

## **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 from Tuesday 29 October until Sunday 3 November and 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	Tuesday 29 October 0001-2000 Sunday 3 November 2000-2300	Stand building in process	High vis and safety shoes Must be worn. Site induction forms Must be completed in order to have access to the hall.
Amber	Wednesday 30 October 0800-2000 Sunday 3 November 1600-2000	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	Thursday 31 November to Sunday 3 November (until 1600)	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: .....