

# The International Centre Site Induction

Construction Design & Management 2016

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the  
**internationalcentre**  
telford

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# Site Induction

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It is essential that anyone working in and around any CDM site within The International Centre (TIC) participates in this induction. This includes all organisers, exhibitors, contractors and TIC staff.

It is important whilst working at TIC that you are aware of safety rules and procedures that are in place

All of your contractors and employees are required to read this document prior to working at or around The International Centre

# Emergency Evacuation Procedure

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Please ensure that you are familiar with your nearest Emergency Exits

If you discover a **FIRE** raise the alarm immediately via the nearest 'Break Glass' or by informing a member of staff or Duty Manager

Fire extinguishers & break glasses are located next to each Fire Exit within the Halls



# Emergency Evacuation Procedure

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In the event of an Emergency Activation you will hear the following automated message:-

**‘ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITHIN THE BUILDING, PLEASE LEAVE VIA THE NEAREST AVAILABLE EXIT’**

On hearing this message, please leave the Building IMMEDIATELY by the nearest exit in a calm and orderly manner

**DO NOT** use the lifts or attempt to take anything with you.

Move well away from the building to the marked assembly points ‘A’, ‘B’, ‘C’ & D on the car parks as directed by TIC staff

**DO NOT** attempt to return to the building until the ‘all clear’ has been given by either TIC’s Fire Evacuation Controller or The Chief Fire Officer

# Emergency Muster Points



Photo courtesy of the Shropshire Star

# Welfare Facilities

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## Toilets

Toilets are located in:

- Lower and upper concourse areas
- Within Halls 2 & 3 (see site plan)



## Food & Beverages

Available to purchase from the following:-

- Reception (drinking water) - Lower Concourse
- Costa Coffee - Lower Concourse (open times subject to event)
- Vending Machines - Lower Concourse and Hall 2 Foyer



# Welfare Facilities

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## First Aid

In the event of requiring first aid treatment you can:-

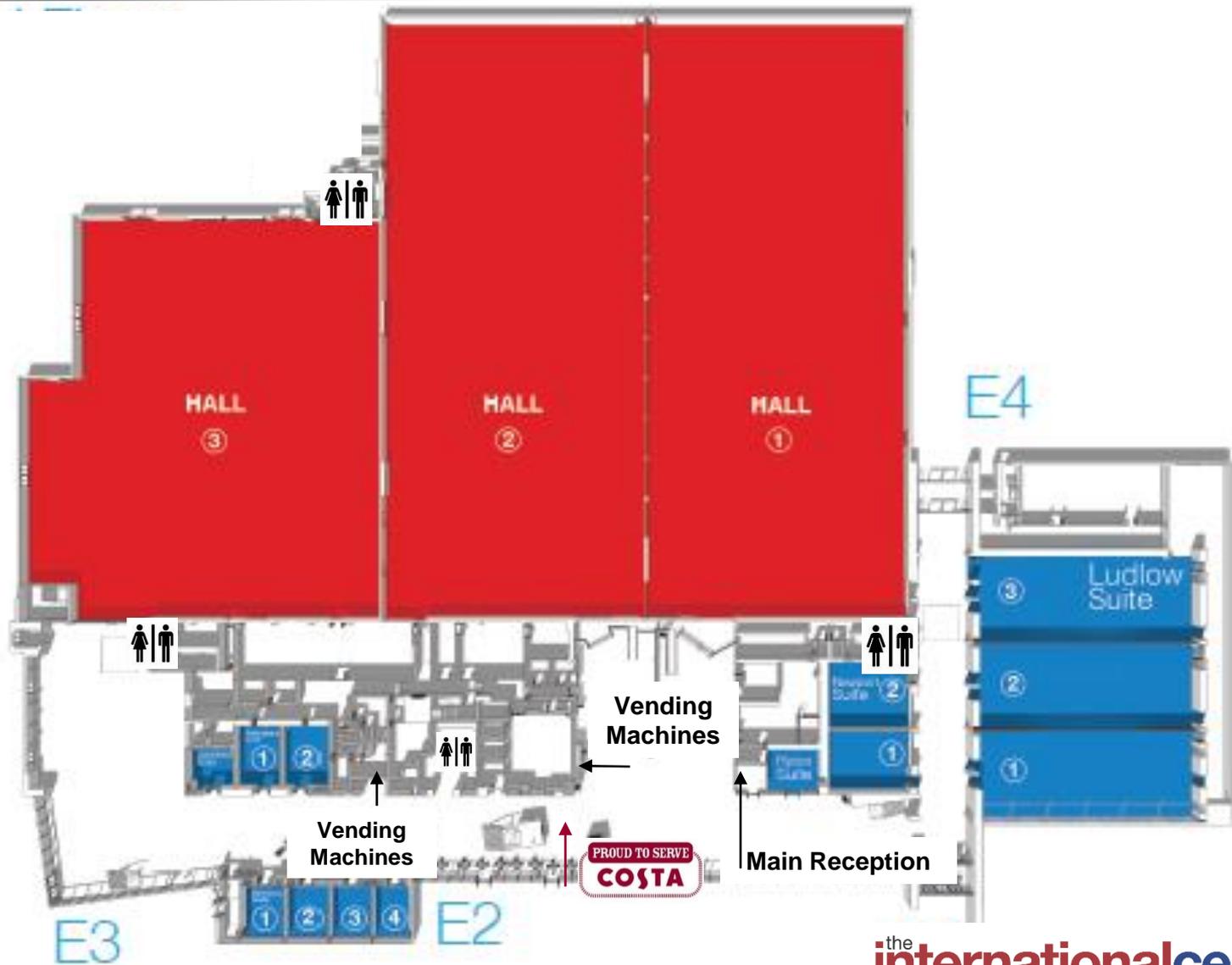
- Contact a member of security who will radio a first aider
- Contact the Duty manager on 07790346741
- Visit Reception – Lower Concourse

When requesting First Aid you must state

- The location of the incident
- What the injury / illness is or appears to be
- Name and age of person injured or ill

**All accidents, incidents and near misses must be reported to the venue**

# Venue Site Plan – Ground Floor



# Venue Site Plan – First Floor



# Site Traffic Rules

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## Loading / Unloading During Events

- Report to the Gate House on Arrival and follow instructions and directions given by Security Personnel
- Vehicles entering the TIC grounds must conform to speed limits and road signs
- Do not park on double yellow lines or hatched areas
- Do not park on pavements or pedestrian walkways as this may obstruct pedestrians
- Slow down when approaching junctions, narrow roadways and in areas of congestion
- Avoid obstructing points of access or exit
- When a pass system is in operation always display your pass in the vehicle
- A queuing system for loading / unloading on occasions will be in operation

# Site Traffic Rules

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## Loading / Unloading During Events

- Adhere to times allocated for loading / unloading given to you by Security personnel. If you experience difficulties and cannot complete your loading / unloading on time then please inform a member of Security who may be able to extend your time.
- A 'One Way' system on occasions will be in operation. Follow instruction and directions given by Security at this time.
- Once you have unloaded your vehicle you will be directed to a car park.
- Request Banksman assistance from Security personnel before reversing your vehicle if over 7.5 tonnes.
- All pedestrians please be aware of vehicles loading and unloading and moving / reversing vehicles including forklifts. Always use designated pedestrian walkways.
- Vehicles parked in unauthorised areas may be removed by TIC.



# Site Traffic Rules

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Always adhere to the speed limits which are identified on road signage around the site **(5 MPH)**

Please report any dangerous activity to the Duty Manager on 07790346741 where required

## Information

We will always strive to assist drivers in getting on and offsite and quickly as possible. Processes are designed to speed up the build / breakdown in an efficient and safe manner. Please be patient and follow instructions given to you by Security Personnel.

TIC will monitor and review procedures and make amendments when and where required

# Internal Vehicle Movement Procedure

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Vehicle access to Halls at is restricted to achieve maximum efficiency and safety. This procedure must be agreed by the Event Manager and the Event organiser before the procedure is implemented. No vehicles are to be allowed into the halls without prior agreement.

- Drivers must follow instructions from TIC Security personnel before entering the hall
- Dedicated stewards dressed in high visibility clothing will walk in front of vehicles taking drivers to the pre-arranged designated plot within the building
- All vehicles must display hazard-warning lights during movements and be restricted to a speed not exceeding the walking pace of the steward directing them
- No more than two moving vehicles will be allowed in any one hall at any time \*
- Drivers must not move vehicles within the halls until a designated Steward is available
- A one way system may be in operation

\*This rule may be altered at the discretion of the Security Manager only and subject to the event Risk Assessment.

# Internal Vehicle Movement Procedure

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- Reversing is not allowed without a trained Banksman present. This will need to be requested from Security personnel
- Engines must be switched off once at a standstill
- No vehicles can enter the hall during break down until ALL members of the public and children under 16 years have exited from the hall and it is safe to do so
- Exhibitors wishing to carry their items without bringing vehicles into the hall will be encouraged to do so
- Vehicles will not be allowed into the hall until everything is packed and ready to load
- Vehicle movement is not allowed during the open hours of the event

Anyone found not to be following this procedure may be asked to leave site.

This procedure is designed to speed up the build / breakdown in an efficient and safe manner. Please be patient and follow instructions given to you by Security Personnel. TIC will monitor and review procedures and make amendments when and where required.

# Breakdown Procedures

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Familiarise yourself with the breakdown procedures and timings as issued from the event organiser. This is key to ensuring the understanding of arrangement and co-operation in maintaining a safe environment.

It is essential that breakdown does not commence until all visitors have left the halls and the all clear is given.

# Breakdown Procedures

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## TIC Site Rules

Please also be aware of site rules, ensuring that this information is passed on to all contractors and exhibitors working at the TIC.

1. No persons under the age of 16 are permitted in the exhibition Halls during these periods
2. No vehicles will be allowed to load / unload or enter / exit the venue until authorised by a member of the venue security team
3. No large items i.e. pop-up stands or trolleys may be taken through any of the main public entrances. All equipment must exit the building via the fire exit doors/ roller doors at the rear and side of the Halls
4. Stands must not be broken down until all public are clear from the hall
5. Fire doors/ roller doors at the side and rear of the halls will not be opened until the venue security team are happy that the area is clear of general public, and the Event Manager gives approval to do so.

# Smoking

TIC is a No Smoking Venue. This includes e-cigarettes



Smoking is permitted in the designated smoking area adjacent to Hall 1

# Site Rules

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During all event builds and breakdowns ALL staff, organisers. Exhibitors and contractors are required to wear hi vis clothing.

Hi vis vests are available to purchase from TIC reception, however it is advisable to bring your own. All Hi-Vis must comply with BSEN471 and must be orange or yellow.

It is advisable to wear safety shoes within the CDM site

Fire routes must be kept clear from obstruction at all times

No hot works can take place without a hot works permit being issued

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

Only persons who have received suitable training are permitted to operate plant or machinery (including fork lift trucks)

Thank you for  
your co-operation