

Where Manchester meets the World



Manchester
Central

Manchester Central Site Induction



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Aims of this induction:

Identifying key information and instruction necessary to work safely at Manchester Central, including:

- Fire evacuation procedures
- Permit to work procedure
- Event build and breakdown procedures
- Site rules
- Environment and Sustainability policy



This induction is split into two areas:

- Events & General
- Building



Events & General



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Events & General

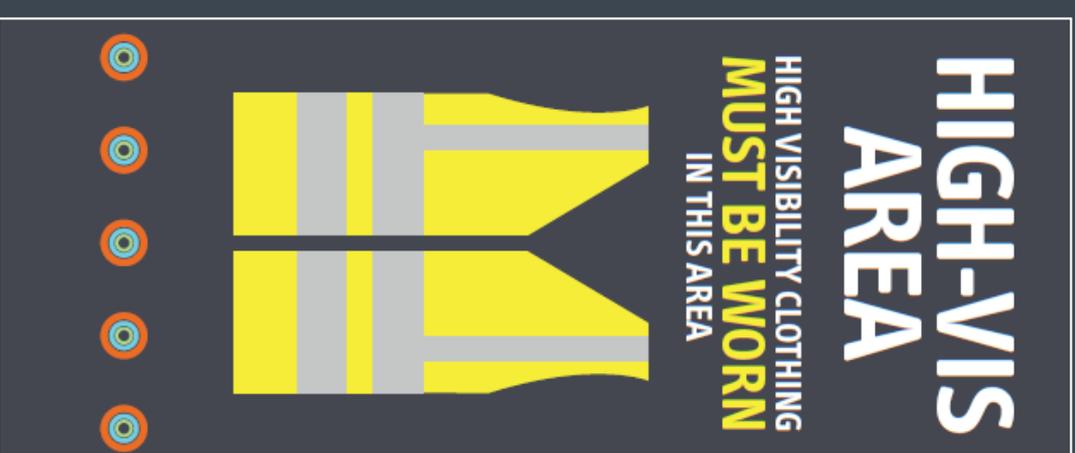
Whilst working at Manchester Central, it is important that you're aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.

All of your employees or contractors are required to watch this presentation prior to working at, or around the venue, on an event.



Build and Breakdowns

During all event builds and breakdowns at Manchester Central, **ALL** staff and contractors are required to wear hi vis clothing in order to access and work in the event space.



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- Hi vis vests are available to purchase from the venue, but we advise contractors to bring their own
- Some event builds may require all contractors to wear safety footwear
- Ensure all of your contractors or employees are aware of the venue rules including hi vis clothing **PRIOR** to working on site



Site Rules:

- 🕒 Wear your hi vis vests at all times during event builds and breakdowns
- 👟 Appropriate footwear should be worn whilst working in the venue
- 🪜 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
- 🚧 Any areas where Working at Height is being carried out, the immediate area must be controlled



- ⦿ During builds and breakdowns, you must ensure aisles are kept clear at all times
- ⦿ No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training

- ⦿ Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit. This includes fork lift truck.

Traffic movements may take place within the hall including fork lift trucks, plant and trucks. Drivers must be competent and adhere to the designated lanes where identified. Pedestrians always take priority within halls. Banksmen must be used when and where necessary. Hi Viz vests must be worn whilst traffic movements take place within the halls



- Smoking (including e-cigarettes) is only permitted in the designated smoking areas
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Hard hats must be worn when necessary
- No hot works can take place in the venue (including event space) without a Hot Works Permit being issued
- Activities requiring a Hot Works Permit include, but are not limited to: Soldering, Angle Grinding & Welding
- No substances are to be used in the hall which have not been pre agreed by the venue or event organiser



First Aid:

- During builds and breakdowns 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
 - Call first aid on radio channel 6 if you have a venue radio
 - Contact security via internal telephone (dialling 2206)
 - Visit the first aid room located in-between Charter Foyer and Central Foyer
- All accidents, incidents or near misses **MUST** be reported



When requesting first aid, you must state:

- ① Who you are
- ② Who the injured person is
- ③ What the issue or injury is
- ④ The location



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 instruction
- 🕒 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”



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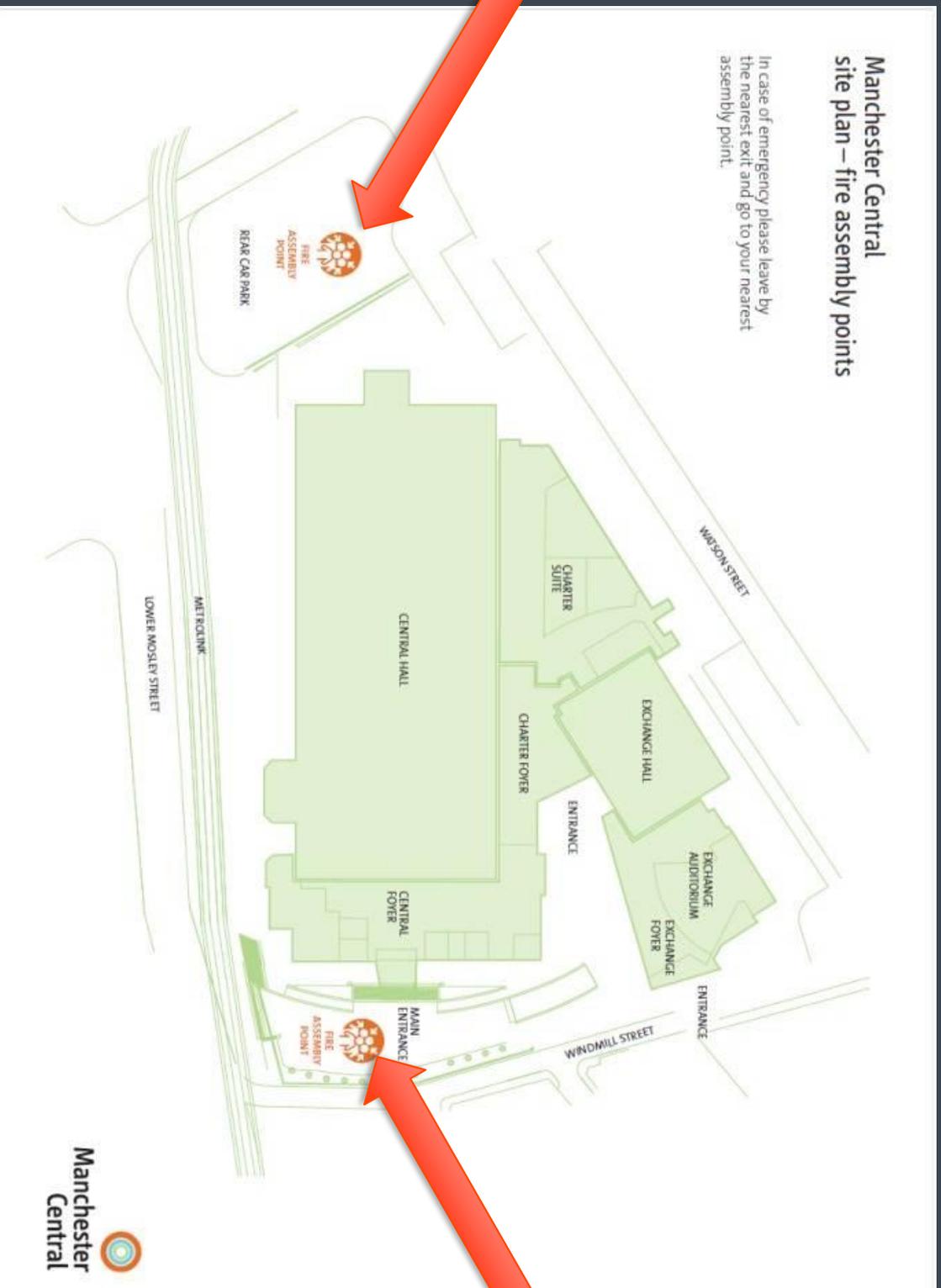
- On hearing the alarm, all contractors, staff and visitors must make their way out of the venue by the nearest available exit
- The venue has two assembly points;
 - The Rear Car Park, and
 - The Front Forecourt, Windmill Street
- All persons are to evacuate to the closest assembly point



Fire 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.



Rear Car
Park

Front
Forecourt



Building



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Site Rules

-  Activities requiring a permit cannot take place in the venue (including the event space) without the appropriate permit being issued. Activities requiring a permit include, but are not limited to:
 - Hot Works, Working at Height, Working in HV Switch rooms / Plant Areas; Working in Confined Spaces, Working within Areas Subject to Access Control.
 - Permits and access to the relevant areas are only provided by FM once associated paperwork has been submitted and reviewed



- A number of toilet and wash facilities are provided throughout the building
- If you have been provided with a fob / access card, it is important that you do not allow other people to ‘tailgate’ you when walking through different access controlled doors
- If you have been issued with a radio, ensure that you know your radio channel allocation, and other department channels

Channel 1 – Security	Channel 2 – Events	Channel 4 – Hospitality
Channel 5 – FM	Channel 6 – First Aid	Channel 7 – Traffic
Channel 8 – Hs/keeping	Channel 9 – Floor Services	Channel 10 – Stewards
Channel 12 – GES	Channel 11 – AV / IT	Channel 16 - Emergency



Environment

- Manchester Central are committed to responsible waste management and delivering sustainable events.
- It is a requirement that all FM and Event contractors manage their waste responsibly, removing from site accordingly.
- The venue has a recycling centre which is used to segregate and recycle all waste including wood, electrical equipment and metal from site.
- All environmental incidents must be reported to Manchester Central via the site manager or supervisor



Contact

If you require further information, please contact your event organiser or contact venue safety on:

Email: safety@manchestercentral.co.uk

Telephone: 0161 834 2700



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manchestercentral.co.uk