

ROAR
B2B

Stoneleigh Park Events
CDM Regulations 2015 Site Induction

Roar B2B Exhibitor/Contractor Site Induction for CDM

This Induction is an essential pre-requisite for working within Roar B2B events at Stoneleigh Park– this includes all venue staff, event staff, contractors and exhibitors.

Failure to participate and follow the rules detailed in this induction will result in access to the Roar CDM site being refused and may lead to disciplinary procedures.



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What is CDM?

- The construction design and Management regulations 2015 (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.
- CDM regulations clearly define roles and responsibilities for those managing health and safety of a construction project. These roles are;
 - The Client
 - The Principal designer (The Operations team)
 - The Principal Contractor (The Operations Team of Third-party contractor)
 - Designer
 - Contractor (Venue, Lifting, Stand Build, Carpet, Furniture)
 - Sub Client (Space Only Exhibitors or Shell Scheme Exhibitors constructing within their own stand.)

If you are required to enter a CDM site as part of your work activity you must comply with the Site rules and Organisers Safety Arrangements when in tenancy.





Site Rules

**Please ensure that you read and understand the Site Rules below
They have been put in place to ensure your safety at the Venue.
The Site Rules apply to all NAEC staff**

- Only authorised access to the Halls or other Venue buildings is allowed. All personnel working within a CDM Site must be inducted and informed of the Site Rules.
- Vehicle access into the Halls or other Venue building / CDM site must be approved by the Venue and or the Organiser (Principle Contractor) for the event.
- High Visibility vests must be worn at all times when off-loading and loading your vehicles
- NAEC Traffic Rules must be complied with at all times
- All forklift, telehandler & Vehicle movement that is directly linked to the event must be co-ordinated and managed safely by the Organiser (Principle Contractor) for the event.
- Emergency gangways should be maintained and allow cleaning access, forklift movement and emergency access/egress at all times.
- Emergency gangways must be clearly identifiable and communication to all personnel working within the event space
- If working at height is taking place, then appropriate management and a safe method is required at all times. Organiser (Principle Contractor) should have all relevant health and safety documentation for the activity available should Venue request a copy.
- Any activity requiring hot works requires Venue permission.
- All accidents, incidents and near misses within event spaces must be reported immediately to the Organiser (Principle Contractor) or Venue Event Manager
- Please maintain good housekeeping at all times and dispose of waste in an appropriate manner
- Smoking (including e-cigarettes) are only permitted in designated smoking areas around our buildings
- NAEC Venue Management team have access to all CDM sites at all times



Site Rules

- The NAEC Site Rules will be advertised at all of the Venue loading doors. We expect these site rules to be incorporated into each event's rules as well as the sub-contractors' rules (space only stands), as they are applicable to all personnel working within the halls. They should also be included in the Event Exhibitor
- Emergency gangways should be maintained to allow cleaning tractors, forklift movement and emergency access/egress at all times. Emergency gangways must be clearly identified and communicated to all personnel working within the halls/CDM site
- Compliance with Site Rules, eGuide, H & S legislation, Covid19 All Secure Framework and CDM regulations is required at all times
- Only authorised access is permitted into the exhibition halls. All personnel working within a CDM site must be inducted and informed of the Site Rules.



Site Rules

- Appropriate management and safe methods of working at height is required at all times
- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.
- PPE. You must bring the appropriate personal protective equipment and clothing with you, on site, to do your job before you start work– including appropriate footwear. This equipment will be worn without fail when required.
- All Hot Work requires a hot work permit from the venue
- All contractor accidents, incidents & near misses must be reported immediately to the organiser
- Work tidy – Maintain good housekeeping at all times and dispose of all waste in an appropriate manner



General Health and Safety

The Health and Safety arrangements at the event are intended to keep you safe and incident free. Whilst working at Stoneleigh Park it is important that you are aware of the safety rules and procedures, not only for your own safety but those of your colleagues.

You have a responsibility to yourself and others in the CDM site.

Please work safely and if you see something that may be of danger report it immediately to the organisers office, the venue or your line manager.



Fire Emergency Procedures

On discovering a fire

Sound the alarm by activating the nearest Alarm Call Point.

Inform either Security, the Event Organiser, the Venue Event Manager or call 02476 696969 detailing the location and nature of the fire and details of any casualties

The Venue Event Manager will contact the emergency services.

If you cannot contact any of the above then telephone the fire brigade on **999** or (9)999 from an internal line. Give them your location and the postcode CV8 2LZ.

Tackle the Fire only if trained and safe to do so with the extinguishers provided. Remember, **do not put yourself at risk.**

On Hearing the Alarm Announcement.

Leave the building by the nearest available route.

Where possible close doors behind you.

Follow the directions of Security Staff and assemble on your nearest Evacuation Point.

Do Not

Take any unnecessary risks

Return to the building unless authorized by the Venue Event Manager and/or the Fire Officer



Fire Evacuation

If an evacuation is necessary you will hear the following announcement broadcast over the public address system:

“Attention please, attention please. Here is an important announcement. It is necessary to ask everyone to leave the building. Please make your way calmly to the nearest exit. Do not return to your vehicles. Everyone will be re-admitted as soon as possible.”

Use the nearest available emergency exit route to the appropriate assembly point. In the unlikely event that an evacuation is necessary please remember to take your colleagues/visitors with you.

Cancellation

The fire procedure is cancelled by the following instructions broadcast over the public address system.

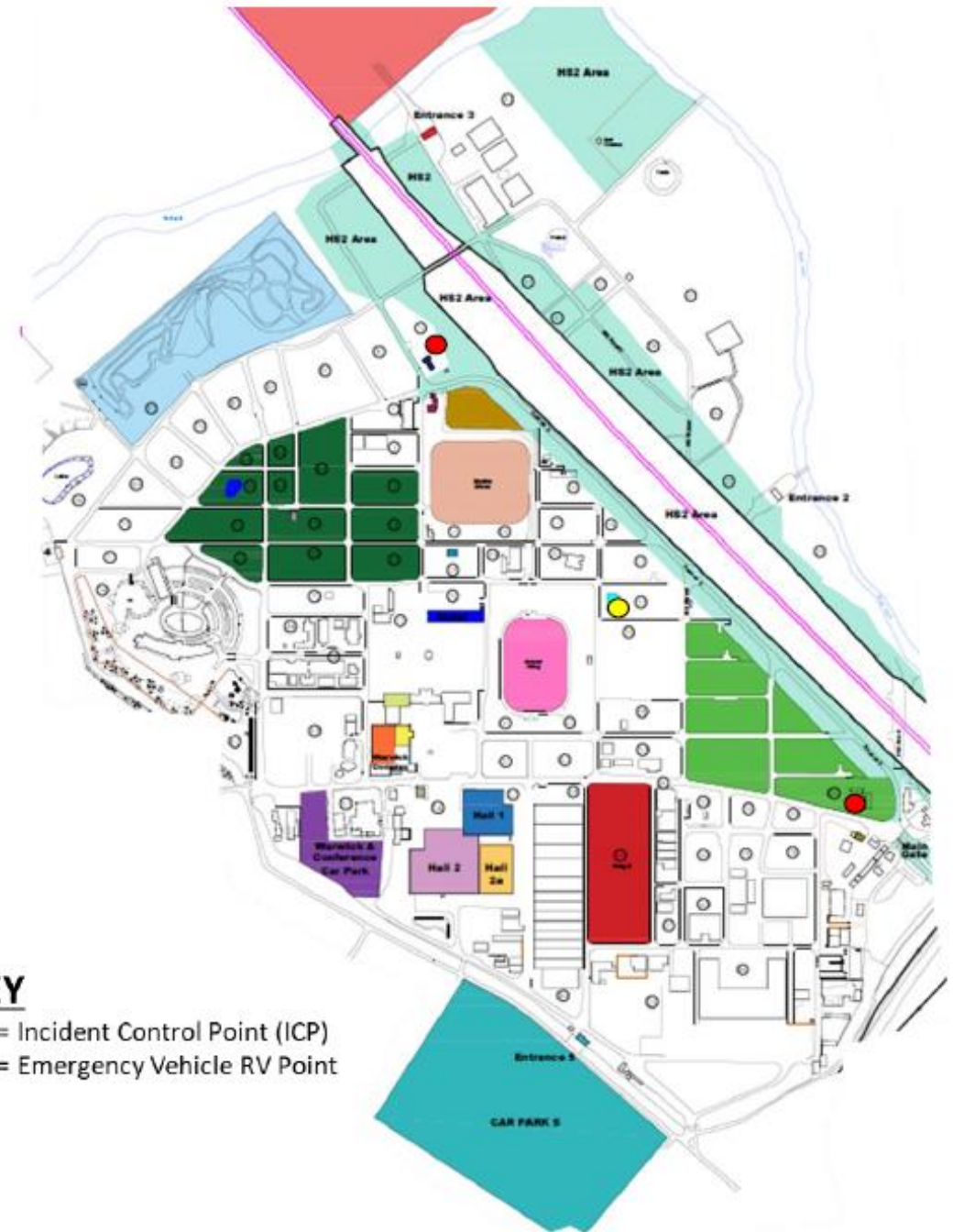
“Attention please, attention please. Mr Goodfellow is no longer required.”



EVACUATION

If it becomes necessary to evacuate the venue for any reason, an alarm will sound.

If the alarm sounds, everyone must leave the venue for their own safety. Please make your way to the nearest emergency exit and follow instructions from Stoneleigh Events Staff & the Security Stewards who will direct you to the nearest available assembly area (as detailed on the site map).



Security Information

Unattended items

- Do not touch or move any suspicious item.
- Remain vigilant at all times, Vigilant behaviour by staff and members of the public can disrupt potential attack planning.
- Be aware of suspicious people, incidents and packages.
- Please refrain from using two way radios or mobile phones near any suspect packages as they are not intrinsically safe and could set off any potential explosive device.
Report them to the Security Suite, by dialing 02476 696969. immediately.
- Follow the instructions that you are given. Remember, always be alert and never look after
- items belonging to other people.

(Please ensure that you leave a 25-metre distance from the item/package if using a mobile phone.)



Security Information

Bomb threat

- In the event of a bomb threat, you will hear the following announcement:
“Ladies and gentlemen - due to circumstances beyond our control it is necessary for you to leave the building/area as quickly as possible through the exits that are being indicated by the Stewards’.
- leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area.
- If nothing is found, tell your Fire Warden, who should report “Area Clear” to the Security Team immediately after the search.
- If you find a suspicious object, Call 999 DO NOT touch or move it. Calmly clear the area of people and report to the Venue Team, Security Team, Organiser Immediately .
- Do not use Radios within 15 metres
- If the threat is deemed to be false by the Police then the alert will be cancelled, and normal activities will be allowed to resume.



First Aid or Medical Emergencies

The Medical First Aid room is located inside the main Foyer Entrance to Hall 2.

For medical enquires please call - 02476 696969

In the event of a medical emergency

Please report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969 giving the following information.

If possible give the following information:

- The location
- The problem
- Is the patient conscious?
- Is the patient breathing?
- Their approximate age
- Do they have chest pains?
- Are they bleeding?



Getting Help

In the event of a medical emergency

Please report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969 giving the exact location of the casualty and details of injuries sustained.



Welfare

Toilets

Your nearest toilet facilities are accessed in the main Hall Entrance.

Water

Drinking Water can be located in the foyer of Hall 2

