

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



<b>SECURITY - SUSPICIOUS OBJECTS</b>	<p>A constant check of your stand should be made for unidentified packages, cases or bags left lying around.</p> <p>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.</p> <p>If you find anything suspicious: Please do not touch the article but report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969. (Please ensure that you leave a 25-metre distance from the item/package if using a mobile phone.)</p>
<b>MEDICAL EMERGENCY</b>	<p>In the case of personal injury or other medical emergency/assistance being required: Please report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969 giving the exact location of the casualty and details of injuries sustained.</p>
<b>FIRE EMERGENCY</b>	<p><b>Any person discovering a fire should:</b></p> <ul style="list-style-type: none"> <li>▪ Sound the alarm by activating the nearest Alarm Call Point.</li> <li>▪ Inform either Security, the Event Organiser, the Venue Event Manager or call 02476 696969 detailing the location and nature of the fire and details of any casualties.</li> <li>▪ The Venue Event Manager will contact the emergency services.</li> <li>▪ If you cannot contact any of the above then telephone the fire brigade on 999 or (9)999 from an internal line. Give them your location and the postcode CV8 2LZ.</li> <li>▪ Tackle the Fire only if trained and safe to do so with the extinguishers provided.</li> </ul> <p><b>On Hearing the Alarm Announcement</b></p> <ul style="list-style-type: none"> <li>▪ Leave the building by the nearest available route.</li> <li>▪ Encourage others to leave the building.</li> <li>▪ Where possible close doors behind you.</li> <li>▪ Follow the directions of Security Staff and assemble on your nearest Evacuation Point. Do <b>Not</b></li> <li>▪ Take any unnecessary risks</li> <li>▪ Return to the building unless authorized by the Venue Event Manager and/or the Fire Officer</li> </ul>
<b>Persons requiring assistance</b>	<ul style="list-style-type: none"> <li>▪ It is the responsibility of any visitor to make Stoneleigh Events aware if they will require assistance in the event of an emergency.</li> <li>▪ Stoneleigh Events will then brief Security of your name &amp; needs.</li> <li>▪ When the alarm is activated the visitor is then responsible for making themselves known to Security.</li> <li>▪ A Fire Marshal will also perform a sweep of the building to locate any further person(s) requiring assistance with evacuation. The visitor should then follow the same procedure as shown to the left and make their way, with assistance, to the nearest Evacuation Point/Safe Location.</li> </ul>

SITE INFORMATION	
<b>OFFICE</b>	The Organisers Office is located in the foyer, by the front entrance to the hall
<b>FIRE EXITS</b>	Those displaying a lit sign above them will be OPEN
<b>TOILETS</b>	Located throughout the building
<b>VENUE ACCESS</b>	Access to the venue is via the front entrance or loading doors at the side of the hall
<b>ACCESS</b>	All ground floor access is level with ramps where required
<b>CATERING</b>	When catering facilities are not open, water is available from the organisers office.
<b>SEATING AREA</b>	Seating can be found in the main foyer, or in the organisers office
<b>WIFI</b>	There is general unsupported WiFi throughout the halls
<b>SECURITY</b>	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**