

SITE RULES & INDUCTION

Site Rules & Induction are a requirement under CDM

FOR THE PURPOSE OF THIS EXHIBITION COMPLIANCE WITH SITE RULES, EGUIDE, H & S LEGISLATION AND CDM REGULATIONS IS REQUIRED AT ALL TIMES

ONLY AUTHORISED ACCESS IS PERMITTED INTO THE EXHIBITION HALLS. ALL PERSONNEL WORKING WITHIN A CDM SITE MUST BE INDUCTED AND INFORMED OF THE SITE RULES

KEY INFORMATION	
CDM	<p>CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;</p> <ul style="list-style-type: none"> • eliminate or control risks so far as is reasonably practicable • ensure work is effectively planned • appointing the right people and organisations at the right time • making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health • have systems in place to help parties cooperate and communicate with each other and coordinate their work • consult workers with a view to securing effective health safety and welfare measures • any actions required should always be sensible and proportionate to the risk
SITE PHASES	<p>The event period (tenancy) is split into the phases below.</p> <ul style="list-style-type: none"> • RED - Full construction phase • AMBER = Construction phase • GREEN =Dressing / Packing Phase
SITE RULES	<ul style="list-style-type: none"> • EVERYONE must consider the safety of themselves and others at ALL TIMES • Eliminate or Control Risks where possible • Keep your site area tidy to avoid slips trips and falls • Ensure all working on your behalf have the correct information, instruction and training • Ensure the work planned can be carried out in the time allotted • The loading bays are designated for vehicle movement and loading / unloading only. No pedestrians will be permitted in this area who are not loading / unloading vehicles • All exhibitors and contractors must be aware of forklift movement within the exhibition hall. Only our official supplier -are permitted to operate forklifts within the hall • All doors in the hall must be kept clear and accessible at all times • No persons under 16 years old will be permitted in the halls • No smoking including e-cigarettes are permitted within the halls • No work to be undertaken under the influence of alcohol or drugs • Be aware of moving traffic - in the loading areas • Appropriate PPE must be worn, HIGH VIS & SUITABLE FOOTWEAR (HARD SOLES, NO OPEN TOES) • NO HOT WORK permitted • Appropriate and safe methods of working at height are required at all time • EMERGENCY GANGWAYS MUST BE KEPT CLEAR AT ALL TIMES • Contractors must remove their waste from site Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012.

EMERGENCY PROCEDURES

EVACUATION

In the event that the building needs to be evacuated, the following announcement is broadcast over the Public Address System:

“Attention Please, Attention Please

**We have an emergency within the building. Please leave by the nearest available exit.
Do not use the lifts”**

As soon as the instruction to evacuate the venue is heard, you must leave the premises by the nearest available exit. In the event of an evacuation of ACC Liverpool, all delegates, exhibitors and the event organisers staff are requested to muster on the piazza outside the restaurant near Jury’s Inn.

No one is to return to the building, and should remain at the muster point, until further information or official announcements have been made by ACC Liverpool.

ASSEMBLY POINT - piazza outside restaurant near Jury’s Inn



SECURITY - SUSPICIOUS OBJECTS

ACC Liverpool stress the importance of a **CONSTANT CHECK** being made of the contents of your stand to check that no unidentified package, case or bag has been left unattended

If you do discover a suspicious package, or it is reported to you:-

- Do not touch it.
- Ensure that the package does not belong to anyone in the vicinity.
- If not owned, report it immediately to a member of security or the organizing team

MEDICAL EMERGENCY

In the event of medical assistance being required, please contact a member of the ACC Liverpool team, or the organiser office, informing them of the nature and location of the medical emergency.

FIRE EMERGENCY

ACC Liverpool has a comprehensive fire alarm system and firefighting equipment. Should an emergency arise, you should immediately contact a member of the ACC Liverpool team, or the organisers office, informing them of the nature and location of the fire.

Please refer to the Evacuation procedures for further information.

SITE INFORMATION	
OFFICE	The Organisers Office is located at the front of the hall, between the hall and the atrium
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located at the back of the hall as well as on the atrium
VENUE ACCESS	Access to the venue is via the front entrance or loading doors at the back of the hall
ACCESS	All ground floor access is level with ramps where required
CATERING	When catering facilities are not open, water is available from the organisers office.
SEATING AREA	Seating can be found on the main atrium, or in the organisers office
WIFI	There is general unsupported wifi throughout the halls
SECURITY	Although every reasonable precaution is taken and the venue is patrolled day and night, exhibition venues are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. If you are a victim of theft please report the matter immediately to security and the Organiser's.

PLEASE BE AWARE OF THE MOST COMMON ACCIDENTS ONSITE

- Vehicle and mobile plant accidents.
- Falls from height and being struck by falling objects.
- Accidents with hand and power tools.
- Slips Trips & Falls

BREAKING OF SAFETY RULES MAY RESULT IN YOUR REMOVAL FROM THE EXHIBITION HALL