

# 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> |

# EMERGENCY PROCEDURES

## EVACUATION

In the event that the building needs to be evacuated, the following announcement is broadcast over the Public Address System:

**“Attention Please, Attention Please. Will Everybody Please Leave The Building By The Nearest Exit. This Is An Emergency. The Staff will Assist And Direct you. Please Do Not Use The Lifts”**

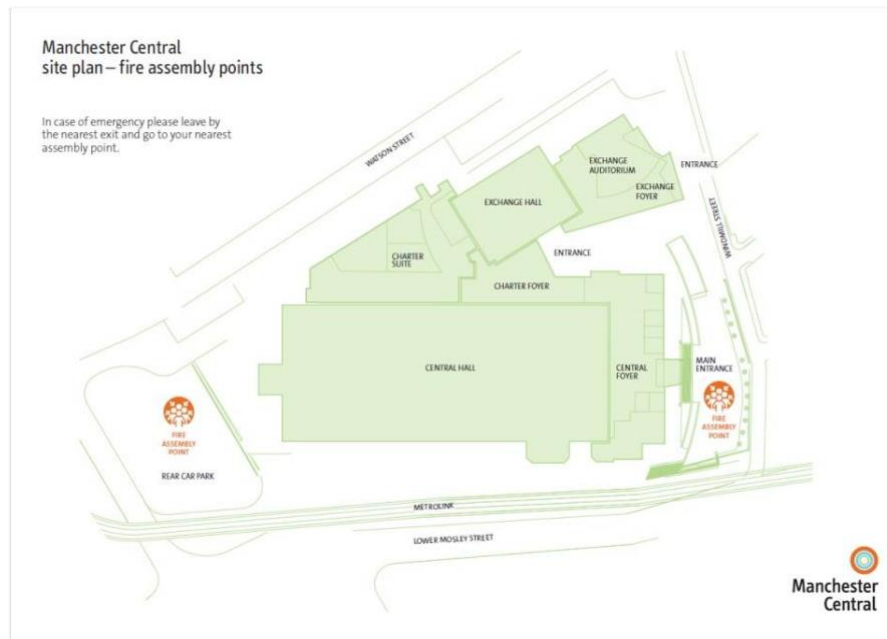
As soon as the instruction to evacuate the venue is heard, you must leave the premises by the nearest available exit.

**No one is to return to the building, and should remain at the assembly points, until further information or official announcements have been made by Manchester Central.**

## ASSEMBLY POINTS

Evacuate to the closest assembly point, which is either:

- The rear Car Park, or
- The Front forecourt, Windwill Street



## SECURITY - SUSPICIOUS OBJECTS

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

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.

- Do not touch it under any circumstances
- Ensure that the package does not belong to anyone in the vicinity.

## MEDICAL EMERGENCY

In the event of medical assistance being required, please contact a member of the security team, or the organiser office, informing them of the nature and location of the medical emergency.

The first aid room is located in-between charter foyer and central foyer.

## FIRE EMERGENCY

Manchester Central Convention Complex has a comprehensive fire detection system and firefighting equipment

1. In the first instance, stay calm, inform everyone in the immediate area of the situation. Reassure visitors who may be in the vicinity that the venue will deal with the situation.
2. Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.
3. Venue staff will come and investigate the area as part of their procedures; it would be appreciated if you can inform them any helpful information at the point.
4. The situation will then be escalated or cancelled accordingly.

| <b>SITE INFORMATION</b> |   |
|-------------------------|---|
| <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**