

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 the phases below.</p> <ul style="list-style-type: none"> • RED - Full construction phase • AMBER = Construction phase • GREEN =Dressing / Packing Phase
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

SUSPICIOUS OBJECTS

If you discover a suspicious package, or it is reported to you :-

- Do not touch it.
- Ensure that the package does not belong to anyone in the vicinity.
- If not owned, report it immediately to a member of security or contact security control on 0141 576 3888

FIRE

If you discover a fire:



- Break the glass on the nearest manual call point, normally located by exit doors
- Advise others in the vicinity to leave the area

Please be aware that when a fire system detection device is activated, the Security team will respond IMMEDIATELY even if you do not hear an audible alarm.

Should it be necessary to evacuate, the following message will be broadcast across the campus:

“Attention Please, Attention Please

This is an emergency please leave the building by the nearest available exit”

As soon as the instruction to evacuate the venue is heard, you must leave the premises by the nearest available exit. Follow the direction from G4S or SEC team members to your designated assembly point.

ASSEMBLY POINTS



SITE INFORMATION

FIRST AID	In a first aid emergency, assistance can be obtained via any member security staff or the organizing team. You can also call the Security Control room for assistance: 0141 576 3290 (non emergency) 0141 576 3888 (emergency)
OFFICE	The Organisers Office is located at the front of the hall.
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located around the edges of the halls as well as on the boulevard
VENUE ACCESS	Access to the venue is via the front entrance or loading doors.
ACCESS	All ground floor access is level with ramps where required
CATERING	When catering facilities are not open, water is available from the organisers office.
SEATING AREA	Seating can be found on the main boulevard, or in the organisers office
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

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