

Site Rules & Site Induction 2019

Organiser & Venue – TCT Show



**CONSTRUCTION, DESIGN & MANAGEMENT
(CDM) REGULATIONS 2015**

Organiser & Venue Site Induction for CDM

This induction is an essential pre-requisite for working at, or around a venue or within the halls or at a CDM site at a venue – this includes all Venue staff, Organisers, Exhibitors and Contractors' employees / workers.

Failure to participate and comply with the requirements contained within this induction will result in access to the CDM site being refused and may lead to disciplinary procedures.

You will not be permitted to commence work in a CDM site at the Venue if this induction has not been completed, so your close attention is very much appreciated.

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CDM – What's it all about?

- The Construction (Design & Management) Regulations 2015 (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.
- With effect from 6th April 2015, CDM now applies to the Entertainment Industry. This includes exhibitions, live events, conferences, concerts, festivals, outdoor broadcasting, theatres etc. and includes all building and construction work including new build, demolition, refurbishment, extensions, conversions, repair and maintenance.
- CDM regulations clearly define roles and responsibilities for those managing health and safety of a construction project. These roles are:
 - The Client (Organiser Sales Team)
 - The Principal Designer (Organiser Ops Team)
 - The Principal Contractor (Organiser Ops Team)
 - Designer
 - Contractor (venue, lifting, shell scheme, carpet, furniture contractors)
 - Worker
 - Sub Client (Space Only Exhibitors)

If you are required to enter a CDM site as part of your work activity, you must comply with the Client's Safety Arrangements and with the Venue Site Rules when the hall is in tenancy.

Organiser Site Rules – Build Days 1 & 2

Build Timetable:

Day 1 - Sunday 22 September 2019 06:00 – 20:00hrs

06:00hrs – 08:00hrs Organiser contractor only (Heavy Lifting)

08:00hrs – 20:00hrs Space only stands

20:00hrs Hall closes

Day 2 - Monday 23 September 2019 08:00hrs – 20:00hrs

08:00hrs – 20:00hrs Space only stands

12:00hrs – 20:00hrs All stands

20:00hrs Hall closes

- ✓ Only authorised access is permitted into the exhibition hall(s).
- ✓ All on-site personnel must be inducted and informed of the Organiser & Venue Site Rules.
- ✓ All on-site personnel must wear Hi-Vis jackets at all times inside the hall and when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls).
- ✓ All on-site personnel must wear suitable footwear.



Organiser Site Rules – Breakdown Days 1 & 2

Breakdown Timetable:

Day 1 – Thursday 26 September 2019 16:00 – 22:00hrs

16:00hrs – 16:30hrs	Visitor exit
16:00hrs – 17:00hrs	Exhibits pack up
16:30hrs – 17:00hrs	Aisle carpet removal
17:00hrs – 22:00hrs	Dismantling begins – all stands
22:00hrs	Hall closes

Day 2 – Friday 27 September 2019 08:00hrs – 16:00hrs

08:00hrs – 16:00hrs	Dismantling continues
16:00hrs	Hall closes

- ✓ Only authorised access is permitted into the exhibition hall(s).
- ✓ All on-site personnel must be inducted and informed of the Organiser & Venue Site Rules.
- ✓ All on-site personnel must wear Hi-Vis jackets at all times inside the hall and when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls).
- ✓ All on-site personnel must wear suitable footwear.



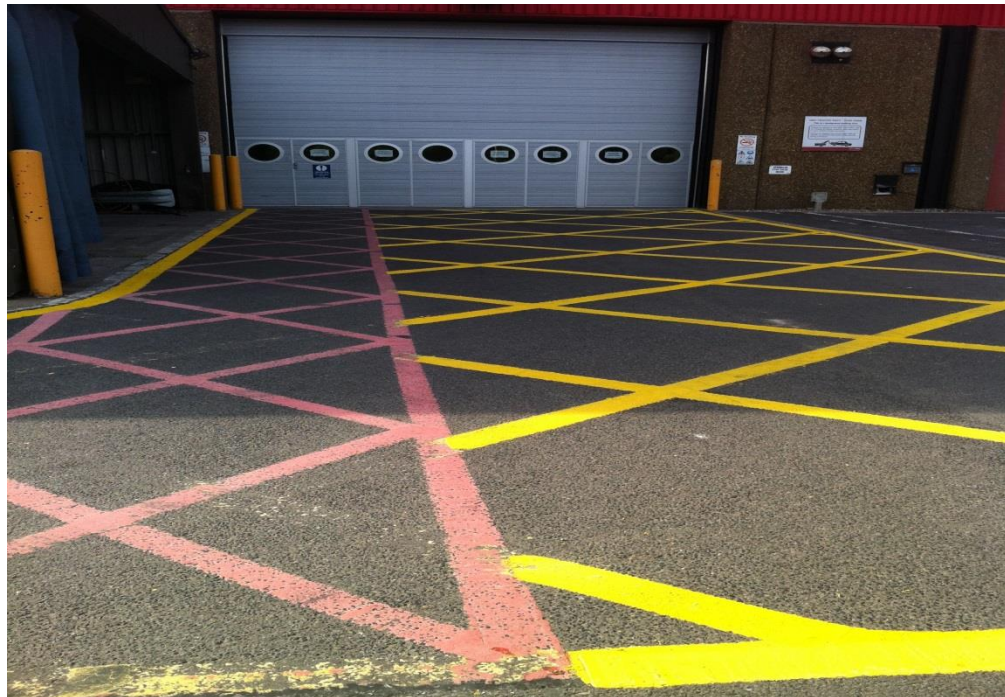
Venue Site Rules - NEC

- Vehicle access into the halls and or a CDM site has to be approved by the Venue/Principal Contractor (Organiser) for the event.
- Remember the speed limit in the halls is 5MPH.
- Compliance with Venue Traffic rules at all times
- Be safe and be seen - Hi-vis jackets must be worn at all times when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls).



Venue Site Rules - NEC

- All forklift and vehicle movement within the halls and outside the halls, that is directly linked to an event must be co-ordinated and managed safely by the Principal Contractor (Organiser) of the event.
- Red hatch markings outside each VE Door and areas immediately in front of the VE Doors inside the halls must be kept clear and accessible at all times. Yellow hatch marking outside each VE Door must be kept clear and accessible during the open period of any event, or when directed by the Venue.



Venue Site Rules - NEC

- Emergency gangways should be maintained to allow cleaning tractors, forklift movement and emergency access/egress at all times. Emergency gangways must be clearly identified and communicated to all personnel working within the halls/CDM site
- Compliance with Organiser Site Rules, Venue 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 Organiser & Venue Site Rules.



Venue Site Rules - NEC



- Appropriate management and safe methods of working at height is required at all times
- All Hot Work requires a hot work permit from the venue
- All contractor accidents, incidents & near misses must be reported immediately to the Organiser
- Work tidy – Maintain good housekeeping at all times and dispose of all waste in an appropriate manner
- Smoking (including e-cigarettes) is only allowed in designated smoking areas
- Anyone suspected of being under the influence of drugs or alcohol will be ejected
- The Venue has access to all CDM sites at all times
- Remember to check what the client's (Organisers) site rules are



Venue Site Rules - NEC

Help us to maintain a safer environment:



Please observe the 15mph speed limit at all times when inside the inner area. (These are the roads on the approach to and inside Gates 1,2,3 and 5). Speeding on site can result in a ban from the inner area.



Do not use your mobile phone while driving unless it is hands free, It is an offence under the Road Traffic Act 1988 drive while using/holding your phone.



Always wear your seat belt - even on short trips.



Do not park your vehicle on hatch markings or red or yellow lines, unless you have been given permission to do so by the NEC Traffic Team. Never park on red hatch markings.



Avoid obstructing points of access and egress.



No Overnight parking.



Be aware of fork lift truck movement, especially during the build-up and breakdown of shows.



Always wear a high visibility jacket or bib when loading and unloading vehicles.

Please report any dangerous activity to the Operations Centre on 0121 767 2595

We believe enforcement is a last resort and would prefer everyone to act in a safe manner and comply with our reasonable safety rules. Please note however the Road Traffic Act 1988 applies on the NEC roads and NEC Traffic Officers and Security Officers are appointed as law enforcement officers and empowered to issue notices of intended prosecution under the act.

If issued with a pass, failure to display this may result in the vehicle being removed.

Pedestrian Safety

Use footpaths at all times

Use pedestrian crossings

Follow the blue pedestrian routes
around the rear of the halls



General H & S – your Duty of Care

The Health & Safety arrangements at the venue are intended to keep you safe and incident free. Whilst working at a venue, it is important that you're aware of the safety rules, procedures and arrangements that are in place, not only for your own safety but also that of your colleagues

You have a responsibility to yourself and others in the CDM site.

Please work safely and if you see something that may be of danger to yourself or others, report it immediately to the Organiser, the Venue or your line manager.

Emergency & Fire Safety Information



First Aid

If first aid is required simply:

- Contact the Site Operations Centre on **2222** (internal phone) 0121 767 2222 (External)
- Tell them
 - Exact Location
 - Nature of medical emergency
 - Is the patient male or female
 - Approximate age
 - Are they breathing, conscious or unconscious, nature of illness



All accidents, incidents or near misses must be reported to the Organiser / Venue Event Manager

Fire – Raising the Alarm

On discovering a fire, raise the alarm by pressing the fire alarm break glass point.

Look for the nearest fire points in your place of work now and not when you need them.



Fire – Raising the Alarm

Or Use the Phone

Inform Site Operations Centre
(Ops Centre) on the Fire

Emergency Number : **3333**

(Internal Phones - quicker) or

0121 767 3333 (External Phones)

Give the location and nature of
fire.



Note

Note – In most areas the alarm will not sound initially – it will alert the Site Operations Centre who will dispatch the Fire Team to investigate.



Evacuation Message

‘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 came in”

Leave the building by the nearest exit

Once you have raised the alarm you need to leave the building by the nearest exit



Make sure others around you are aware and also begin to leave



Emergency Evacuation

- If the evacuation message is activated, please leave the building by the nearest emergency exit
- Identify your nearest exits now
- Once out of the building make your way to the assembly point as directed by the venue staff
- Do not re-enter the building until given clearance by the venue security team

Getting help – Recap

Do not call 999, **ring** the Site Operations Centre

- **Fire** **3333 or 0121 767 3333**
- **Medical** **2222 or 0121 767 2222**
- **Security Emergencies Only** **6666 or 0121 644 6666**

Welfare

Toilets

Your nearest toilet facilities are located in the:

- Halls or the public circulation areas outside the halls

Water

Drinkable water is available from all wash basin cold water taps in the toilets.

Bottled water can be bought from any of the catering facilities when open. Vending machines are also available 24/7.

Food

Food can be bought from any of the catering facilities when open. Vending machines are also available 24/7.



Thank you for your understanding
and continued support