

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 = Heavy build phase• AMBER = Medium build phase• GREEN = Light build / no build
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

BOMB THREAT	<p>If you receive a threat, find an unattended package/ bag etc. do not touch it. Inform Convention Centre staff or Event Organisers.</p> <p>Do not activate fire alarms.</p>				
FIRE	<p>If you discover a fire or suspect there is a fire (ie you see smoke)</p> <p>RAISE THE ALARM - operate the nearest glass fronted fire alarm call point (located near fire exits, main doors, link-way's etc.) - this will sound the alarms and result in attendance by the Fire Brigade. Inform a member of Convention centre staff of the area the fire is in.</p> <p>The sounding of the alarms/sirens is an indication of a fire alarm activation</p> <p>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.</p>				
EVACUATION	<p>If you should hear the alarm, evacuate immediately by the nearest exit and make you way to the appropriate assembly point</p> <p>If you are a stand holder, you are advised do not try to remove your goods from the halls or indeed remain with them because they may have significant value.</p> <p>You will be informed of the situation at your assemble point Permission to re-enter the halls may only be given by the Fire Officer in charge.</p>				
ASSEMBLY POINTS	<p>Your event assembly point will be advised by way of signage and by following all verbal instructions from venue staff.</p> <p>It's possible that there will be more than one assembly point at the event, dependant on its size.</p> <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
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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 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 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