

**EXHIBITION
SERVICES**

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SITE RULES & INDUCTION – SHELL SCHEME STANDS

Whilst working at the British Association of Dermatologists Annual Meeting 2020, it is important that you are aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.

All of your employees and contractors are required to read the site rules below prior to arriving at the venue. The site rules apply to all staff, organisers, contractors and exhibitors:

- Always comply with Venue Traffic Rules and follow the instruction of venue traffic marshals
- Vehicle access into the halls must be approved by the Venue/Organisers of the event
- Any vehicle or plant (including fork lift trucks) driven within the hall must adhere to the 5MPH speed limit and operate with hazards/lights turned on
- Drivers must give way to pedestrians within the event hall and pedestrians must give way to vehicles within the loading bay
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training and have the appropriate licence to do so
- Report all accidents and near misses at the earliest opportunity
- Appropriate management and safe methods of working at height is required at all times – in any areas where working at height is being carried out, the immediate area must be controlled and hard hats worn if deemed necessary
- Ladder work must only be conducted for short work periods - you must NOT stand on the top tier of your ladders -any unsafe ladder work may result in the employee being ejected from the venue. Ladders MUST be of an industrial type
- No substances are to be used in the hall which have not been pre agreed by the venue and event organiser

- Contractor wristbands must always be worn during build and breakdown
- Hi vis vests are mandatory and must be worn during build and breakdown
- Appropriate footwear should be worn whilst working in the venue
- No hot works can take place in the venue (including the event space) without a Hot Works Permit being issued
- Activities requiring a Hot Works Permit include, but are not limited to: Soldering, Angle Grinding and Welding
- All contractor accidents, incidents & near misses must be reported immediately to the Operations Team on-site
- Work Tidy - during build and breakdown, you must ensure aisles are always kept clear and there is no undue obstruction to fire evacuation routes
- All waste is to be disposed of in an appropriate manner
- Do not allow anyone under the age of 16 into your work area when construction is taking place
- Never dispose of residual materials (e.g. paint, thinners or other chemicals) by flushing them down toilets or pouring down sinks/drains

First Aid

During build and breakdown, a designated first aider will be present throughout. To contact first aid, you can either;

- Contact a member of the traffic team or security, who will radio first aid
- Contact security via any internal telephone (dialling 2206)
- Visit the first aid room, located in between Charter Foyer and Central Foyer
- Contact the Operations Team, who can be found monitoring the hall floor

When requesting first aid, you must state who you are, who the injured person is, what the issue or injury is and the location.

All accidents, incidents or near misses **MUST** be reported

Fire and Evacuation

- The building has a two stage fire alarm system
- The first stage alerts venue staff of a potential fire, which will instigate an investigation. At this point, you will not know anything about the ongoing investigation
- If a fire is identified during the investigation, or a secondary smoke detector is activated, the fire alarm will initiate the evacuation message. This message is a combination of a beacon and voice instructions
- The voice instruction relays the following message:

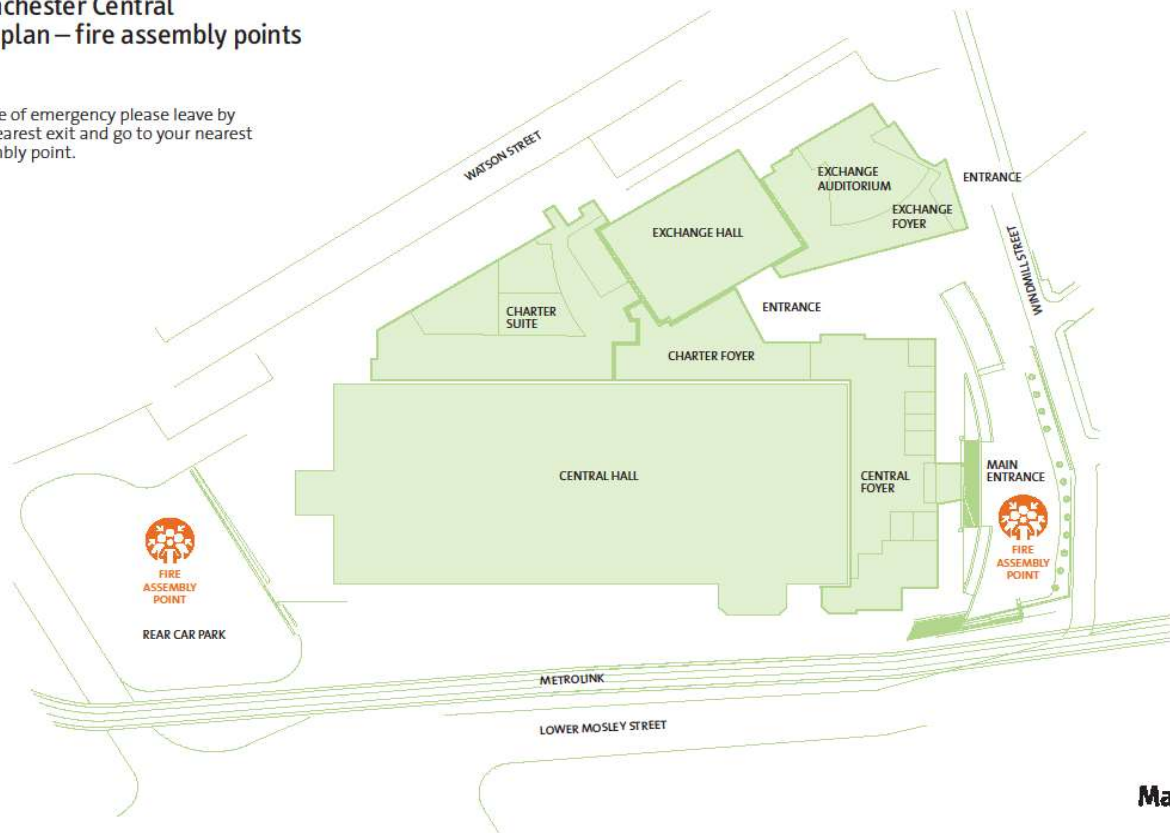
*“Attention Please! Attention Please!
Will Everybody Please Leave The Building By The Nearest Exit.
This Is An Emergency.
The Staff Will Assist And Direct You.
Please Do Not Use The Lifts”*

- On hearing the alarm, all contractors, staff and visitors must make their way out of the by the nearest available exit
- The venue has two assembly points; the rear car park and the front forecourt, Windmill Street
- All persons are to evacuate to the closest assembly point

Fire Evacuation and Assembly Points

Manchester Central site plan – fire assembly points

In case of emergency please leave by the nearest exit and go to your nearest assembly point.



Welfare Facilities

Organisers Office

The organisers office is signposted and located just off the main hall floor

Toilets and Wash Facilities

A number of toilet and wash facilities are provided throughout the building

Catering & Water

Food outlets are available onsite during build and breakdown periods

Drinking water is available to purchase throughout the venue

Smoking

Smoking (including e-cigarettes) is only permitted in the designated smoking area allocated on the front forecourt

Alcohol and Drugs

Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue



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SITE INDUCTION DECLARATION

CDM (Construction, Design & management) regulations are now in place for the exhibition industry. The regulations provide a framework to help you ensure that your participation at this event is carried out safely. Full CDM regulations will be in place throughout the build and breakdown periods.

If you are planning to enter the exhibition hall during this time, you must complete a site induction prior to arriving on site and ensure minimum requirements are met, such as the correct use of PPE and the following of site rules and procedures above.

If you are unsure of your responsibilities regarding CDM, please refer to the CDM resource pack, where you can find all the information;

<https://www.essa.uk.com/resources/cdm-resources>

Please complete the form below as confirmation that you have read this document completely and understand your requirements under the regulations.

Shell Scheme Exhibitor

We have received the BAD 2020 Site Induction & Rules and confirm that all company representatives who will be working on-site during the build-up and breakdown periods, will read this information prior to their arrival on-site.

Company Name: _____

Stand Number: _____

On-site Contact Name: _____

Contact Telephone No: _____

Our out of hours number is: _____

Please return to:
Exhibition Services Limited

Email: events@exhibitionservices.com