

## Signing In & Out

Please ensure that all company and production staff sign-in and sign-out of the building at the security lodge.

Fire exits and the foyer doors must not be used to enter or leave the building.

In the event of an emergency evacuation, your responsible person is to take the signing-in sheet to the evacuation assembly point, which is located behind our security lodge in the car park. They must ascertain that all personnel have been accounted for and report this or anyone missing to the venue management at the lodge.

## Fire Procedures

If you discover a fire

1. Activate the nearest break glass point.
2. If there is any immediate danger to yourself or to others, do not remain in the vicinity.

We do not expect the fire to be tackled by anyone who is not trained in the task.

All areas of the building are fitted with detectors, most activations of these also alerts pager carriers to respond-verify-advise if a situation arises, some detectors trigger immediate evacuation, and should the evacuation be called for the following announcement will be made over the public address system, this announcement will repeat continuously:

**“Attention please, attention please. Due to circumstances beyond our control it is necessary to evacuate the building. Please leave the building by the nearest available, following any directions given by our venue team”.**

Please leave the building and assemble yourselves away from the building in a safe area and wait for the duty manager. Do not re-enter the building unless told to do so by the duty manager. – Our venue muster point for fire is located behind the security lodge in the car park.

## Security

If, during your visit you see anything suspicious, please contact the security lodge immediately using the nearest house phone (dial 2213). Please survey your own area for any suspicious packages, bags or other items. With this in mind the venue will not accept responsibility for items/valuables etc. left unattended.

The venue management wish to stress the importance of everyone undertaking a CONSTANT CHECK in all public areas for any unidentified packages that have been left lying around, whatever it may be, if you have any doubt please contact the nearest member of venue staff. The package in question should not be touched. As a venue we appreciated the extra vigilance of everyone.

## Health & Safety

Under the Health & Safety at Work Act of 1974, you are responsible for the Health & Safety of yourselves and others while you are working in the building. This means that if you see or create a Hazard for others and do not remove it, you could be liable if this hazard subsequently causes an accident. So always remove hazards or report them if you are unable to remove them yourselves.

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## Motorpoint Arena Cardiff

## Health & Safety – continued

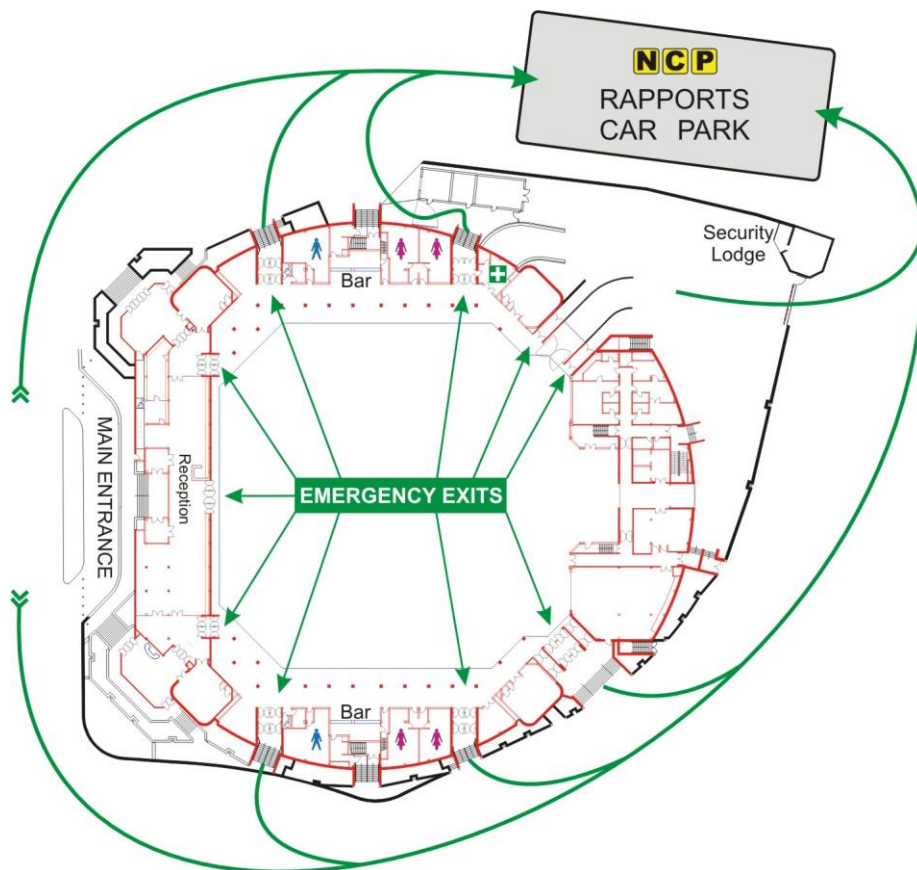
Fire Safety – all doors which allow access into the main arena or any part of the building are also self-closing doors (some doors in our building are fitted with door holders which release in the event of a fire). On no account must any door in our building be wedged open at any time.

You will find fire extinguishers in each of the tower lobbies on the opposite wall of the lift; additional firefighting equipment is located throughout the building at different locations. In the Main Arena there are CO2 extinguishers located on the left and right of the stage area. The venue management wishes to stress that we do not expect any fire to be tackled by anyone not trained to do so.

It is the responsibility of everyone to take responsibility for their own safety and to ensure that any items used are not positioned in such a way as to present a hazard to anyone.

If you identify any potential hazards with any aspects of the event, please report the problem to a member of the venue staff. Please do not assume that someone else will report the problem.

The First Aid Room is situated at the North East corner in the Main Arena. In the event of urgent medical assistance being required, inform venue staff without delay, giving the exact location of the casualty and details of injuries sustained (E.g. obvious bleeding; unconsciousness). First aid assistance will be sent to the scene with the necessary medical equipment.



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Plant & Safety Manager

## Motorpoint Arena Cardiff

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