

The following is our Site Rules and Induction Information as required and designed around the principles of CDM, the Construction (Design & Management) Regulations 2015. Please read through all pages carefully and ensure that you understand the Rules and Regulations in place.

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.
- Appoint the right people and organisations at the right time.
- Make 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 & communicate with each other & coordinate their work.
- Consult workers with a view to securing effective health, safety and welfare measures.
- Ensure any actions required are sensible and proportionate to the risk.

### Why have site rules & induction?

- This is a stated requirement under CDM....
- The law requires all of us to work safely.

### Remember

- We are each responsible for our own actions.
- Any one of us could be prosecuted, fined, even imprisoned for not working safely.
- Everyone has the right to expect to go work in a safe environment and go home from work without injury.
- None of us wants to be injured or to be responsible for anyone else's injury or death.

### So

- Even without the law, it still makes good sense to work safely.
- If in doubt, stop and ask your line manager.
- If you see someone acting unsafely, it is your duty to stop that activity and report it to your line manager.

### What does this mean to me?

Firstly - be aware of the types of 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 / toolbox talk on arrival at work.
- You need to know what your employer's risk assessments say – and apply them to the work you do.

Lastly - 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 and useful information.

### Site Rules

Please ensure you are familiar with the following site rules during the construction, dressing and dismantling phases of the show:

- Under the HSAW Act 1974 all persons entering the site must comply with all regulations under this act.
- All safety signs and procedures must be observed and the relevant personal protection and safety equipment used at all times.



### Contacts, services and welfare facilities

- The Operations' Office is located at ExCeL Boulevard office N7
- The Shopping Village Organisers Office is located at ExCeL Boulevard office S5.
- On-site concierge desks manned by our official contractors are located on the Boulevard.
- Toilet facilities are located throughout the venue.
- Water fountains are located in the Boulevard.
- Food outlets are available in the Boulevard.

## COVID-19

Remember – we all need to take personal responsibility for our own health, and those of others. If you don't well stay at home and talk to your line manager.

## Medical Emergencies, First Aid and Accident Reporting

- In an emergency contact the nearest security, event member of staff or call 020 7069 4444. Do not call 999 yourself as this will delay help getting to you.
- If you require First Aid assistance visit the First Aid Centre, located on Level 0 by N5 / S5 entrances.
- All accidents must be reported to the Organisers' Office – even minor ones – as it could prevent something more serious.



## In case of emergency

- In the case of emergency, a message will be sent over the public address system instructing you to evacuate the building by the nearest exit.
- The emergency telephone number is 4444 on any internal phone, 020 7069 4444 on an external line.

## Site Phases

Be aware of what phase the site is in when you are working on site.

## Welfare and clothing

- Suitable footwear must be worn – Open toed shoes and trainers are not permitted.
- High vis jackets or vests must be worn in all areas.
- Excessive late working will require additional crews.

## General

- Keep the place you are working tidy to avoid slips, trips and falls.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- The lorry ways are designated for vehicle movement and unloading only, and no pedestrians will be permitted in this area who are not unloading vehicles.
- Be alert and beware of moving vehicles including forklift or plant movement within the exhibition hall and loading areas.
- Suitable footwear and high-vis jackets must be worn at all times, and other PPE such as protective hard hats or harnesses where necessary.
- You are responsible for arranging the removal of all your waste and disposing of it in accordance with the Environmental Protection Act 1990 and the Waste (Amendment) Regulations 2012. Bins and skips are available to order if required.
- No sharp objects may be placed in waste bins, and nails must be removed from wood before it is disposed of
- Liquid waste must not be poured into rainwater, or foul water sewers or drains.
- Woodwork creating dust is not permitted – extraction bags must be used at all times.
- Hot works that may generate sufficient heat to cause ignition are prohibited.
- Use the toilets and hand-wash facilities provided throughout the venue.
- Smoking is not permitted within the venue or loading areas – this includes E-Cigarettes and vaping.

## The use of vehicles and operation of mobile plant:

- Valid full driving license for the type of vehicle concerned must be held as well as employer's authorisation to drive it. Evidence of training for the type of vehicle or plant concerned must be supplied to the Organisers' upon request.
- Contractors must observe the 5mph speed limit onsite.
- Seat belts must be used, if fitted
- Passengers must not be carried on forklifts or dumpers, or where there is no provision for a passenger.
- A banksman must be used when reversing.
- Safety reversing alarms are required on all vehicles that can be operated in reverse, and alarms must be used alongside a banksman.
- Authorisation to drive may be removed by Organiser for repeated breaking of these rules.

## Working at height

- Avoid working at height where possible and where necessary, plan ahead to avoid unsafe practices.
- Suitable towers, ladders and stepladders may be used – if installed and used correctly and safely
- We support the industry Stop the Drop Campaign. For more information visit <http://www.stop-the-drop.co.uk>

## Use of power tools

- Training and your employer's authorisation is 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 without authorisation from the Shopping Village Organisers' Office. 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!

Everyone must consider the safety of themselves and others at all times.

If you witness an accident, see someone not adhering to the site rules or see something unsafe – report it to the Organisers' Office without delay.

Unsafe practises or breaking of safety rules may result in your removal from the Exhibition Hall