

ROAR

B2B

ExCel London 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 ExCeL London – 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.



Contents

- What is CDM
- Site Rules
- General H&S
- Emergency and Fire safety Information
- Security Information
- First Aid or Medical Emergencies
- Getting Help
- Welfare



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

- All forklift and vehicle movement within the halls and outside the halls, that is directly linked to an event must be co-ordinated and managed safely by the Principal Contractor (organiser) of the event.
- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by appointed contractors who have supplied a relevant in date licence.
- Remember the speed limit in the halls is 5mph
- Compliance with ExCeL Traffic Rules at all times
- Be safe and be seen – Hi Vis Vests must be worn at all times when loading and unloading your vehicles in the loading bays and when entering the halls during the construction and De-Construction phase (Build up – Breakdown periods.)



Site Rules

- 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 ExCeL London 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

Break the glass on the nearest manual call point (coloured red), which are located adjacent to all exits, or contact the Security Suite by dialling 4444 on an internal telephone or 020 7069 4444 immediately.

Only if you have been trained and it is a very minor fire and is safe to do so, tackle the fire with the nearest suitable fire extinguisher. Always ensure that there is a safe exit route before attempting to extinguish any fire.

In the event of a fire report

You will hear the following instructions broadcast over the public address system:

“Attention please, attention please. Mr Goodfellow report to the security suite.”

Take no immediate action, stand-by and wait for further instructions and prepare to evacuate. Remember, **do not put yourself at risk.**



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.”



Assembly points

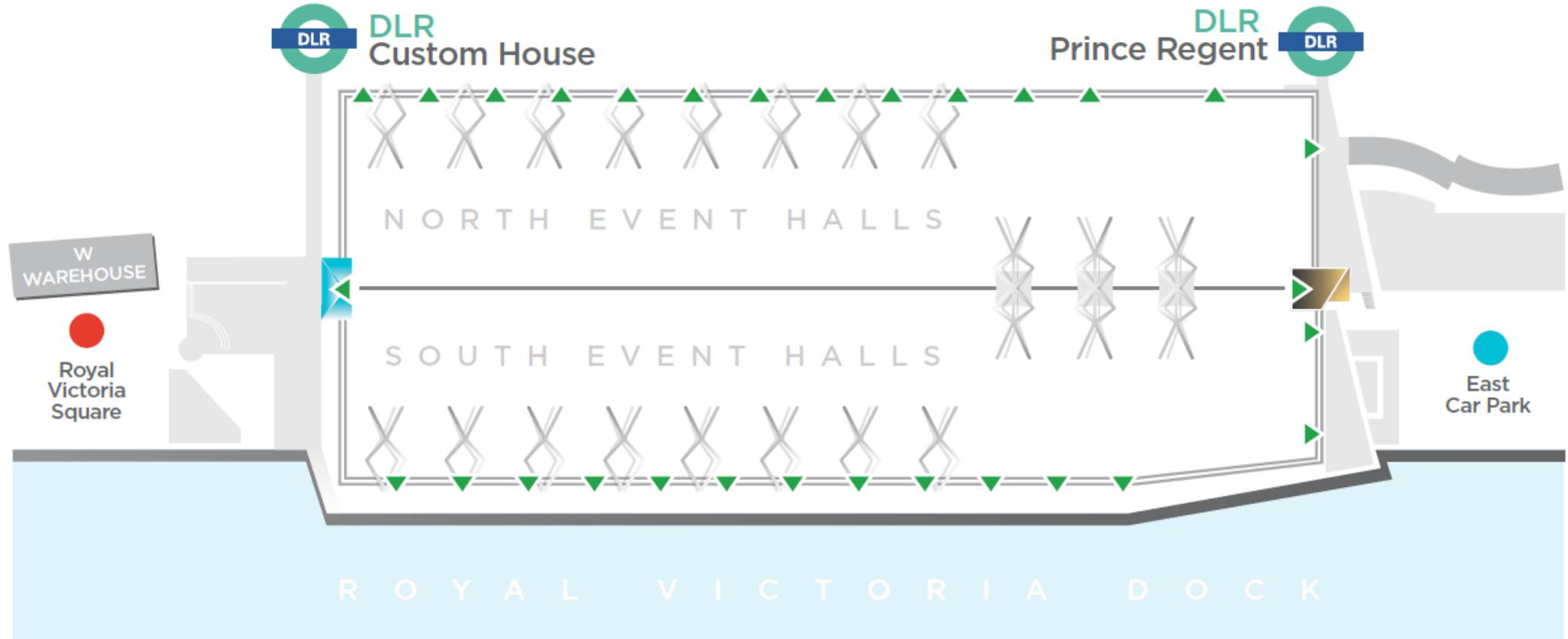


● West assembly point

● East assembly point

▲ Venue exits

In case of an emergency leave by the nearest exit and please make your way to your closest assembly point.



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 dialling 4444 on an internal telephone or 020 7069 4444 immediately.
- Follow the instructions that you are given. Remember, always be alert and never look after items belonging to other people.



Security Information

Bomb threat

- In the event of a bomb threat, you will hear the following announcement: “Attention please, attention please. Staff call 100.”
- Do not 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 Suite immediately after the search on internal 4444 or in person if necessary.
- If you find a suspicious object, DO NOT touch or move it. Calmly clear the area of people and report to the Security Suite immediately on internal 4444 or in person if necessary.
- The Emergency is cancelled by the announcement: “Attention please, attention please. Staff call 100 is cancelled.”



First Aid or Medical Emergencies

The Medical First Aid room is located on level 0 between N4 and S4 boulevard shutters down the stairs.

For medical enquires dial 5556 from any internal telephone.

In the event of a medical emergency dial 4444 from any internal telephone.

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 dial 4444 from any internal telephone or 020 7069 4444 immediately.



Welfare

Toilets

Your nearest toilet facilities are accessed via the boulevard just outside the hall.

Water

There are four water refill stations located by the East and West Entrances as well as by the halls S4 and S7.

