

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	CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles; • 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	The event period (tenancy) is split into 3 clear phases. • RED = Heavy build phase • AMBER = Medium build phase • GREEN = Light build / no build
SITE RULES	• Everyone must consider the safety of themselves and others at all times. • Eliminate or control risks wherever reasonably possible. • Ensure all personnel working on your behalf have the correct information, instruction, training and supervision required to carry out their work safely. • Ensure all planned work can be safely completed within the time allocated. • Keep all work areas clean and tidy to prevent slips, trips and falls. Contractors must remove all waste from site in accordance with the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. • All personnel must wear high-visibility clothing and appropriate footwear (hard-soled footwear with no open toes) during event build-up and breakdown. • High-visibility clothing must be worn at all times on the service road. • Be aware of pedestrians, forklift trucks, other moving vehicles and traffic at all times. • The loading bays are for vehicle movement and loading/unloading only. Pedestrians are not permitted in these areas unless they are directly involved in loading or unloading vehicles. • Pedestrians must use marked walkways and designated crossing points on the service road. • Staff, contractors and drivers must follow all instructions given by traffic marshals and security personnel. • The maximum speed limit is 10 mph on the service road and 5 mph within the halls. • Vehicles must follow the designated one-way system, unless otherwise instructed by traffic marshals or security personnel. • Reversing vehicles must be guided by a banksman. • No parking is permitted on paths, pedestrian walkways, yellow-lined or hatched areas, or in front of fire exit doors. • All exhibitors and contractors must be aware of forklift truck movements within the exhibition halls. Forklift trucks may only be operated by trained and licensed personnel, and within the halls only the official supplier is permitted to operate forklifts. • The use of hand-held mobile phones while driving any vehicle is strictly prohibited. • Emergency gangways, aisles, fire exit routes, doorways and all hall doors must be kept clear, accessible and free from obstruction at all times. • No persons under 16 years of age are permitted in the halls. • Smoking, including the use of e-cigarettes, is prohibited within the halls and is only permitted in designated smoking areas adjacent to cigarette bins. • No work may be undertaken while under the influence of alcohol or drugs. • Hot work is not permitted. • Appropriate and safe systems of work must be used for all work at height. • All personnel must comply with any additional venue, event, traffic management and security requirements communicated on site.

EMERGENCY PROCEDURES

BOMB THREAT	If you find an unattended package/ bag etc.: - Do not touch it, inform Harrogate Convention Centre Management and Event Organisers - Do not activate fire alarms - If the threat is made by telephone the same procedure is to be followed Do not activate fire alarms.				
FIRE EVACUATION DRILL / PROCEDURES	If you discover a fire or suspect there is a fire, for whatever reason (i.e. you see smoke): - RAISE THE ALARM - operate the nearest glass fronted fire alarm call point (located near fire exits, main doors, link ways etc.) - this will sound the alarms and result in attendance by the Fire Brigade - You must inform a member of Convention Centre staff of the area the fire is in - The sounding of loud alarms/sirens indicates a fire alarm - In The Royal Hall there is a taped voice message to advise of the evacuation - Only if you have been trained to do so are you to attack the fire with the equipment provided - and only if there is no immediate danger to yourself - Be aware of the type of fire you are fighting, i.e. electrical fires must only be fought with green/black/blue extinguishers, or those displaying the appropriate markings				
EVACUATION	If you should hear the alarm: - Evacuate immediately by the nearest exit and make your way to the appropriate assembly point - Exhibitors are advised not to try to remove their goods from the halls or indeed remain with them because they may have significant value - You will be informed of the situation at your assembly point - Permission to re-enter the halls may only be given by the Fire Officer in charge				
ASSEMBLY POINTS	Your event assembly point will be advised by way of signage and by following all verbal instructions from venue staff. It's possible that there will be more than one assembly point at the event, dependant on its size. <table border="0"> <tr> <td>Exhibition Halls A, B, C, M, E and F.</td> <td>Kings Road or the Majestic Gardens, alternatively the rear service road or as indicated by venue signage</td> </tr> <tr> <td>Exhibition Halls D, H, G, Q, Kings Suite, Queens Suite & Conference</td> <td>Springfield Avenue, Kings Rd or the rear service road</td> </tr> </table>	Exhibition Halls A, B, C, M, E and F.	Kings Road or the Majestic Gardens, alternatively the rear service road or as indicated by venue signage	Exhibition Halls D, H, G, Q, Kings Suite, Queens Suite & Conference	Springfield Avenue, Kings Rd or the rear service road
Exhibition Halls A, B, C, M, E and F.	Kings Road or the Majestic Gardens, alternatively the rear service road or as indicated by venue signage				
Exhibition Halls D, H, G, Q, Kings Suite, Queens Suite & Conference	Springfield Avenue, Kings Rd or the rear service road				

SITE INFORMATION

FIRST AID	The First Centre Aid is open throughout the tenancy period of the show. In a first aid emergency, assistance should be obtained via any member security staff, Organisers or Control
OFFICE	The Organisers Office is located at the Front of Hall A
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located between Halls A & B (linkway) and halls B & C (linkway)
VENUE ENTRY	Access to the venue is via Hall A, Hall M and Hall Q and the loading doors at each hall
ACCESS	All ground floor access is level with lifts to the different levels. A portable ramp is kept at Control should one be required
CATERING	During the build period the Hall B catering will be open where drinking water can be requested. Outside of opening times, water can be obtained from the organisers office
SEATING	Seating areas can be found in the 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.

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