

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

SITE OPERATIONS CENTRE : 0121 644 6666 Internal ext 6666

SEARCH	<p>Please keep an eye open for unattended bags and packages - If you spot anything you don't recognise, don't touch it, call 0121 644 6666</p> <p>If you hear the following message followed by continuous chimes broadcast at half-minute intervals: "ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100"</p> <ul style="list-style-type: none">- Your team should immediately inspect your exhibitor area for suspicious items, or anything out of place or untoward. If anything is discovered please don't touch it - inform the Site Operations Centre on 0121 644 6666 (internal ext. 6666).- The "Staff call 100" announcement also means that it MAY be necessary to clear the building.- Please make your team aware, and stand by for further announcements. <p>If the issue has been dealt with the following message will be broadcast: "ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100"</p> <p>Please ensure that your team is fully aware of these protocols - but don't tell the public what 'staff calls' mean as this may cause unnecessary concern and disrupt your business.</p>
FIRE	<p>The NEC is protected by a sprinkler system and portable fire extinguishers. In the event of a fire emergency:</p> <ul style="list-style-type: none">- Break the glass on the nearest fire alarm point - they're located at each vehicle entry door, in the organisers office and at key points within the hall and around the main piazza and atrium- Telephone the Site Operations Centre on 0121 767 3333 giving the location and nature of the incident- Calmly notify adjoining exhibitors of the situation and, if safe to do so, tackle the fire with an appropriate extinguisher. Remember, keep calm, follow these procedures and help will arrive as soon as possible- Leave by the nearest exit
EVACUATION	<p>If it becomes necessary to evacuate the building, the following message will be broadcast:</p> <p>"Attention please, attention please. This is an important announcement. Circumstances make it necessary for everyone to leave the building. Please make your way to the nearest exit. Please note, your nearest exit may not be the one you came in."</p> <p>Everyone must then leave the building by the nearest exit and, once outside, follow the instructions of venue staff who will direct you to the nearest assembly area.</p>

SITE INFORMATION

FIRST AID	<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>
OFFICE	<p>The Organisers Office is located at the front of the hall</p>
FIRE EXITS	<p>Those displaying a lit sign above them will be OPEN</p>
TOILETS	<p>Located on the perimeters of the hall and the main atrium / piazza</p>
VENUE ACCESS	<p>Access to the venue is via VE doors at the back of the halls or via the hall front entrance</p>
ACCESS	<p>All ground floor access is level</p>
CATERING	<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>
SEATING AREA	<p>Seating areas can be found in the catering areas</p>
WIFI	<p>There is general unsupported wifi throughout the halls</p>
SECURITY	<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