

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

SUSPICIOUS OBJECTS

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

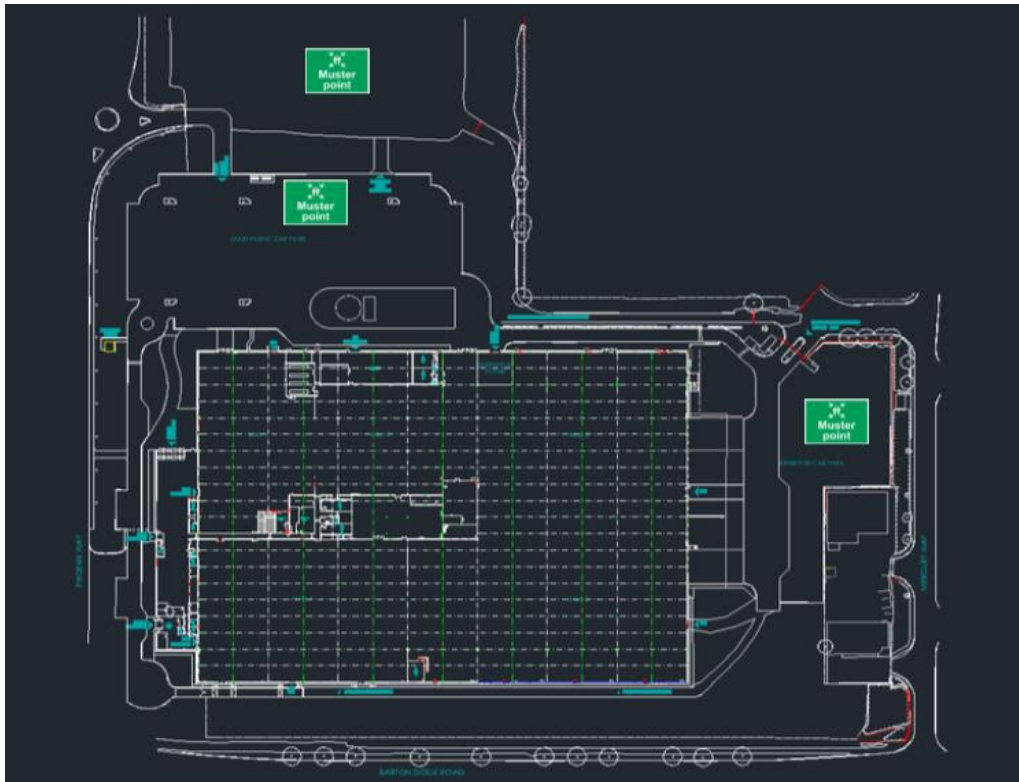
- Do not touch it
- Ensure that the package does not belong to anyone in the vicinity
- If not owned report it immediately to a member of security or venue staff or a member of the organizing team

FIRE

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately.

To raise the alarm in the case of fire the closest fire alarm call point should be activated by depressing the button behind the glass panel. All fire call points are marked on the appropriate fire exit plans for the event spaces at

All personnel upon hearing the fire alarm are to use the nearest emergency fire exit and go directly to the nearest muster point as indicated on the below fire exit plan.



EVACUATION

If evacuation is necessary, you will hear the following announcement:

“DUE TO UNFORESEEN CIRCUMSTANCES THE ORGANISERS REGRET THAT THE EVENT CAN NO LONGER CONTINUE. YOU ARE, THEREFORE, ASKED TO LEAVE THE VENUE IMMEDIATELY THROUGH THE NEAREST AVAILABLE EXIT. THANK YOU”

On hearing this announcement, please exit the building using the nearest emergency exit and go directly to the nearest muster point as indicated on the fire exit plan.

An announcement will be made when people can be re-admitted to the building. Do not reenter the building unless told to do so.

SITE INFORMATION	
FIRST AID	In a first aid emergency, assistance should be obtained via any member security staff, Organisers or Control
OFFICE	The Organisers Office is located in the foyer at the front of the hall
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located around the sides of the hall
VENUE ACCESS	Access to the venue is via the front entrance or access doors
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 the foyer / 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

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