

## **BTME - HIC SITE RULES**

- Contractors/Exhibitors must report to the Dragon Road Holding Area before entering site – NO VEHICLES will be permitted on site unless issued with a pass from Dragon Road.
- All staff, contractors and drivers must follow instructions given by the traffic marshalling & security personnel.
- The maximum speed limit is 10mph on the service road and 5mph within the halls.
- Be aware of pedestrians, fork lift trucks and other moving vehicles at all times.
- Vehicles should follow the one way system, unless instructed by the traffic marshalling & security personnel and all reversing vehicles must be guided by a banksman.
- No parking is allowed on paths, pedestrian walkways, yellow lined or hatched areas or in front of fire exit doors.
- Fork lift trucks must only be operated by personnel who have received appropriate training and are licenced.
- Pedestrians are required to keep to the marked walkways and crossing points on the service road.
- Use of hand held mobile phones whilst driving any vehicle is strictly forbidden.
- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.
- Aisles, gangways, fire exit routes and doorways must be kept free from obstruction at all times.
- Smoking, including e-cigarettes, is only permitted in the designated smoking areas adjacent to cigarette bins.
- CCTV is in operation in this area.

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## Exhibitors - What they need to do\_1.0

Exhibitors need to ensure that their participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

These documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, HSE's exhibition specific guidance on CDM2015 and also the HSE's official L153 guidance on CDM.

**Space Only Exhibitors:** Please read and take note of these guidelines, as they do apply to you.

**Shell Scheme Exhibitors:** These guidelines only apply to you if you intend to carry out any construction within your shell scheme stand (i.e. build within your shell scheme). Stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction.

### Understand your responsibilities:

Under CDM you are defined as the **CLIENT** (*see appendix1 organogram*) and your duties are:

- a. Make arrangements for managing a project. You **do not** need a specialised CDM co-ordinator. You **do** need to ensure that someone is named as responsible for ensuring all of the required roles are fulfilled. The majority of your responsibilities can be delegated to your space only stand builder/designer if you use one.
- b. Ensure construction work is carried out safely and that welfare requirements are complied with. This can usually be delegated to your Designer/Contractor.
- c. Ensure a Construction Phase Plan is drawn up. The responsibility here is to ensure that there is one. Your Designer/Contractor will do this for you and will run alongside existing Risk Assessments and Method Statements that they should be doing as part of their obligations under other legislation.
- d. Notify the project if above threshold. You will be required to notify the HSE if the construction phase exceeds 500 person days or in the more unlikely event that the construction phase exceeds 30 working days and has more than 20 workers working simultaneously at any point in the project – <https://www.hse.gov.uk/forms/notification/f10.htm>

### Appoint a Principal Designer, Principal Contractor & Contractors:

- a. The Principal Designer would be the person or company who is in control of the 'designs' of your stand.
- b. The Principal Contractor would be the person or company who is in control of the 'build' of your stand.
- c. The role of Contractor is often provided by the same company who fulfill the Principle Contractor role. However, should the Principal Contractor employ a third party to actually deliver on-site, the third party would take this responsibility on.
- d. The above roles may be carried out within your own business, by one external party or by 2 separate parties. They can also be carried out by the same person – the important thing to remember here is that you appoint parties to fulfill the below elements and the parties you appoint are competent, understand their responsibilities and liaise with each other.

The Principal Designer must:

- Ensure that all planning and design, pre-construction, is carried out in compliance with the law.
- Ensure that risks are identified, eliminated and controlled at the design stage.
- Ensure that a Construction Phase plan is drawn up and a Health & Safety file is prepared and revised where necessary.
- Ensure that pre-construction information is provided to contractors.

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## Exhibitors - What they need to do\_1.0

The Principal Contractor must:

- Plan, manage and co-ordinate the construction phase (build-up & breakdown).
- Ensure work is carried out without risks to Health & Safety.
- Draw up site rules for the stand area (these will often mirror the Event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities.
- Restrict access to your site as and when required by the work being carried out at the time.

The Contractor must:

- Plan, manage and monitor the way construction work is carried out. This includes ensuring it is safe to construct and remove within an event environment.
- Plan construction in such a way that it has little or no impact on the neighbouring constructions or contractors.
- Provide information, instruction and training.
- Liaise onsite with Event Operations team.

### Site Rules and Site Information:

The Event Organiser should issue Site Rules and Information prior to coming onsite. This is a key part of your induction process so it is essential that anyone coming onsite – this includes your staff, temporary staff, contractors etc. – has a copy of these and has read them.

Your Principal Contractor should consider these rules when formulating their Construction Phase Plan and your own site rules.

### Construction Phase Plan:

A Construction Phase Plan is similar to a Risk Assessment but with the following additions:

- Who are the duty holders? (particularly Principal Contractor)
  - What training/experience do they have?
  - What do they need?
  - How will they be monitoring progress & safety?
- How will site rules, changes of information, Construction Phase Plan, Method Statement, Risk Assessment, Accidents & Incidents be communicated?
- What consultation process is in place with your contractors?
- Who is responsible for what?
- What are the site rules?
- What are your Welfare Arrangements?
- What are the main dangers in your construction process and what controls are in place?

The Event Organiser may be able to provide you with a template which you may use, although the style with which you provide the plan is not mandated. Included within this guidance is an approved CPP template.

## Exhibitors - What they need to do\_1.0

### Welfare Arrangements:

The majority of requirements required through CDM are already in place at most major UK Venues and this information should be detailed on the Site Rules & Information:

- Access to toilets.
- Access to seating.
- Access to drinking water.
- Access to a retail food outlet or alternative source of sourcing food.

Over and above that, you should ensure that the Welfare of the team carrying out the construction is planned for.

Think about:

- Working hours.
- Equipment required.
- What Protective equipment (PPE) is required?