



BUSINESS DESIGN CENTRE

Venue rules and regulations Associated with the cdm 2015 regulations

CONTENTS:

- 1.....BDC Venue Induction Information
 - 2.....An Overview of CDM
 - 3.....Onsite Rule and Regulations
 - 4.....Onsite Rule and Regulations
 - 5.....Loading Bay Rules & Regulations
 - 6.....Traffic Rules
 - 7.....General Health & Safety
 - 8.....Emergency and Fire Safety Information
 - 9.....Emergency and Fire Safety Information
 - 10.....Emergency and Fire Safety Information
 - 11.....First Aid
 - 12.....Fire - Raising the alarm
 - 13.....Emergency Exit
 - 14.....Help Contacts
 - 15.....Welfare
-

I.

BDC VENUE INDUCTION INFORMATION

These Rules and Regulations are for the purpose of staff, contractors, organisers and exhibitors and should be read and adhered to in every stage of the exhibition process.

This information must be conveyed to all contractors working on behalf of the organisers and stand exhibitors. These will include any companies who are delivering and/or installing Stand Extras, AV set - up, Carpet Installation, Signage, Furniture or anyone working on an event.

Failure to participate and comply with these requirements and regulations will result in access being denied and/or removal from site and may also lead to disciplinary procedures being taken.

For all organiser purposes: all contractors must be compliant to these regulations and work will not be able to commence until all Health & Safety Documentation has been received and approved by the Organisers.

Organisers must provide a show specific risk assessment to the Venue Services Manager prior to the show.

2.

AN OVERVIEW OF CDM:

The Construction (Design & Management) Regulations 2015 (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.

With effect from 6th April, CDM now applies to the Entertainment Industry. This includes exhibitions, live events, conferences, concerts, festivals, outdoor broadcasting, theatres etc. and includes all building and construction work including new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

CDM regulations clearly define roles and responsibilities for those managing health and safety of a construction project. These roles are:

- The Client (Organiser Responsible Person/CEO or possibly the Sales Team)
- The Principal Designer (Organiser Ops Team or an appointed third party contractor)
- The Principal Contractor (Organiser Ops Team or an appointed third party contractor)
- Designer
- Contractor (Venue, lifting, shell scheme, carpet, furniture contractors)
- Worker
- Sub Client (space only exhibitors and shell scheme exhibitors who construct within the shell scheme stand)

If you are required to enter a CDM site area as part of your work activity, you must comply with the Business Design Centre Venue Rules and Regulations as well as the Organiser's Safety Arrangements, when the hall is in tenancy.

3.

ONSITE RULE & REGULATIONS

- Emergency gangways, fire exits and doors should be clear and monitored at all times to allow for access and egress.
- Compliance with the Business Design Centre Site Rules, eGuide, H & S legislation 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 Business Design Centre Rules and Regulations whilst working on site.
- When working at height in the Gallery Bays you must not work less than a metre away from the railings unless you have a harness on.
- You must adhere to any notices within the venue, anyone not complying will be ejected off site.



4.

ONSITE RULES & REGULATIONS

- Appropriate management and safe methods of working at height is required at all times
- All Hot Work requires a hot work permit from the venue one month prior
- All contractor accidents, incidents & near misses must be reported immediately to the organiser or venue manager
- Maintain good housekeeping at all times and plan for the disposal of large quantities of waste to be removed from site
- Smoking (including e-cigarettes) is not allowed in the venue and only allowed in designated smoking areas outside the venue
- Anyone suspected of being under the influence of drugs or alcohol will be ejected from the premises immediately
- Shoes must be worn at all times while on site and appropriate PPE footwear to be worn when necessary.
- Children under the age of 16 must not be on the stand or on the exhibition floor during build up and breakdown.

5.

LOADING BAY RULES & REGULATIONS

- Any forklift and vehicle movement must be from an approved company and managed by the organisers. Photo ID of forklift drivers must be shown and a copy provided to the Loading Bay Manager
- Bankman's must be provided at all times when forklifts are in use
- All contractors, couriers and exhibitors must adhere to the Traffic Marshals instructions
- Yellow hatched markings are a no stopping area and must be kept clear and accessible at all times
- Green Pedestrian Walkways are clearly marked
- There is no pedestrian access in and out of the loading bay entrance
- A vehicle schedule must be provided and approved by the Business Design Centre prior to the show
- No vehicles must be left over night
- High-visibility jackets must be worn at all times
- No smoking in the loading bay

6.

TRAFFIC RULES

To help to maintain a safer environment:

- Please observe the 5mph speed limit in the Loading Bay at all times. Speeding on site will result in a ban from the venue
- Do not use your mobile phone whilst driving it is an offence to do so, unless it is a hands free
- Always wear your seat belt even on short trips
- Do not park your vehicles on the yellow hatched area or the pedestrian areas at any time
- Avoid obstructing points of access or egress
- No overnight parking is permitted
- Be aware of fork lift truck movement in the Loading Bay especially during build up and breakdown periods
- Always wear a high visibility jacket or bib when loading or unloading vehicles in the Loading Bay and at the front of the building
- No pedestrian access in and out of the barrier
- Please adhere to the loading bay marshals and security marshal's requests and instructions.

Any dangerous activity should be reported to either the Organisers of the Event, the Venue Services Manager or the Loading Bay Manager Immediately.

7.

GENERAL HEALTH & SAFETY - your duty of care

The Health & Safety arrangements at the Business Design Centre are intended to keep you safe and incident free whilst on site; whilst working at the venue, it is important that you are aware of the safety rules, procedures and arrangements that are in place, not only for your own safety but also that of your colleagues.

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

Please work safely and if you see something that may be of danger to yourself or others please report it immediately to the Organiser, the Venue Project Manager and/or your Line Manager.

8.

EMERGENCY & FIRE SAFETY INFORMATION



9.

EMERGENCY & FIRE SAFETY INFORMATION



Business Design Centre Staff Exhibitors/Tenants Fire Evacuation Procedure

WHAT TO DO IN AN EMERGENCY

IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM.

THIS MAY BE DONE IN SEVERAL WAYS.

PICK UP ANY INTERNAL PHONE AND DIAL 6666. THIS WILL CONNECT YOU WITH CONTROL. TELL THE DUTY OPERATIVE WHERE THE FIRE IS, YOUR LOCATION AND YOUR TELEPHONE EXTENSION.

OPERATE THE NEAREST FIRE ALARM CALL POINT BY BREAKING THE GLASS. IF YOU DO THIS (AND IT IS SAFE TO DO SO) PLEASE STAY NEAR THE FIRE POINT TO DIRECT THE ATTENDING SECURITY OFFICER TO THE FIRE OR DIAL 6666 AND INFORM THE DUTY OPERATIVE OF THE SITE OF FIRE.

IF IT IS DECIDED TO EVACUATE THE BUILDING YOU WILL HEAR THE FIRE ALARM BELLS AND TANNOY MESSAGE INFORMING YOU TO LEAVE THE BUILDING. PLEASE LEAVE BY THE NEAREST FIRE EXIT OR AS INSTRUCTED BY MEMBERS OF THE SECURITY STAFF. PLEASE FAMILIARISE YOURSELF WITH THE NEAREST FIRE EXITS TO YOUR OFFICE, SHOWROOM OR EXHIBITION STAND.

DO NOT STAY IN THE BUILDING ONCE YOU HAVE BEEN INSTRUCTED TO LEAVE. DO NOT STAY TO COLLECT HANDBAGS, VALUABLES ETC. LEAVE IMMEDIATELY.

FIRE ASSEMBLY POINTS ARE AS FOLLOWS:

FRONT OF BUILDING: FRONT OF BUILDING ALONG BERNERS ROAD AS ADVISED BY SECURITY

REAR OF BUILDING: PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL IN LIVERPOOL ROAD

PLEASE REMEMBER:

DO NOT DO ANYTHING TO ENDANGER YOUR LIFE. RESTRICT YOUR ACTIONS TO TRYING TO PREVENT THE FIRE FROM SPREADING BY CLOSING DOORS/WINDOWS ETC. AND RAISING THE ALARM. TRY TO PREVENT PEOPLE FROM GOING NEAR THE FIRE UNTIL HELP ARRIVES.

PLEASE TRY TO STAY CALM AND ENCOURAGE OTHERS TO DO THE SAME. PLEASE HELP THOSE THAT APPEAR TO BE EXPERIENCING DIFFICULTIES.

BDC STAFF/VISITORS/TENANTS FIRE EVACUATION PROCEDURE

WHAT TO DO IN THE EVENT OF A FIRE

IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM.

THIS MAY BE DONE IN SEVERAL WAYS

PICK UP ANY INTERNAL EMERGENCY PHONE. THIS WILL CONNECT YOU WITH CONTROL. TELL THE DUTY OPERATIVE WHERE THE FIRE IS AND YOUR LOCATION.

OPERATE THE NEAREST FIRE ALARM CALL POINT BY BREAKING THE GLASS. IF YOU DO THIS (AND IT IS SAFE TO DO SO) PLEASE STAY NEAR THE FIRE POINT TO DIRECT THE ATTENDING SECURITY OFFICER TO THE FIRE OR USE AN EMERGENCY PHONE AND INFORM THE DUTY OPERATIVE OF THE SITE OF THE FIRE.

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DO NOT STAY IN THE BUILDING ONCE YOU HAVE BEEN INSTRUCTED TO LEAVE. DO NOT STAY TO COLLECT HANDBAGS, VALUABLES ETC. **LEAVE IMMEDIATELY.**

FIRE ASSEMBLY POINTS ARE AS FOLLOWS:

FRONT OF BUILDING: **PARKFIELD STREET AS ADVISED BY SECURITY**

REAR OF BUILDING: **PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL**

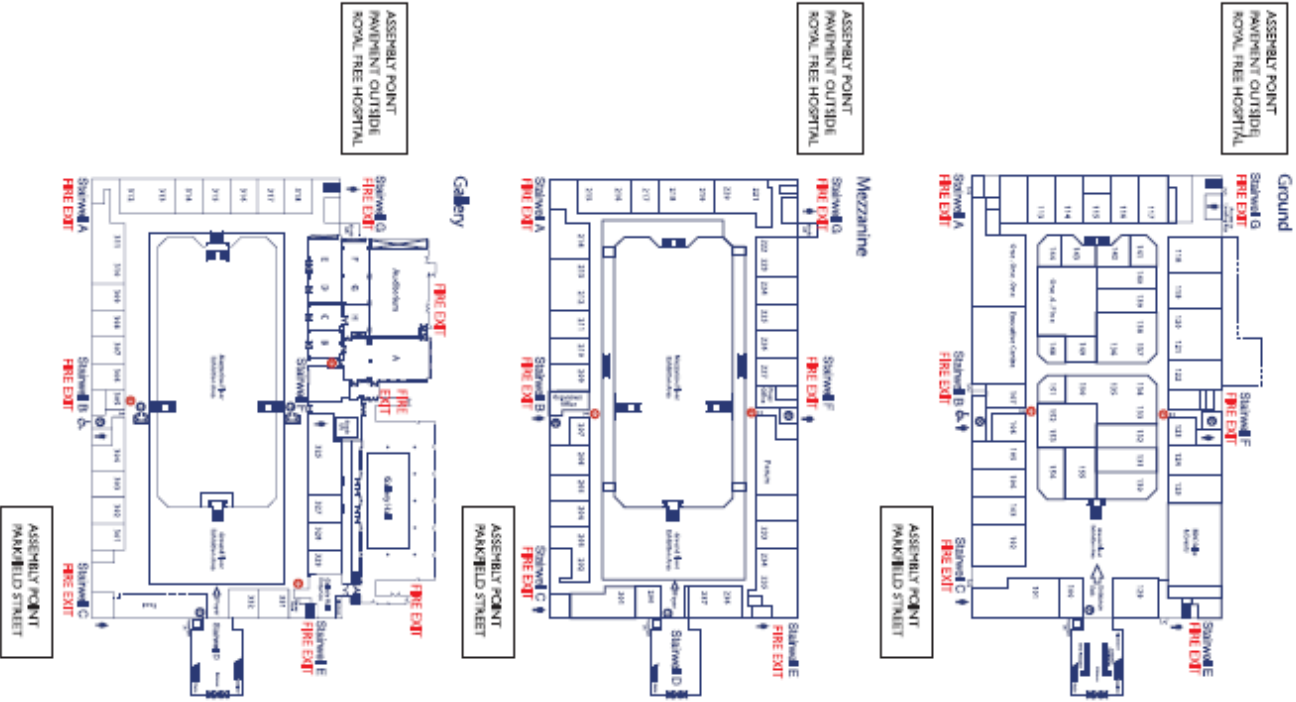
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PLEASE TRY TO STAY CALM AND ENCOURAGE OTHERS TO DO THE SAME. PLEASE HELP THOSE THAT APPEAR TO BE EXPERIENCING DIFFICULTIES.

DISABLED VISITORS WILL BE COLLECTED AND TAKEN TO THE ASSEMBLY POINT

THESE PROCEDURES SHOULD BE FOLLOWED IN ALL EMERGENCIES



II.

FIRST AID

If first aid is required simply:

- Contact the Organiser or Venue Services Manager for the Event

or

- Contact the Main Reception Desk by using any one of the internal red telephones or if using your mobile, ring 0207 288 6475

- **Tell them:**

- Exact Location
- Nature of medical emergency
- Is the patient male or female
- Approximate age
- Are they breathing, conscious or unconscious, nature of illness

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

12.

FIRE - RAISING THE ALARM

On discovering a fire, raise the alarm by pressing the fire alarm break glass point.

Look for the nearest fire points in your place of work now and not when you need them.



13.

FIRE - RAISING THE ALARM

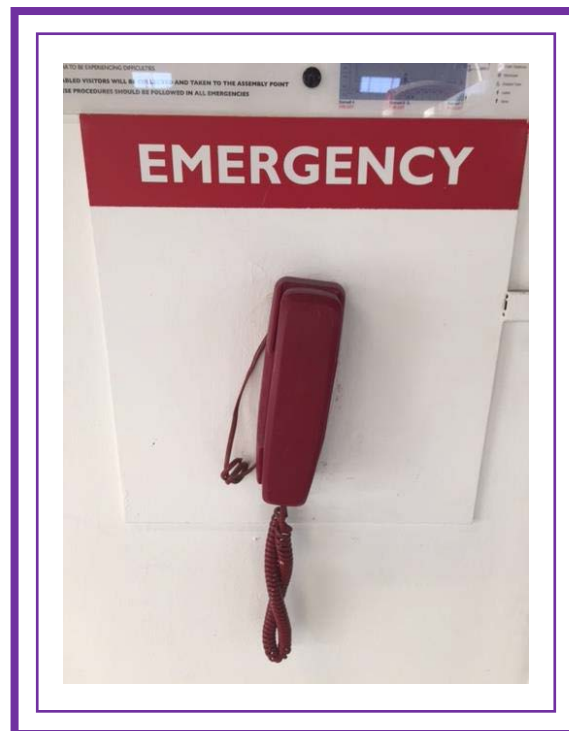
Or Use the Phone Inform Front of House on the Fire Emergency Number :
6666 (Internal Phones - quicker)

or

0207 288 6475 (External Phones)

Give the location and nature of fire.

Note – The venue will initially go into pre-alarm to allow the area to be checked and then a decision will be made as to whether the venue will go into full alarm at which point the alarm bells and an automated voice will sound.



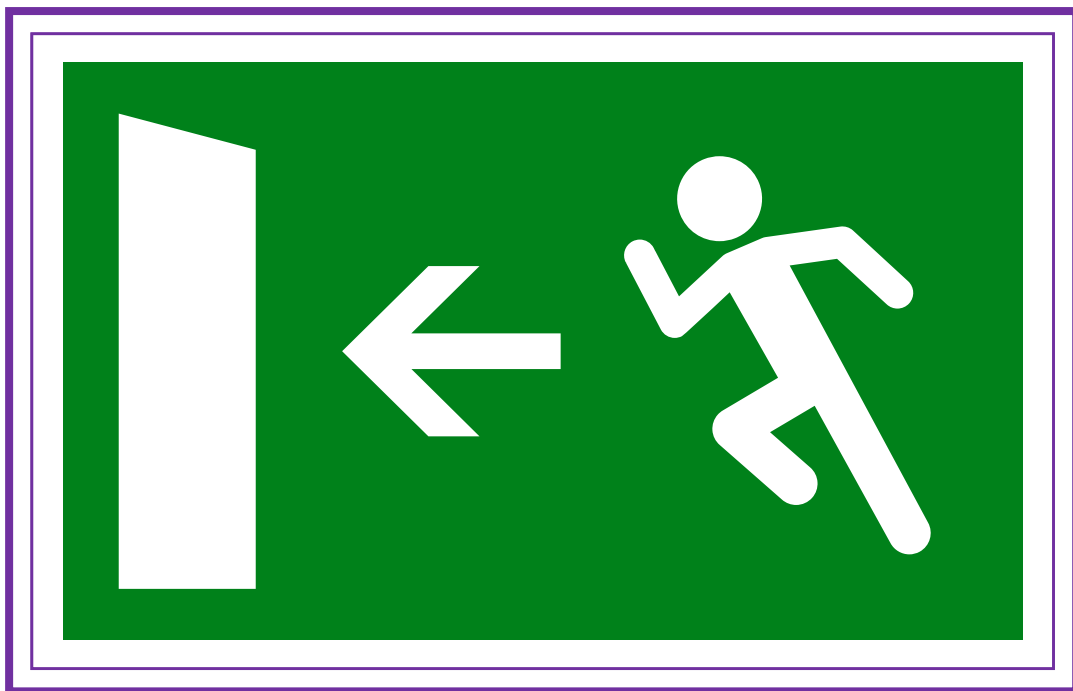
14.

EMERGENCY EXIT

Once you have raised the alarm you need to leave the building by the nearest exit.

Make sure others around you are aware and also begin to leave.

The Venue have designated fire marshals to direct you to the nearest exit and to make sure the venue is clear.



15.

HELP CONTACTS

If it is not an emergency do not call (9)999

Either call:

- Front Desk 0207 288 6475
- Medical 6666 or 0207 288 6205

Security, First Aid, Show organisers and venue staff are all linked with radio contact.

16. WELFARE



Toilets:

Your nearest toilet facilities are shown on the plan above.

Water:

Fresh drinking water is available from the “Jacks” restaurant in jugs free of charge. Bottled water can be bought from the Restaurant “Jacks” situated on the Gallery Level.