



PLANTWORX 2025

ON SITE CDM INDUCTION



The purpose of this leaflet is to disseminate key information and instructions to ensure that the site is a safe working environment for everybody and that they are all aware of the general welfare arrangements. The leaflet is in 4 parts

1. The Event Timetable
2. Site Rules
3. Emergency Procedures
4. Site Facilities

All Staff, Exhibitors and Contractors are to be made aware of the contents of this leaflet before entering the site for the first time and they are to conform to the Site Rules at all times when on site – at the discretion of the Organisers, miscreants may be denied access to the site.

The Organisers reserve the right to control access to the site at all times in order to ensure safety, the preservation of good ground conditions and to maintain a steady traffic flow. All vehicles on site are to obey any instructions given to them by the appointed traffic management company and/or Zone Stewards.

THE EVENT TIMETABLE

For the Build-up and Breakdown periods the working day will be from 07:00 until 19:00 – any Exhibitor or Contractor who wishes to work outside of these hours is to make the necessary prior arrangements with the Organisers' Office at least 7 days in advance.

BUILD UP - OUTDOOR STANDS

DATE	TIME		NOTES
Mon 15th Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Tue 16th Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Wed 17th Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Thu 18th Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Fri 19th Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Sat 20th Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Sun 21st Sept	07:00	19:00	Access to the site for Exhibitors and their contractors
Mon 22nd Sept	07:00	18:00	Restricted access to the site for Exhibitors and their contractors – small vehicles only. The erection of all stands to be completed by 18:00

BUILD UP - INDOOR ARENA STANDS

DATE	TIME		NOTES
Fri 19 th Sept	09:00	19:00	
Sat 20 th Sept	08:00	19:00	
Sun 21 st Sept	08:00	19:00	
Mon 22 nd Sept	08:00	18:00	The setting up and signing off of all stands is to be completed by 18:00

EVENT DAYS

DATE	OPENING TIMES	ACCESS FOR STAND REPLENISHMENT
Tue 23 rd Sept	08:30-17.:30	06:30-08:00 and 18:30-20:00
Wed 24 th Sept	08:30-17:30	06:30-08:00 and 18:30-20:00
Thu 25 th Sept	08:30-16:00	06:30-08:00

BREAK DOWN - OUTDOOR STANDS

DATE	TIME		NOTES
Thu 25 th Sept	16:30	21:00	No movement of vehicles will be permitted until clearance has been given by the Event Safety Advisor.
Fri 26 th Sept	07:00	19:00	
Sat 27 th Sept	07:00	19:00	
Sun 28 th Sept	07:00	19:00	
Mon 29 th Sept	07:00	19:00	
Tue 30 th Sept	07:00	12:00	All stands and their contents are to be removed and the ground reinstated by 12:00

BREAKDOWN - INDOOR ARENA STANDS

DATE	TIME		NOTES
Thu 25 th Sept	16:30	21:00	No movement of vehicles will be permitted until clearance has been given by the Event Safety Advisor.
Fri 26 th Sept	07:00	10:00	

ON SITE ORGANISERS' TELEPHONE NUMBERS

Organisers' Office – 07434 900403

Operations Manager – Stuart Favill - 07970 534664

Event Director – Simon Frere-Cook – 07729 241070

SITE RULES

These Site Rules are intended to keep the site and all individuals who are working on it safe and incident free. It is important that everybody is aware of and abides by these Rules for their own safety and also the safety of others.

- The site is divided into various Zones each of which has a Zone Manager and some Assistants (known as Site Stewards) all of whom work within the Site Team under the direction of the Operations Manager. The Site Team is here to assist Exhibitors and Contractors and their instructions and directions are to be followed.
- High-visibility clothing must be worn at all times on site during Build-up and Break-down. A stock of high-visibility vests will be held in the Organisers' Office for purchase by individuals who arrive on site without one.
- Hard hats are required to be worn if there is risk of injury to the head. Appropriate protective footwear must be worn whilst doing heavy work. Please note it is the responsibility of the Contractor/Exhibitor to provide their own PPE.
- Compliance with any instructions given by traffic marshals or security staff is expected at all times – the Road Traffic Act 1988 applies across the site at all times.
- 10mph is the site's maximum speed limit – or 5mph if driving on any trackway.
- Moving vehicles should drive only on the surfaced roadways or laid trackway, paying particular attention to pedestrians at all times.
- No person may operate any plant or machinery unless they are qualified and authorised to use it.
- Any area in which working at height is taking place must be controlled, and only appropriate ladders or raised platforms may be used. Appropriate PPE (including fall arrest) is to be worn as necessary.
- Waste and loose material is to be stored safely and disposed of at the earliest opportunity – likewise, trip hazards are to be clearly marked and removed when their purpose is completed.
- People suspected of being under the influence of alcohol or drugs will be ejected from the site.
- The consumption of alcohol on site is not permitted during the Build-Up and Breakdown periods. On event days hospitality may be offered by Exhibitors on their stands and alcohol may be served after 16.30.
- Nobody under the age of 16 years is to be on site during the periods of Build-up or Breakdown, except with the express permission of the Organisers' Operations Manager. On event days, such people must be accompanied by an adult.
- No hot works are to be conducted without a Hot Work Permit issued by the Organisers' Health & Safety Advisors.
- The Hours of Work for the Build-up and Breakdown periods are given above – no work is to take place outside of these hours unless authorised by the Organisers' Operations Manager. If the Organisers' Operations Manager, after consultation with the Organisers' Health & Safety Advisors, considers that it is dangerous for individuals or teams to work because of tiredness (eg caused by long travelling times to the site) he has the authority to order work to be stopped or limited to low level, low risk work.
- Banksmen must be deployed for all reversing and lifting operations. Lifting may only be carried out by qualified personnel with certificated ropes/strops.
- All Exhibitors' and/or Contractors' accidents, incidents or near misses must be reported immediately to the Organisers' Office.
- All people on site must make themselves aware of the location of the First Aid points and the Organisers' Office.
- Overnight parking is not permitted on the site and all vehicles must be removed from the site by the site closure times listed above in the Timetable – vehicles arriving on site with insufficient hours left on their tachographs will not be permitted to enter the site.

EMERGENCY PROCEDURES

FIRE Should you discover a fire then

- Please contact a Site Steward or the Organisers' Office as soon as possible with details of the location and nature of the fire and raise the alarm. The Organisers' Office will call the Emergency Services as necessary.
- Evacuate the area of the fire and warn other people in the vicinity to move away from the incident.
- If you are familiar with the use of fire extinguishers and it is safe to do so, attempt to extinguish the fire.

MEDICAL

There are 2 First Aid posts on the site – the principle one is at Purple Gate (Entrance 2) and a secondary one is at Red Gate (Entrance 1) – they are clearly marked on site maps. The principle one will be staffed on all Build-Up, Event and Breakdown days while the secondary one will be staffed from Mon 22nd – Fri 26th Sept inclusive. Alternatively medical assistance can be obtained through a Site Steward or the Organisers' Office.

First Aid services will be available onsite from 07:00 – 19:00 each day from 15th – 30th Sept.

All incidents requiring First Aid treatment are to be recorded accordingly by the First Aid staff or the Organisers' Office.

For Emergency Services use the 999 facility. Newark Urgent Care Centre is located at Boundary Road, Newark NG24 4DE.

SECURITY

The site has a permanent perimeter fence and it will be patrolled throughout the Build-Up and Breakdown periods as well as during the event, but the Organisers do not accept any responsibility for Exhibitors' or Contractors' equipment. The security of all equipment and tools is the responsibility of their owner.

It is important to make regular checks of your stand and its surrounding area to ensure that there are no unidentified bags or packages there. If you are suspicious of any article DO NOT touch it but report it to a Site Steward or the Organisers' Office. Likewise, if you see any suspicious activity then please report it as quickly as possible to a Site Steward or the Organisers' Office.

EVACUATION PROCEDURES

There will be no site-wide Public Address (PA) system on the site. Should it be necessary for any part(s) of the site to be evacuated then appropriate instructions will be given by Zone Stewards using loud hailers – please follow the instructions quickly and quietly.

SITE FACILITIES

TOILETS – toilet blocks are situated throughout the site, with their locations being shown on the site maps. Please ask the Site Stewards which one(s) are open and available for use. Toilets are also available within the Indoor Arena.

CATERING –for the Build-Up period (Mon 15th – Mon 22nd Sept) and the Breakdown period (Fri 26th – Mon 29th Sept catering facilities will be available both in the Indoor Pavilion (George Stephenson Exhibition Hall) and in the parking area near Purple Gate.

WATER – the water supply to the site is potable and therefore drinking water can be obtained from all taps whether they be free-standing or within toilet blocks.