

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 PROCEDURES

In the event that the building needs to be evacuated, please exit the building by your closest fire exit which will be clearly signposted.

The fire assembly point is the Bandstand (located opposite the Bath & West offices)

No one is to return to the building, and should remain at the assembly point, until further information or official announcements have been made by the venue and show staff.

ASSEMBLY POINT - BANDSTAND



SECURITY - SUSPICIOUS OBJECTS

All exhibitors should keep a **CONSTANT CHECK** 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 organising team

MEDICAL EMERGENCY

In the event of medical assistance being required, please contact a member of the security or organising team who can summon first aid assistance.

SITE INFORMATION

OFFICE	The Organisers Office is located in the Dorset Room (side of the showering ring hall)
FIRE EXITS	Those displaying a sign above them will be OPEN
TOILETS	Located off the entrance foyer as well as at the sides of the showering ring hall
VENUE ACCESS	Access to the venue is via the front entrance or rollershutter doors
CATERING	Catering facilities will be available in the linkway between the Showering ring and Mendip halls
SEATING AREA	Seating can be found in the restaurant or catering area.
WIFI	There is general unsupported wifi throughout the halls
SECURITY	Although every reasonable precaution is taken, 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 office.

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