

## CDM Form

### 1. **Site Rules & Induction**

**Please ensure that all staff members bring a signed copy of this document onsite**

Site Rules & Induction are a requirement under CDM. Please read the following carefully and sign at the bottom.

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
- 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

#### **Site Phases**

- The event period (tenancy) is **from Monday 28<sup>th</sup> October – Thursday 31<sup>st</sup> October** and is split into 3 clear phases
- Be aware of what phase the site is in when you are working on site
- Access to the event hall is only available with a contractor pass and must always be clearly visible

**Red – Monday 28<sup>th</sup> October (10:00 – 17:00)**

**Red – Tuesday 29<sup>th</sup> October (08:00 – 14:00)**

**Amber – Tuesday 29<sup>th</sup> October (14:00 – 20:00)**

**Green – Wednesday 30<sup>th</sup> October (08:00) – Thursday 31<sup>st</sup> October (16:00)**

**Amber – Thursday 31<sup>st</sup> October (16:30 – 21:00)**

**Red – Thursday 31<sup>st</sup> October (21:00 – 22:00)**

#### **So, first 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 / toolbox 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

#### **Remember where you are; stick to the Contractors' & Employers' Code of Conduct.**

- You should always be mindful of your behaviour
- Smoking is not permitted – Including E-Cigarettes
- You must always wear hi-vis vests and appropriate footwear as per your employers' risk assessment during the Red Phases of the event
- You must ensure the utmost care & consideration is taken when working on
- Alcohol on site is not permitted

#### **Fire Precautions**

- All gangways must be maintained as adequate escape routes (2m) and kept free from obstruction
- All fires (no matter how small) must be reported to the Organisers office immediately
- All precautions to prevent fires must be taken and advice on fire prevention issues can be obtained from the venue fire officer
- Please read and understand the venue's Fire, Bomb and Emergency Procedures that can be found in the Exhibitor Manual. This must all be distributed to all stand personnel.
- Smoking is not permitted – Including E-Cigarettes
  - All stand personnel must ensure they are aware of the location of the nearest fire alarm, escape route and fire extinguishers

**First aid arrangements**

- Where is your own first aid kit?
- All accidents/incidents must be reported to the Organisers Office
- First aid facilities are available during tenancy hours – Please contacts a member of the Security Team located at all VE access doors.

**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 cannot, report it to the Organisers Office or Floor Manager without delay.
- Report accidents – even minor ones – it could prevent a more serious one

**General site requirements**

- Use the toilets and hand-wash facilities provided throughout the venue.
- The use of alcohol or drugs is **strictly prohibited** during working hours onsite. Random testing of drivers will be carried out. The Road Traffic Act **does** apply on site and it is just as much an offence to drive under the influence on site as it is on the public highway. Offenders will be reported to the police.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- The contractor is responsible for removing their own waste and disposing of it in accordance with the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012.
- Liquid waste must not be poured down into either rainwater or foul water sewers or drains.

**Site rules for use of vehicles and operation of mobile plant:**

- Valid full driving license for the type of vehicle concerned
- 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.
- Use seat belts, if fitted.
- No passengers carried unless a proper seat is fitted for each one of them;
- Authorisation to drive may be removed by Organiser for repeated breaking of these rules.
- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by people who have supplied a relevant, in date license to the Operations team.
- Please ensure that any reversing vehicles have a banksman,
- Safety reversing alarms are required on all vehicles that can be operated in reverse.
- Passengers **MUST NOT** be carried on forklifts or dumpers, or where there is no provision for a passenger.

**Site rules for work at height:**

- Avoid working at height - if that is possible.
- Suitable towers, ladders, and stepladders - long enough for the job and in good condition – used safely
- Working above 2m will only be permitted if there is a Safe System of Work (SSOW) in place and agreed with the principal contractor

**Site rules for Compressed Gases**

- All compressed gas cylinders, prior to being bought into the venue, must be identified, and recorded by a venue Fire officer
- All cylinders must be stored in the venue designated storage areas
- All cylinder valves must be fully closed when not in use
- Under no circumstances are cylinders to be stored within the show venue when open to the public
- Safe Working Practice for the Use and Handling of LPG must be complied with

**Site rules for 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 enough heat to cause ignition are prohibited. 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!

**Site rules for basic personal protective equipment:**

- Hi-vis (worn properly) & safety footwear to be used during the Red Phase.
- Other PPE - safety helmet, eye and hearing protection, gloves as required by your own risk assessments.

**Disciplinary action in relation to safety**

- Safety is in the same category as work performance and other disciplinary issues.
- Breaking safety rules will result in a warning to the person concerned and to the company employing them.
- Repeated breaking of safety rules may result in the Principal Contactor requiring the removal of a contractor from site.

I agree that I have read and understood the site rules & induction