

# 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	
<b>CDM</b>	<p>CDM places duties on the Principal Client, Principal Contractor &amp; Principal Designer, as well as all contractors on site to apply the following safety principles;</p> <ul style="list-style-type: none"> <li>• eliminate or control risks so far as is reasonably practicable</li> <li>• ensure work is effectively planned</li> <li>• appointing the right people and organisations at the right time</li> <li>• making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health</li> <li>• have systems in place to help parties cooperate and communicate with each other and coordinate their work</li> <li>• consult workers with a view to securing effective health safety and welfare measures</li> <li>• any actions required should always be sensible and proportionate to the risk</li> </ul>
<b>SITE PHASES</b>	<p>The event period (tenancy) is split into 3 clear phases.</p> <ul style="list-style-type: none"> <li>• <b>RED = Heavy build phase</b></li> <li>• <b>AMBER = Medium build phase</b></li> <li>• <b>GREEN = Light build / no build</b></li> </ul>
<b>SITE RULES</b>	<ul style="list-style-type: none"> <li>• EVERYONE must consider the safety of themselves and others at ALL TIMES</li> <li>• Eliminate or Control Risks where possible</li> <li>• Keep your site area tidy to avoid slips trips and falls</li> <li>• Ensure all working on your behalf have the correct information, instruction and training</li> <li>• Ensure the work planned can be carried out in the time allotted</li> <li>• 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</li> <li>• 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</li> <li>• All doors in the hall must be kept clear and accessible at all times</li> <li>• No persons under 16 years old will be permitted in the halls</li> <li>• No smoking including e-cigarettes are permitted within the halls</li> <li>• No work to be undertaken under the influence of alcohol or drugs</li> <li>• Be aware of moving traffic - in the loading areas</li> <li>• Appropriate PPE must be worn, HIGH VIS &amp; SUITABLE FOOTWEAR (HARD SOLES, NO OPEN TOES)</li> <li>• NO HOT WORK permitted</li> <li>• Appropriate and safe methods of working at height are required at all time</li> <li>• EMERGENCY GANGWAYS MUST BE KEPT CLEAR AT ALL TIMES</li> <li>• Contractors must remove their waste from site Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012.</li> </ul>

## EMERGENCY PROCEDURES

0121 644 6666 Internal ext 6666

<b>SEARCH</b>	<p>In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:</p> <p style="text-align: center;"><b>“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”</b></p> <p>Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly. Report to Control on giving the exact location of the object. Please do not cause undue concern to visitors at this stage. If you receive a bomb threat directly on the stand, please obtain as many details as possible and then inform Control</p>
<b>FIRE</b>	<p>On discovering a fire break the glass on the nearest manual call point (colored red), which are located adjacent to all exits, or contact Venue Operations Centre on 0121 767 3333 (internal ext 3333) giving the location and nature of the incident.</p> <p>In the event of a fire report you will hear the following instructions broadcast over the public address system: “Attention please, attention please. Mr Goodfellow report to the security suite.” Take no immediate action, stand-by and wait for further instructions and prepare to evacuate. Remember, do not put yourself at risk</p>
<b>EVACUATION</b>	<p>If evacuation is necessary, you will hear the following announcement:</p> <p style="text-align: center;"><b>“ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOU WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE.”</b></p> <p>Please make your way calmly to the nearest exit. Do not return to your vehicles. Everyone will be re-admitted as soon as possible.”.</p>
<b>STAND DOWN</b>	<p>The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement:</p> <p style="text-align: center;"><b>“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED.”</b></p>

## SITE INFORMATION

<b>FIRST AID</b>	<p>The First Aid Centre is open throughout the tenancy period of the show. Please contact a member of the organising team or a security steward for first aid attention</p> <p>In cases of medical emergency call the Venue Operations Centre on 0121 767 2222 (internal ext 2222) giving the exact location of the casualty and details of any injuries sustained</p>
<b>OFFICE</b>	<p>The Organisers Office is located at the front of the hall</p>
<b>FIRE EXITS</b>	<p>Those displaying a lit sign above them will be OPEN</p>
<b>TOILETS</b>	<p>Located on the perimeters of the hall and the main atrium / piazza</p>
<b>VENUE ACCESS</b>	<p>Access to the venue is via VE doors at the back of the halls or via the hall front entrance</p>
<b>ACCESS</b>	<p>All ground floor access is level</p>
<b>CATERING</b>	<p>During the build period the atrium / piazza catering units will be open where drinking water can be requested. Outside of opening times, water can be obtained from the organisers office</p>
<b>SEATING AREA</b>	<p>Seating areas can be found in the catering areas</p>
<b>WIFI</b>	<p>There is general unsupported wifi throughout the halls</p>
<b>SECURITY</b>	<p>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.</p>

### 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**