

## **NEC - SITE INDUCTION**

### **First Aid**

In a medical emergency, call the Venue Operations Centre on 0121 767 2222 (internal ext. 2222) giving the exact location of the casualty and details of any injuries sustained.

The NEC Incident team will arrange for all necessary assistance.

In a medical emergency DO NOT PHONE FOR AN AMBULANCE - a venue first aider will do this if required.

All accidents, incidents or near misses must be reported to the Organiser/Venue Event Manager.

### **Fire**

The NEC is protected by a sprinkler system and portable fire extinguishers.

In the event of a fire emergency:

- Break the glass on the nearest fire alarm point – they're located at each vehicle entry door, in the organisers' offices, at key points within the hall and around the main Piazza and Atrium.
- Telephone the Venue Operations Centre on 0121 767 3333 (internal ext. 3333) giving the location and nature of the incident.
- Calmly notify adjoining exhibitors of the situation and, if safe to do so, tackle the fire with an appropriate extinguisher. Remember, keep calm, follow these procedures and help will arrive as soon as possible.
- Leave by the nearest exit.

### **Evacuation**

If it becomes necessary to evacuate the building, the following message will be broadcast:

“Attention please, attention please. This is an important announcement. Circumstances make it necessary for everyone to leave the building. Please make your way to the nearest exit. Please note, your nearest exit may not be the one you came in”.

Everyone must then leave the building by the nearest exit and, once outside, follow the instructions of venue staff who will direct you to the nearest assembly area.

- Immediately leave the building via the nearest exit, do not use lifts or stop to collect personal belongings.
- Go to the nearest assembly point and do not leave this area or re-enter the building until told to do so.

## **Security**

The Security Suite can be contacted on 0121 767 3333 (internal ext. 3333) from any of the wall mounted internal phones.

- If you have any security concerns, please contact a venue employee or the organiser's office. Inform them of the nature and location of the problem.
- Do not leave any personal belongings or valuables unattended on your stand or anywhere in the venue.
- Be aware of any suspicious persons or packages.

## **Welfare Arrangements**

### **Organisers Office**

- The organiser's office is located at the front of the hall.

### **Toilets**

- Both female and male toilets along with hand wash basins are available throughout the venue.

### **Catering and Water**

- Food outlets are available onsite during set up, show open and dismantle - both within the hall and in the public areas.
- Drinking water is available to purchase in any of the food outlets. There are water bottle re-fill stations on the Piazza.

### **Smoking**

- Smoking (including e-cigarettes) is only permitted in the designated smoking areas.

## **Site Rules**

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

All of your employees and contractors are required to read these Site Rules prior to working and the following apply to all staff, organisers, contractors and exhibitors:

- Comply with Venue Traffic Rules and follow the instruction of venue traffic marshals at all times
- Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit and operate with hazards/turned on lights
- Drivers must give way to pedestrians within the event hall/s and pedestrians must give way to vehicles within the loading bay/s
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have permission and have received adequate training

- Appropriate management and safe methods of working at height is required at all times – in any areas where working at height is being carried out, the immediate area must be controlled
- 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 person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Hi Vis Jackets are compulsory during build up and breakdown and appropriate footwear must be worn whilst working in the venue – flip-flops, open-toed sandals, ballet pumps etc. are NOT acceptable
- No hot works can take place in the venue without a Hot Works Permit being issued
- All contractor accidents, incidents & near misses must be reported immediately to the organiser
- Work Tidy - during builds and breakdowns, you must ensure aisles are kept clear at all times and that all waste is to be disposed of in an appropriate manner
- Contractor Badges must be worn and be visible at all times.
- Emergency Gangways must not be blocked by stand construction materials / vehicles or exhibits.
- No children under the age of 16 years are permitted on site at any time. This includes in the cabs of vehicles.

Should you have any questions on any of the points above, please contact the Organisers.