

Site Rules & Site Induction

Site Rules

Whilst working at Smart Factory Expo 2022, it is important that you are aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.

All of your employees and contractors are required to read these Site Rules prior to working at Smart Factory Expo 2022 and the following apply to all staff, organisers, contractors and exhibitors:

- Comply with Venue Traffic Rules and follow the instruction of venue traffic marshals at all times
- Vehicle access into the halls has to be approved by the Venue/Organisers of the event.
- Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit and operate with hazards/turned on lights.
- Drivers must give way to pedestrians within the event hall/s and pedestrians must give way to vehicles within the loading bay/s
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training
- Appropriate management and safe methods of working at height is required at all times – in any areas where working at height is being carried out, the immediate area must be controlled
- Ladder work must only be conducted for short work periods - you must NOT stand on the top tier of your ladders -any unsafe ladder work may result in the employee being ejected from the venue
- No substances are to be used in the hall which have not been pre agreed by the venue and event organiser
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Appropriate PPE & footwear should be worn whilst working in the venue – flip-flops, open-toed sandals, etc. are NOT acceptable
- No hot works can take place in the venue without a Hot Works Permit being issued
- All contractor accidents, incidents & near misses must be reported immediately to the organiser
- Work Tidy - during builds and breakdowns, you must ensure aisles are kept clear at all times and that all waste is to be disposed of in an appropriate manner

Site Induction

1. EMERGENCY PROCEDURES

SECURITY

- If you have any security concerns please contact a venue employee or the organiser's office. Inform them of the nature and location of the problem.
- Do not leave any personal belongings or valuables unattended on your stand, the venue and organisers cannot be held responsible for any losses.

FIRST AID

- Should you need medical assistance contact a venue employee or the organiser's office. Inform them of the location and nature of the medical emergency. They will radio for assistance.
- If possible give the following information:
 - *Who you are*
 - *Who the injured person is*
 - *Exact Location*
 - *Nature of medical emergency*
 - *Is the patient male or female*
 - *Approximate age*
 - *Are they breathing, conscious or unconscious*
 - *Nature of illness – do they have chest pains/are they bleeding, etc.*

DO NOT PHONE FOR AN AMBULANCE – a venue first aider will do this if required.

All accidents, incidents or near misses must be reported to the Organiser/Venue Event Manager

FIRE

On discovering a fire:

- Raise the alarm by contacting a venue employee, informing them of the nature and location of the incident
- Remove persons in immediate danger to safety
- Close doors behind you
- Only tackle fire if exit is obstructed

EVACUATION

- In the event that the venue needs to be evacuated the following announcement will be broadcast over the public address system:

“Attention please, attention please. We have an emergency within the buildings. Please leave by the nearest available exit. Do not use the lifts”

- Immediately leave the building the nearest exit
- Do not use lifts
- Do not stop to collect personal belongings
- Muster on the piazza as shown on the plan
- Do not leave the assembly point unless instructed

Do not re-enter the building until instructed



2. WELFARE ARRANGEMENTS

ORGANISERS OFFICE

- The organiser's office will be located outside the Exhibition Hall in the Lower Galleria. If you need to contact a member or the organisers team on-site please call +44 (0)1746 764100.

TOILETS

Toilets will be provided during the build-up and breakdown periods in the following locations;

- Level 2 (Ladies, Gents and disabled toilet both City Side and River Side)
- Mezzanine Level (Ladies, Gents and 2 x disabled toilets)
- Lower Galleria Level (Ladies, Gents and 2 x disabled toilets)

CATERING AND WATER

- Food outlets are available onsite during build up and breakdown on the Upper Galleria
- Other catering outlets are available around the Albert Dock and surrounding areas
- Water fountains are located on the lower galleria and lower riverside entrance

SMOKING

- Smoking (including e-cigarettes) is only permitted in the designated smoking areas

ALCOHOL AND DRUGS

- Anyone found to be drinking alcohol or taking drugs will be asked to leave the venue