



Site Rules & Site Induction 2023

Site Rules are designed around the principles of **CDM, the Construction (Design & Management) Regulations 2015**. However, these have been expanded to include the key principles of being **COVID Safe**.

Being COVID Secure on site

We all need to take personal responsibility and accountability when on site.

- Do a self-health check each morning•
- Please do not attend if you are displaying any symptoms.
- Face coverings are encouraged, but not required.

CDM

Site Rules & Site Inductions are a requirement under CDM. Please read the following carefully!

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;

- Eliminate or control risks so far as is reasonably practicable
- Ensure work is effectively planned
- Appointing the right people and organisations at the right time
- Making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work
- Consult workers with a view to securing effective health safety and welfare measures
- Any actions required should always be sensible and proportionate to the risk

Why have site rules & induction?

- This is a stated requirement under CDM....
- The law requires all of us to work safely

Remember

- We are each responsible for our own actions
- Any one of us could be prosecuted, fined, even imprisoned for not working safely
- Everyone has the right to expect to go work in a safe environment and go home from work without injury
- None of us wants to be injured or to be responsible for anyone else's injury or death

So

- Even without the law, it still makes good sense to work safely
- If in doubt, stop and ask your line manager
- If you see someone acting unsafely, it is your duty to stop that activity and report it to your line manager

Firstly - be aware of the types accidents most likely to happen on the Exhibition site:

- Vehicle and mobile plant accidents
- Falls from height and being struck by falling objects
- Accidents with hand and power tools

Secondly - be aware of your own employer's inductions & risk assessments:

- Your employer should provide you with a task specific induction / tool box talk on arrival at work
- You need to know what your employer's risk assessments say – and apply them to the work you do

And be aware of the Exhibition site safety rules too:

- As well as your employer's assessments, you need to know and comply with the following exhibition site safety rules

Site Phases

- The event period (tenancy) is from 8 – 11 May 2022 and is split into 5 clear phases
- Be aware of what phase the site is in when you are working on site

Phase	Date
Red Phase – CONSTRUCTION	Sunday 7 - Monday 8 May 2023
Amber Phase – DRESSING & DELIVERIES	Monday 8 May 2023
Green Phase - OPEN	Tuesday 9 – Wednesday 10 May 2023
Amber Phase – COLLECTION	10 May from 1630 – 2000 May 2023
Red Phase – DISMANTLING	10 from 1630 – 2100 May 2023

Site Rules

General

- Use the toilets and hand-wash facilities provided throughout the venue.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- Everyone must consider the safety of themselves and others at all times.
- Contractors must remove their waste from site.
- Smoking is not permitted – Including E-Cigarettes
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site

Organisers' Office	Front of the New Dock Hall
Organisers' Office Number	07798 643 414
Contractors service desks	Front of each hall
Build up / Breakdown Catering Facilities	There is a café in the Royal Armouries
Toilets, Baby Changing & Disabled Toilets	These are on the first floor of the Royal Armouries Hall & the foyer of the New Dock Hall
First Aid	Contact via the Organisers' Office

First aid arrangements

- Who are your own first aiders – you should have one on site?
- Where is your own first aid kit?
- If you need help, please contact the Medical team on from an internal phone.

General safety requirements:

- Keep the place you are working tidy – avoid slips, trip and falls.
- See something unsafe? – deal with it yourself if you can - If you can't, report it to the Organisers' Office without delay
- **Report accidents – even minor ones – it could prevent a more serious one**

Methods of working

- Appropriate and safe methods of working at height are required at all times.

Traffic

- Be aware of moving traffic – in the loading areas and plant in the hall
- The speed limit is : 5mph in the loading areas

Use of power tools:

- Training and your employer's authorisation required for the use any type of power tool.
- Use of eye, hearing or other PPE as required for the tool – see your employers risk assessment for it.
- All hot work activities that may generate sufficient heat to cause ignition are prohibited without authorization from the Organisers. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

Use of vehicles and operation of mobile plant:

- Valid full driving licence for the type of vehicle concerned must be held
- Evidence of training for the type of vehicle or plant concerned as well as employer's authorisation to drive it;
- 5 mph speed limit on the site;
- Please ensure that any reversing vehicles have a banksman,
- Safety reversing alarms are required on all vehicles that can be operated in reverse.
- Use seat belts, if fitted.
- Passengers **MUST NOT** be carried on forklifts or dumpers, or where there is no provision for a passenger.
- Authorisation to drive may be removed by organiser for repeated breaking of these rules.

Welfare & clothing

- Appropriate footwear must be worn
- High vis must be worn in the loading areas
- Excessive late working will require additional crews

Work at height:

- Avoid working at height - if that is possible;
- Suitable towers, ladders and stepladders may be used – used safely;
- PLASA Leeds supports the industry Stop the Drop Campaign. For more information visit <http://www.stop-the-drop.co.uk>

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