed in the risk analysis. Examples are:

- Working at height
- Electronic (hand) tools
- Manual work
- Moving vehicles
- Work at night
- Heat stress / cold
- Machines and equipment
- Waste management
- Food safety



### *Personal protective equipment*

The employer is responsible to have appropriate and sufficient personal protective equipment (PPE) available for all employees. Which PPE is appropriate can be determined based on the risk analysis. All PPE should comply with the regulations and demonstrated to employees to ensure safe use.

Examples for PPE are shown in the figure on the right. A list of necessary PPE should be included in the safe work procedures.

- *It is mandatory to wear certified safety boots during the build-up and teardown of events. When there is overhead work, a helmet is mandatory as well. Harness and lanyard is mandatory when working above 2.5m (from the middle).*

# Appendix 7: Building Code

## *Dress-code*

For security reasons it is not allowed to wear hoodies or caps within World Forum The Hague, except appropriate safety helmets.

## *Electrical machines*

All machines should be CE approved, periodically certified and in good condition. It is only allowed to use power plugs with the notification of and approval by World Forum The Hague.

## *Alcohol & drugs*

The use of alcohol or other drugs is prohibited during work within World Forum The Hague. People who are under the influence of any type of drug when starting their work, will be excluded.

## *Harassment & violence*

No type of harassment nor (workplace) violence is tolerated. All employees, visitors and other people should be treated with respect.

## *Emergency response team*

World Forum The Hague emergency response organization is described in our emergency plan. This plan is sufficient for events with < 500 visitors. If the event has > 500 visitors, it is mandatory to hire two professional medical assistants. They can use our first-aid room. For more information about the emergency response organization, please advise your project manager.

## **Safety data sheet**

All hazardous materials should be registered in the Material Safety Data Sheet (MSDS) and send to World Forum The Hague prior to works. The MSDS are added in appendix 4. The need of this precaution is to be informed about the hazardous materials and substances that will be used during the works. World Forum The Hague needs to be informed which measures the user takes to reduce the related risks and to understand if World Forum The Hague should take actions themselves.