

SITE RULES & INDUCTION- Manchester AO Arena

Site Rules & Induction are a requirement under CDM

FOR THE PURPOSE OF THIS EXHIBITION COMPLIANCE WITH SITE RULES, EGUIDE, H & S LEGISLATION AND CDM (Construction Design & Management) 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 RULES

- 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.

If you have any concerns, STOP and report these immediately to security or other venue staff.

EMERGENCY PROCEDURES

SUSPICIOUS OBJECTS

A constant check of your stand should be made for unidentified packages, cases or bags left lying around.

If you see someone doing something which feels wrong or looks out of place, report to Whiskey Control immediately (0161 950 2102).

Each exhibitor should nominate a designated responsible person. If you discover a suspicious package, or it is reported to you, your designated responsible person should report it to Security or the Organisers Office immediately.

- If you find anything suspicious: Please do not touch the article.
- Ensure that the package does not belong to anyone in the vicinity.
- If not owned, report it immediately to a member of staff who will contact the Duty Manager from AO Arena.
- (Please ensure that you leave a 25-metre distance from the item/package if using a mobile phone.)

FIRE

On discovering a fire

- Remain Calm
- Raise the alarm by activating the nearest break-glass fire point or by alerting venue staff.

Inform either Security, the Venue Event Manager or Organisers Office, detailing the location and nature of the fire and details of any casualties.

AO Arena Security Control Room: 0161 950 2102

AO Arena Event Control - Event Manager 0161 950 1081

- **If trained and safe to do so** only tackle a small fire using the appropriate fire-fighting equipment.
- **Evacuate** the venue following the procedure on hearing the alarm
- The Venue Event Manager will contact the emergency services.

EVACUATION

If it becomes necessary to evacuate the venue for any reason, an alarm will sound. If the alarm sounds, everyone must leave the venue for their own safety.

Please make your way to the nearest emergency exit and follow instructions from Manchester AO Arena staff.

- Remain Calm
- Make your way to the nearest fire exit.
- **Do not** stop to collect belongings.
- **Do not** use the lifts.
- Assist any colleagues or others
- If possible, close windows and doors behind you
- Go immediately to the designated assembly point (venue staff will help and inform)
- Do not re-enter the building until authorised

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FIRST AID	If You Require First Aid ➤ Contact the venue Security (Whiskey Control 0161 950 2102). ➤ Clearly state your location and the nature and severity of injury or illness. ➤ Stay where you are or remain with the injured person until First Aid arrives. ➤ If an ambulance is required, this will be called for and co-ordinated by First Aid and / or Security staff. ➤ A defibrillator is available
OFFICE	The Organisers Office is located in the production offices off the event floor.
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located throughout the building
VENUE ACCESS	Access to the venue is via the pedestrian entrance or loading doors on Great Ducie Street.
ACCESS	All ground floor access is level with ramps where required
CATERING	When catering facilities are not open water is available from the organiser's office.
SEATING AREA	The venue provides welfare areas.
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 office. Venue Security Manager - Martin Lynch Ext: 0161 950 2072 Email: martin.lynch@eu.asmglobal.com

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

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