



SITE RULES & INDUCTION – SPACE ONLY STANDS

Whilst working at Diabetes Professional Conference 2020, 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 the site rules below, prior to working at Diabetes Professional Conference 2020 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/lights turned on. There is a 15MPH speed limit around the SEC campus
- Drivers must give way to pedestrians within the event hall and pedestrians must give way to vehicles within the loading bay
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training and have the appropriate licence to do so
- Report all accidents and near misses at the earliest opportunity
- 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 and hard hats worn if deemed necessary
- 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. Ladders MUST be of an industrial type
- No substances are to be used in the hall which have not been pre agreed by the venue and event organiser
- Contractor wristbands must be worn at all times during build and breakdown
- Hi Visibility Jackets are mandatory during build and breakdown. Appropriate 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 Operations Team on-site
- Work Tidy - during build and breakdown, you must ensure aisles are kept clear at all times and there is no undue obstruction to fire evacuation routes. All waste is to be disposed of in an appropriate manner
- Do not allow anyone under the age of 16 into your work area when construction is taking place
- Never dispose of residual materials (e.g. paint, thinners or other chemicals) by flushing them down toilets or pouring down sinks/drains

First Aid

Should you need medical assistance, please contact a venue employee or the Operations Team, who can be found patrolling the hall floor or in organiser office 4.5.

The medical centre is located in the East end concourse, adjacent to the Information Desk. They can be contacted on extension 333.

Treatment Area	Facilities provided	Staffing
SEC Medical Centre (Event cover only)	Major incident response Minor Injury / Illness response First Aid response	Ambulance Scotland A&E Consultants Ambulance Scotland A&E Nurses Ambulance Scotland Paramedics
SEC Centre First Aid Room (Primary First Aid facility)	Minor Injury / Illness response First Aid response	Event cover Ambulance Scotland First Aiders Non-event cover SEC First Aiders

If you need first aid assistance and cannot get to one of our treatment centres – call our Security Control room and they'll get someone to come to you.

You can call them on 0141 576 3888 (emergency) or 0141 576 3290 (non-emergency).
From an internal phone, the extension is 888 (emergency) or 290 (non-emergency).

The SEC also have defibrillators on site, contact the Security Control Room if you need to find your closest one.

What Should I do if someone has an accident?

Notify the nearest door safety steward immediately; they will contact SEC Security Control to kick-off the correct response and direct the emergency services to the location of the accident. If you are unable to reach the Security team, contact 999 immediately and notify the Operations Team.

Hazards, Near Miss and Accident Reporting

Everyone working at the SEC has a responsibility for their own health and safety and the safety of others.

Everyone must report hazards, near misses, and accidents - no matter how trivial they may seem. If they are not reported, then actions cannot be taken to eliminate any future risk of injury and or damage.

You must inform the Operations Team at the earliest opportunity.

Fire

If you discover a fire:



Break the glass on the nearest manual call point, normally located by exit doors
Advise others in the vicinity to leave the area

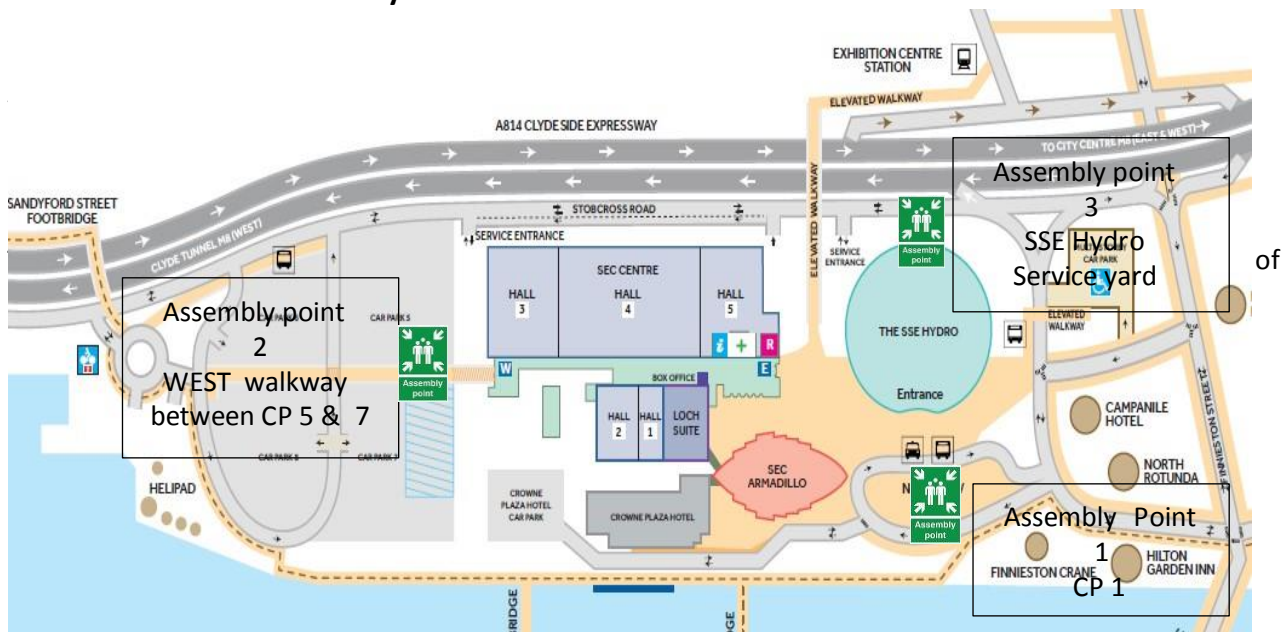
Please be aware that when a fire system detection device is activated, the Security team will respond IMMEDIATELY even if you do not hear an audible alarm.

Should it be necessary to evacuate, the following message will be broadcast across the campus;

**“Attention please, Attention please
An emergency has arisen within the centre
Please leave the building by the nearest available exit
Do not use the lifts”**

As soon as the instruction to evacuate the venue is heard, you must leave the premises by the nearest available exit. Follow the directions from G4S or SEC team members to your designated assembly point.

Fire Evacuation and Assembly Points



Welfare Facilities

Organisers Office

The organisers office is located in room 4.5, adjacent to Hall 4

Toilets

Facilities are located throughout the venue and are complete with wash hand basins

Catering & Water

Food outlets are available onsite during build and breakdown periods

Drinking water is available to purchase throughout the venue

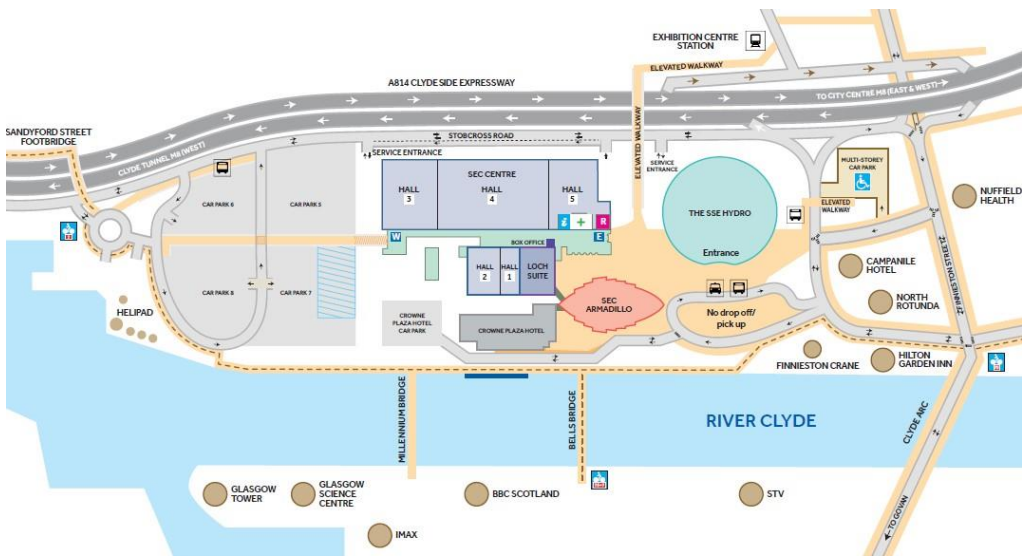
Smoking

Smoking and vaping is only permitted in designated smoking shelters

Alcohol and Drugs

Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue

Campus Layout





EXHIBITION
SERVICES

www.exhibitionservices.com

SITE INDUCTION DECLARATION

CDM (Construction, Design & management) regulations are now in place for the exhibition industry. The regulations provide a framework to help you ensure that your participation at this event is carried out safely. Full CDM regulations will be in place throughout the build and breakdown periods.

If you are planning to enter the exhibition hall during this time, you must complete a site induction prior to arriving on site and ensure minimum requirements are met, such as the correct use of PPE and the following of site rules and procedures above.

If you are unsure of your responsibilities regarding CDM, please refer to the CDM resource pack, where you can find all the information;

<https://www.essa.uk.com/resources/cdm-resources>

Please complete the form below as confirmation that you have read this document completely and understand your requirements under the regulations.

Space Only Exhibitor

We have received the DUKPC 2020 Site Induction & Rules and confirm that all company representatives who will be working on-site during the build-up and breakdown periods, will read this information prior to their arrival on-site.

Company Name: _____

Stand Number: _____

On-site Contact Name: _____

Contact Telephone No: _____

Our out of hours number is: _____

Please return to:

Dee Howes, Exhibition Services Limited

Email: events@exhibitionservices.com