

Site Rules for Build-up and Breakdown:

Access to the site to work is granted **on condition that you read and comply with these site rules and UK safety law**; and wear the required wristband.

Personal responsibility – you must **work safely** and not endanger yourself or others while on site. You must at all times:

- **cooperate with safety instructions and signs.**
- make sure you are familiar with the emergency procedures.
- comply with your Safe Systems of Work/Method Statements and any control measures, such as the use of appropriate PPE
- **wear strong, hard-soled footwear, appropriate for the work you are doing** (steel toed where heavy materials or plant is involved) and **hi-vis vests**. No open-toed sandals or high-heels permitted.



1. Engage Brain
2. Work Safely

No Smoking except in the designated smoking area.

Drugs and Alcohol are not permitted on site while working. Contractors, exhibitors and staff under the influence of drugs may be excluded from the site at the Safety Officer or Organiser's discretion.

Children (under 16 years) and animals are **not permitted** on site during build up and breakdown.

Access to all **fire exits** is to be maintained at all times.

Working hours – check the site's working hours. Requests beyond these hours must be pre-booked.

Keep **main gangways** clear for movement of goods and people (at least 50% of width) – see plan.

Vehicles and plant movement

Be vigilant near loading areas and vehicles – wear hi-vis whenever you are working on the lorry ways and loading areas.

Drive vehicles slowly - walking speed or less inside and in the unload areas – see plan. Drivers must always **give way to pedestrians in the hall**.

Plant operators must use warning beacons and lights and horns as appropriate when moving through doors or round blind corners.



A **signaller** must be used for reversing large vehicles or for plants with restricted vision in the halls.

Use of work equipment and plant

Only authorised and qualified workers are allowed to use plant and equipment for which training has been provided – contractors must be able to **evidence training or competence on demand**.

High-Risk work – Hot Work and Work at Height

No **hot works** to be carried out unless agreed with the Safety Officer and the venue's Fire Officer. Hot works will require a permit to work. All **work at height including use of ladders** must be planned and recorded.



Incidents and near misses

Report **all dangerous occurrences, near misses and accidents immediately** to an organiser staff member or the Safety Officer (call via radio or 07855 422259).

Welfare

Toilets

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.

Hazards on site during build-up and breakdown:

Coronavirus (C-19)

C-19 is still a hazard and present in society – take personal responsibility for limiting your exposure to it and spreading the virus to others by staying away from the site if you are infected (test if in doubt), maintaining good personal hygiene, keeping sensible social spacing where you can and wearing a face-covering if you are able where it is busy.

Vehicle and plant movements

Vehicles will mainly stay on roadways and designated unloading areas – remain vigilant in the halls.

Some vehicle movement is required across the halls so **take care when vehicles are moving near you**. Drivers should **give way to pedestrians in the hall – but make sure drivers can see you if they are near**. Take note of traffic marshal or signalling instructions.

Lifting and work at height (W@H)

All lifting, rigging and W@H including the use of ladders must be planned. *It is not acceptable to use the top steps of step-ladders that have no handrail.*

Areas beneath active rigging may be taped off for exclusion, or by workers actively enforcing a safe area – **keep yourself and others clear unless you are authorised and involved** in the work.

Temporary Structures

Ensure any temporary structures (truss, displays, stand walls, etc.) are stable and safe before leaving the work area. Keep others clear during the build or breakdown unless they are directly involved in the work and authorised by the relevant contractor or supervisor.

Communication and Coordination

The site will have many contractors working and materials being delivered and moved – **be aware** of this busy environment, **watch your step** as you move through the site, **ask before crossing** another contractor's working area and keep alert. **Do not use in-ear audio while working** so that you can hear warnings around you in this **place of work**.

Before you start work: ensure that you have been briefed about the work you are doing and the safe methods of work and that you or your supervisor advise other nearby contractors or staff about work that may be hazardous to them – such as temporary walls being built or dismantled, moving plant, large loads or suspended trusses, powering circuits, connecting live speakers.