

BUSINESS DESIGN CENTRE 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 3 clear phases.</p> <ul style="list-style-type: none"> • RED - Full Construction - Heavy Build Phase • AMBER - Medium Build Phase • GREEN - Light Build Phase eg Dressing / Packing / Open
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

Control 020 7288 6475

SEARCH	<p>In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:</p> <p style="text-align: center;">“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”</p> <p>Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly. Report to giving the exact location of the object. Please do not cause undue concern to visitors at this stage. If you receive a bomb threat directly on the stand, obtain as many details as possible and then inform Control</p>
FIRE	<p>If you discover a fire, or a fire is reported to you Raise the alarm by pressing the fire alarm break glass point Pick up any red internal emergency phone Contact the BDC reception desk by using the internal red phones or call the external telephone number.:</p>
EVACUATION	<p>If evacuation is necessary, you will hear the fire alarm bells and tannoy message informing you to leave the building.</p> <p>Please leave the building by the nearest exit or as instructed by members of the security staff.</p> <p>Please familiarise yourself with the nearest fire exit to your office, showroom or exhibition stand. Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc. LEAVE IMMEDIATELY.</p> <p>Fire assembly points are as follows: Front of the building: Parkfield Street as advised by security Back of building: Pavement area outside of the Old Royal Free Hospital.</p>
STAND DOWN	<p>The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement:</p> <p style="text-align: center;">“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED.”</p>

SITE INFORMATION

FIRST AID	<p>First aid is located top floor next to stairwell E, or call front desk on 0207 288 6475 If first aid is required: Contact the Organiser or the BDC Venue Services</p>
OFFICE	<p>The Organisers Office is located on the mezzanine level by the stairs leading to the gallery</p>
FIRE EXITS	<p>Those displaying a lit sign above them will be OPEN</p>
TOILETS	<p>Located around the sides of the hall</p>
VENUE ACCESS	<p>Access to the venue is via X Gate</p>
ACCESS	<p>All ground floor access is level with lifts to the different levels. A portable ramp is kept at Control should one be required</p>
CATERING	<p>During the build period the Café on the gallery level will be open where drinking water can be requested. Outside of opening times, water can be obtained from the organisers office</p>
SEATING AREA	<p>Seating areas can be found in the catering area</p>
WIFI	<p>There is general unsupported wifi throughout the halls</p>
SECURITY	<p>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.</p>

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

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