

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● appointment of 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 RULES	<ul style="list-style-type: none">● EVERYONE must consider the safety of themselves and others at ALL TIMES● Eliminate or Control all risks● 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

Manchester Central Security Control Room: 0161 834 2700

If a suspect package is discovered on your stand, your designated responsible member(s) of staff will immediately telephone the Security Control Room (0161 834 2700) or inform a member of the Manchester Central Convention Complex staff/steward. It is important that the package or suspect article is not disturbed and **should not be touched**.

The Incident Controller (IC) will now take appropriate action and follow the Manchester Central procedures.

Please ensure that your staff DO NOT make any mention to visitors of a suspect package in their stand or location. We do not want to create any unnecessary panic. The situation will be escalated accordingly.

If it is necessary to clear the building, the following message will be broadcast over the public address system:

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS”.**

In the event of an evacuation of the Central Hall, exhibitors' staff are requested to assemble at the nearest assembly point, front forecourt, or rear carpark. If these areas are not appropriate, you must follow instructions from the venue staff. This is necessary so that the venue can readily contact exhibitors to return to their stands when the emergency is over.

If evacuation of the venue is necessary, **the venue strongly recommends that exhibition staff leave their belongings and leave the building immediately. The venue will not be responsible for any damage, loss howsoever caused.**

SUSPICIOUS ITEMS

FIRE PROCEDURES

Manchester Central Convention Complex has a comprehensive fire detection system and firefighting equipment.

Should an emergency arise on your stand, you should take the following action:

- (1) In the first instance, stay calm, inform everyone in the immediate area of the situation. Reassure visitors who may be in the vicinity that the venue will deal with the situation.
- (2) Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.
- (3) Venue staff will come and investigate the area as part of their procedures; it would be appreciated if you can inform them any helpful information at the point.
- (4) The situation will then be escalated or cancelled accordingly.

In the event of an evacuation being necessary, the following alert message will be broadcast:

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS”.**

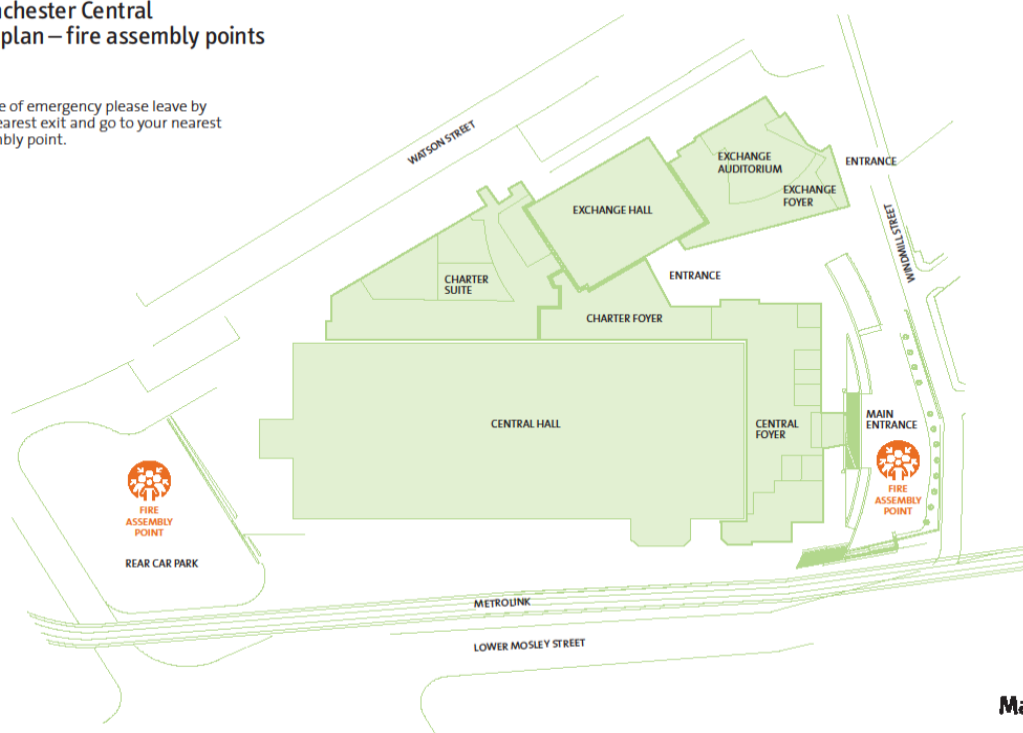
In the event of an evacuation of the venue, exhibitors’ staff are requested to assemble at the nearest assembly point (as indicated on the attached plan). If these areas are not appropriate, you must follow instructions from venue staff. This is necessary so that the venue can readily contact exhibitors to return to their stands when the emergency is over.

If evacuation of the exhibition hall is necessary, **the venue strongly recommends that exhibition staff leave their belongings and leave the building immediately. The venue will not be responsible for any damage, loss howsoever caused.**

All persons in the venue are to make their way to one of the following fire assembly points - front forecourt or rear car park, as per map below.

Manchester Central site plan – fire assembly points

In case of emergency please leave by the nearest exit and go to your nearest assembly point.



At each fire assembly point, a member of the venue staff will be in a hi-vis with the words ‘Fire Warden’ on the back. They will take control of the assembly point and be the venue’s point of contact for all information. In all evacuation circumstances, everyone is to remain at the Fire Assembly Point until further information is disseminated by the Fire Warden.

The Fire Warden will control the reoccupation of the venue in the following order:

- 1. Venue Staff
- 2. Clients/Organisers (Clients will be required to pass back through security)
- 3. Exhibitors (Exhibitors will be required to pass back through security)
- 4. Delegates/visitors (Delegates and visitors will be required to pass back through security and bag search)

MEDICAL EMERGENCY

In the event of urgent medical assistance being required, inform an event steward, security officer, or any member of venue staff without delay giving exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness etc. The First Aid Team will be informed by the venue staff or stewards and a First Aider will be sent to the incident location.

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 just outside the main hall, by the reception desk
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located around the sides of the hall
ACCESS	All ground floor access is level with lifts to the different levels.
CATERING	During the build period the reception area will be open where drinking water can be requested. Outside of opening times, water can be obtained from the organisers office
SEATING AREA	Seating areas can be found in the catering area or in the foyer
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