

Site Rules & Induction

Site Rules & Induction are a requirement under CDM. Please read the following carefully and sign at the bottom...

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;

- 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

- The event period (tenancy) is split into 3 clear phases.
- Be aware of what phase the site is in when you are working on site.

| Phase | Date/Time | Construction Phase | Rules |
|-------|---|---|--|
| Red | Friday 17 February 1000-2000 Monday 20 February 1730-2200 Tuesday 21 February 0800-1200 | Free build/Stand building in process Breakdown of stands/free builds | High vis and safety shoes Must be worn. Site induction forms Must be completed in order to have access to the hall. |
| Amber | Saturday 18 February 0800-2000 | Unload of vans. General set up of exhibitor stands. | Site induction forms Must be completed in order to have access to the hall. High vis is optional at this time. |
| Green | Sunday 19 February to Monday 20 February (until 1730) | Show Open days | Aisles must be kept clear during show opening hours. |

So first be aware of the types accidents most likely to happen on the Exhibition site:

- Vehicle and mobile plant accidents.
- Falls from height and being struck by falling objects.
- Accidents with hand and power tools.

Secondly - be aware of your own employer's inductions & risk assessments:

- Your employer should provide you with a task specific induction / tool box talk on arrival at work.
- You need to know what your employer's risk assessments say – and apply them to the work you do.

And be aware of the Exhibition site safety rules too:

- As well as your employer's assessments, you need to know and comply with the following exhibition site safety rules.

Remember where you are; stick to the Contractors' & Employers' Code of Conduct;

- You should be mindful of your behavior at all times.
- Smoking is not permitted – Including E-Cigarettes
- You must wear hi-vis vests and appropriate footwear as per your employers' risk assessment at all times during the Red Phases of the event.
- You must ensure the utmost care & consideration is taken when working on site.
- Alcohol on site is not permitted.

First aid arrangements

- Where is your own first aid kit?
- If you need help please speak to the show organisers.

General safety requirements:

- Keep the place you are working tidy – avoid slips, trip and falls;
- See something unsafe? – deal with it yourself if you can - If you can't, report it to the Organisers Office without delay;
- Report accidents – even minor ones – it could prevent a more serious one.

General site requirements

- Use the toilets and hand-wash facilities provided throughout the venue.
- The use of alcohol or drugs is **strictly prohibited** during working hours onsite.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- Liquid waste must not be poured down into either rain water or foul water sewers or drains.

Site rules for use of vehicles and operation of mobile plant:

- Valid full driving licence for the type of vehicle concerned must be held
- Evidence of training for the type of vehicle or plant concerned as well as employer's authorisation to drive it;
- 5 mph speed limit on the site;
- Use seat belts, if fitted;
- No passengers carried unless a proper seat is fitted for each one of them;
- Authorisation to drive may be removed by organiser for repeated breaking of these rules.
- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by people who have supplied a relevant, in date license to the Organisers.
- Please ensure that any reversing vehicles have a banksman,
- Safety reversing alarms are required on all vehicles that can be operated in reverse.
- Passengers **MUST NOT** be carried on forklifts or dumpers, or where there is no provision for a passenger.

Site rules for work at height:

- Avoid working at height - if that is possible;
- Suitable towers, ladders and stepladders - long enough for the job and in good condition – used safely;
- Working at 2m will only be permitted if there is a SSOW in place and agreed with the principal contractor.

Site rules for use of power tools:

- Training and your employer's authorisation required for the use any type of power tool;
- Use of eye, hearing or other PPE as required for the tool – see your employers risk assessment for it.
- All hot work activities that may generate sufficient heat to cause ignition are prohibited. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

Site rules for basic personal protective equipment:

- Hi-vis (worn properly) & safety footwear to be used during the Red Phase.
- Other PPE - safety helmet, eye and hearing protection, gloves as required by your own risk assessments;

Disciplinary action in relation to safety

- Safety is in the same category as work performance and other disciplinary issues;
- Breaking safety rules will result in a warning to the person concerned and to the company employing them;
- Repeated breaking of safety rules may result in the Principal Contactor requiring the removal of a contractor from site.

I agree that I have read and understood the site rules & induction

Name:

Company:

Date:

Signed: