

## SITE INDUCTION DOCUMENT

FULL INFORMATION (including Rules and Regulations) can be found in the EXHIBITOR MANUAL:

<https://www.manchesterartfair.co.uk/exhibitor-manual>

 	EVENT	Manchester Art Fair/The Manchester Contemporary	
	DATES	Build up [CDM]	16 <sup>th</sup> November and 17 <sup>th</sup> November 2023
		Open Period	17 <sup>th</sup> – 19 <sup>th</sup> November 2023
		Breakdown	19 <sup>th</sup> November 2023
	VENUE	Manchester Central Convention Complex	
Areas in Use		Central Hall 2	

BUILD UP and BREAKDOWN OPERATING HOURS			
		Shell Scheme Stands	CDM in Operation*
Build Up	Thursday 16 <sup>th</sup> November [drop off only]	1900 – 2100hrs	1900 – 2100hrs
	Friday 17 <sup>th</sup> November	0800 – 1630hrs	0800 – 1500hrs
Breakdown	Sunday 19 <sup>th</sup> November	1630 – 1830hrs	1630 – 1830hrs

GENERAL INFORMATION	
ACCESS INTO HALLS	<p>When CDM is in operation, access into the halls will only be permitted with a valid wristband, which are available for collection from the Security Staff on site (once the ACKNOWLEDGEMENT OF SITE INDUCTION form has been completed on the Exhibitor Manual Ezone).</p> <p>When CDM regulations are in operation, all personnel within the halls must wear PPE – as a minimum a hi-vis vest and appropriate footwear.</p> <p>Outside of CDM operating times, access into the halls will be on production of a valid Exhibitor Pass.</p>

	All vehicles for offloading/collection will be directed to the appropriate access doors by the onsite traffic marshals.
ACCIDENT REPORTING	If an accident occurs anywhere within the hall or the wider Manchester Central Convention Centre site, it should be reported immediately to the Organisers' Office to ensure that the event H&S Manager can action the required procedures.
BREAK SUBSISTENCE	<p>Thursday 16<sup>th</sup> November: A range of outlets providing food and beverages is available in the area surrounding the venue.</p> <p>Friday 17<sup>th</sup> November: A range of outlets providing food and beverages is available in the area surrounding the venue. A café within the foyer of the Exhibition Halls will be open for snacks and hot drinks.</p> <p>Sunday 19<sup>th</sup> November: A range of outlets providing food and beverages is available in the area surrounding the venue.</p> <p>Drinking water is available at locations throughout the venue.</p>
EMERGENCY PROCEDURES	<p>A full copy of the Manchester Central Emergency Procedures is available in the Forms and Downloads section of the EXHIBITOR MANUAL</p> <p>All personnel must be aware of the following public announcement messaging:</p> <p>In the event of an emergency, the message '<b>ATTENTION PLEASE – STAFF CALL 100</b>' will be broadcast and repeated at half minute intervals.</p> <p>The broadcast of this message must be taken as an alert to all personnel that <b>it may</b> be necessary to clear the building.</p> <p>When the Security Staff are satisfied that there is no danger, the following call will be broadcast over the Public Address System:</p> <p><b>'ATTENTION PLEASE – CANCEL STAFF CALL 100'</b></p> <p>If it is necessary to clear the building, the following message will be broadcast:</p> <p><b>'ATTENTION PLEASE! ATTENTION PLEASE! WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT. THIS IS AN EMERGENCY. THE STAFF WILL ASSIST AND DIRECT YOU. PLEASE DO NOT USE THE LIFTS.'</b></p>
FIRE SAFETY	<p>Fire Exits are clearly signed around the venue. Please ensure that all personnel working on site have familiarised themselves with the nearest exit.</p> <p>All Gangways within the halls must be kept clear of tools, equipment, materials and be accessible at all times to enable efficient evacuation.</p>

<p>FIRST AID and MEDICAL COVER</p>	<p>In the event of urgent medical assistance being required, inform the first aid team without delay by:</p> <ol style="list-style-type: none"> <li>1. Telephoning 0161 834 2700 extension 2211/2206 OR</li> <li>2. Advising a member of the event team via the organisers' office OR</li> <li>3. Advising a member of venue (security, traffic, concierge) staff</li> </ol> <p>Give exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness. The First Aid Room will be informed, a First Aider will be sent to the incident location and, if required, an ambulance called.</p>
<p>FLOOR MANAGER/H&amp;S MANAGER'S OFFICE</p>	<p>The H&amp;S Floor Managers are on site to monitor all working practices and give advice where necessary. They are also in charge of ensuring Site and CDM Rules are adhered to with steps taken to enforce as required (see SITE REGULATION section below)</p>
<p>LATE WORKING</p>	<p>Late working should be avoided where possible. Where it is necessary to consider late working, please inform the Organisers' Office immediately. Working hours should be managed to ensure that no member of the workforce is required to work such hours that their safety is at risk. Late working is not guaranteed and is chargeable.</p>
<p>ORGANISERS' OFFICE</p>	<p>The Organisers' Office is located off the main foyer and is open throughout the tenancy period according to the operating hours (see telephone numbers below).</p>
<p>SITE OFFICE</p>	<p>The Site Office is located at the traffic barrier at top of the loading bay ramp and is open on build and breakdown days. Collections of wristbands and Site Inductions are carried out from this office.</p>
<p>TOILETS</p>	<p>Toilet facilities are available both within the halls and in the public areas throughout the duration of the event. PLEASE NOTE that during the build-up and breakdown periods, facilities will be limited based on the number of personnel within the halls.</p>
<p>TRAFFIC</p>	<p>There may be traffic movement within the halls and certainly around the loading bays whilst CDM regulations are in force. Any vehicles requiring access into the halls need approval from the Floor Manager in liaison with the H&amp;S Manager and venue Event Manager.</p>
<p>USEFUL INFORMATION and DOCUMENTS</p>	<p>Further useful information and documentation is available for your reference on the Forms and Downloads page of the EXHIBITOR MANUAL which is available at: <a href="https://www.manchesterartfair.co.uk/exhibitor-manual">https://www.manchesterartfair.co.uk/exhibitor-manual</a> including:</p>




	Manchester Central Site Induction Presentation Emergency Evacuation Procedures Venue Location and Access Maps
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EMERGENCY TELEPHONE NUMBERS	
MEDICAL	0161 834 2700 extension 2211/2206
FIRE	0161 834 2700 ext.2206
SECURITY	0161 834 2700 ext.2206
ORGANISERS' OFFICE	+44 (0) 7966 444316 or +44 (0)7973 272719

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## SITE RULES, REGULATIONS and PROCESSES

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ALCOHOL, DRUGS and SMOKING POLICY			
The consumption of alcohol or use of drugs is not permitted at any time and anyone working under the influence of either may be removed from the venue.	 	Smoking (including the use of eCigarettes) is not permitted within the halls at any time.	

BEHAVIOUR
It is expected that all personnel within the halls should conduct themselves in the correct manner appropriate to the environment they are working in and abide by rules and regulations as stipulated in this Site Induction and the Exhibitor Manual. The use of violence and / or abusive language will not be tolerated; anyone found acting inappropriately will be asked to leave and may be prosecuted.

CLEANING, WASTE MANAGEMENT and GENERAL HOUSEKEEPING
It is expected that all personnel should work efficiently and keep general working areas clean and tidy ensuring that practices do not affect adjacent stands. Cleaners will be present in the halls during build-up and may deem any items left in the gangways as rubbish and dispose of them accordingly. Manchester Central and Buy Art Fair Ltd adopt a zero landfill policy and therefore, any exhibitor/contractor leaving large amounts of waste (including excess literature and stand-fitting) on site will be charged for its disposal. Specialist waste management requirements (including paint, chemicals, fat etc) should be referred to the organisers for advice on disposal.

**MONITORING OF HEALTH & SAFETY and CDM REGULATIONS**

H&S/Floor Managers are on site to monitor all working practices and give advice where necessary. They are also in place to ensure that the Site Rules, Regulations and CDM practices are being adhered to and are responsible for enforcing them accordingly.

In the event that someone is found to be in breach of these regulations, the following 3 step procedure will be followed:

1. The first-time that non-compliance is noticed, the name of the company / stand / individual will be noted, and they will be advised of the issue around their non-compliance. They will be warned of further action if compliance is not forthcoming.
2. Should the same individual be found to be non-compliant for a second time, their Site Manager will be informed and they will be required to undertake the Site Induction again (either from their Site Manager or at the Site Office). They will be advised that this is their final warning and a second note added against them.
3. If the individual is found to be in non-compliance for a third time, their Site Manager will be informed, and they will be asked to leave site. A third note will be written against them and a letter / email of non-compliance will be sent to the exhibiting company.

**PERMIT TO WORK PROCESS**

Any hot work (including Oxy-acetylene cutting/welding, arc welding, gas/oil blowlamps, grinders, tar boilers, LPG burners, soldering) requires a HOT WORKING PERMIT to be issued by Manchester Central prior to the commencement of work. The Organiser should be contacted in the first instance, who will be able to advise on the correct procedure to obtain a permit.

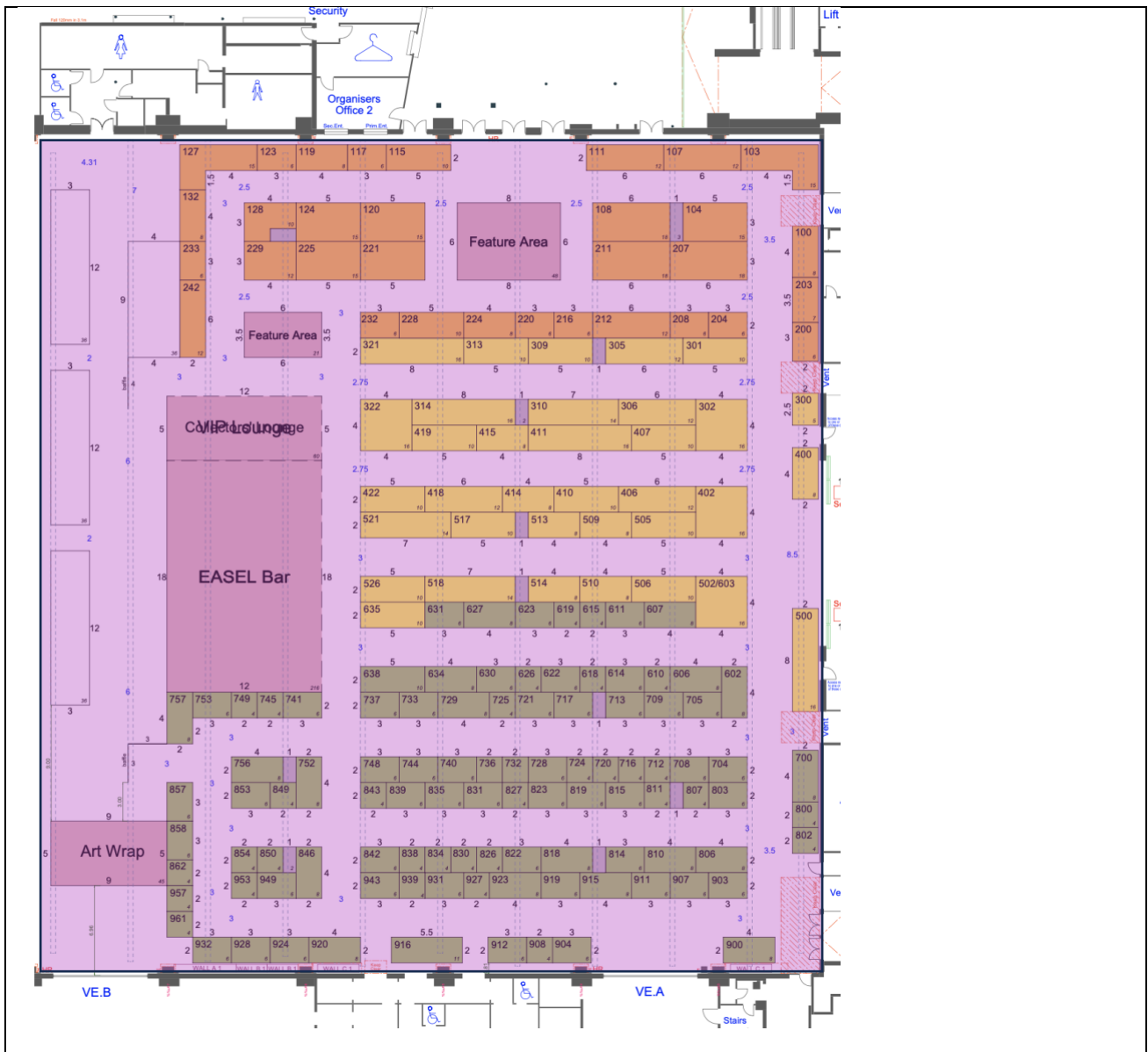
**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All stand contractors and staff must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection. During build-up and breakdown, all personnel must wear hard hats when working beneath or near overhead working. To help Exhibitors & Contractors identify what is required where, we have identified four levels of PPE as follows:

<b>PPE Level 1:</b>	Suitable footwear to be worn at all times (no sandals or flip flops, only shoes with substantial soles to avoid the risk of sharp items penetrating the shoe (i.e. nails etc.) and any other PPE as required / stipulated by the Principal Contractor
<b>PPE Level 2:</b>	Suitable footwear (no sandals or flip-flops, only shoes with substantial soles to avoid the risk of sharp items penetrating the shoe i.e. nails etc.) to be worn at all times, along with any other PPE as required / stipulated by the Principal Contractor. Hi-visibility vests may also be required, depending on the nature of activity/stage of build.
<b>PPE Level 3:</b>	Suitable footwear (no sandals or flip-flips, only shoes with substantial soles to avoid the risk of sharp items penetrating the shoe i.e. nails etc.) and hi-visibility vests to be worn at all times, along with any other PPE as required / stipulated by the Principal Contractor & SOPs

<b>PPE Level 4:</b>	Steel toe cap shoes with substantial soles, hi-visibility overall and hard hat / safety glasses to be worn at all times as needed, along with any other PPE as required / stipulated by the Principal Contractor & SOPs
Each of the levels corresponds with the level and type of activity taking place, which is captured in the Site Zone Plan (details below in the 'Site Layout & Zoning' section below). Zone Level 1 on the layout plan will require PPE Level 1, Zone Level 2 on the layout plan will require PPE Level 2 and so on.	

SITE LAYOUT and ZONE DETAILS	
To better inform all personnel within the halls of the type and level of activity taking place in each area, a Site Zone Plan will be on display at the Site Office with zones indicated as per the EXAMPLE below:	
<b>ZONE 1</b>	This may include (but not limited to) light construction and basic assembly of smaller items
<b>ZONE 2</b>	This may include (but not limited to) medium level construction, basic working at height and some vehicle movement
<b>ZONE 3</b>	This may include (but not limited to) heavy-duty construction, including working at height using platforms or plant, substantial vehicle movement and use of small plant or electrical hand-held tools
<b>ZONE 4</b>	This may include (but not limited to) heavy-duty construction, the substantial use of larger plant or electrical tools, heavy lifting / overhead works and hot works
This Site Zone Plan should also be used to identify what type of PPE is required (in accordance with the PPE Section above). <b>It is the organisers' expectation that during build up and breakdown periods the Exhibition Hall and associated loading bays/access and egress points will be classed 'ZONE 2' as defined above and outlined below on the event plan.</b>	



### LEGAL RESPONSIBILITIES and DUTIES

The individual responsible for the exhibitor’s health and safety management must ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. They should ensure that all actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. It is also that individual’s responsibility to check that any contractors, suppliers, agents, etc. that the exhibitor is using have a Health & Safety Policy, suitable to the exhibition environment.

#### **THE HEALTH & SAFETY AT WORK ACT 1974**

This is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances
- Provision of information, instruction, training and supervision
- Provision of a safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities
- These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by Buy Art Fair Ltd (for Manchester Art Fair/The Manchester Contemporary).
- The Act places a general duty on employers to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site.









#### **THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999**

These require additional action to be taken in order to ensure compliance. Namely:

- Requires suitable and sufficient Risk Assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place
- Appointment of competent persons in Health & Safety
- Establish and implement emergency procedures
- Co-operation and co-ordination in shared workplaces
- Provision and sharing of information

The content of this section is meant as a guide only and is not intended to be a complete statement of the law or other regulations. Where required, further advice can be obtained from the Organiser.



SITE SIGNS		
<p>Throughout the site, you may see the signs as indicated below. Please ensure you recognize and understand the meaning and implications:</p>		
	<p><b><u>Danger</u></b> <b>Electric Shock Risk</b></p>	
		<p><b>Emergency Exit</b></p>
		
		<p><b>No access for unauthorised personnel</b></p>
	<p><b><u>Danger</u></b> <b>Overhead hazard</b></p>	
		<p><b><u>Danger</u></b> <b>Forklift movement</b></p>
		
		<p><b><u>Danger</u></b> <b>Lorry movement</b></p>
	<p><b><u>Caution</u></b> <b>Trip hazard</b></p>	
		<p><b><u>Caution</u></b> <b>Wet Floor</b></p>
		
		<p><b>Appropriate PPE must be worn at all times</b></p>

WORKING AT HEIGHT
<p>A person is working 'at height' if there is a possibility of injury being caused from falling.</p> <ul style="list-style-type: none"> <li>• Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access and all work at height must be properly planned, organised and supervised.</li> <li>• Working at height should not be carried out if it is reasonably practicable to do the work in any other way.</li> <li>• Equipment used for working at height must be suitable for the task, for example:             <ol style="list-style-type: none"> <li>a. Domestic steps and ladders are NOT permitted - only industrial steps and ladders are permitted to EN131.</li> <li>b. Mobile tower scaffold shall be constructed and used as identified by the manufacturer.</li> <li>c. All working platforms shall be protected by guardrails when at a height assessed to present a hazard.</li> <li>d. Guard rails, toe boards, barriers, etc., must be of sufficient size and strength and placed and secured correctly.</li> <li>e. Working platforms and the supporting structure must be stable and capable of supporting the loads.</li> <li>f. Wheeled structures must have wheel locks or other measures to prevent slippage. They must be safely erected, used and dismantled &amp; Nets, air bags and other collective safeguards must be risk assessed to demonstrate that no other, safer work equipment is available, and that appropriate training has been provided. All equipment must also be appropriately inspected.</li> </ol> </li> </ul>