

## Site Rules

### Motorpoint Arena, Cardiff

**Organisers, exhibitors, contractors and their staff must obey the site rules. In the UK it is a criminal offence to break Health and Safety laws; penalties could include a fine or in some circumstances imprisonment. Before gaining access to build and prepare your stand SkillsCymru you are required to ensure that you and your teams have read, understood and signed up to these rules and that you will be complying with all UK Health and Safety legislation throughout your activity on-site. Any concerns must be addressed prior to arrival on site so that these can be clarified.**

#### GENERAL SAFETY NOTICE

Please take consideration of both yours and other peoples safety and wellbeing when working within the event hall during build up and breakdown. If you see something that you feel breaches these site rules or is putting the safety of yourself or others at risk, please contact a member of the events team immediately.

#### ACCESS

The Motorpoint Arena operates a cash deposit system for all vehicles entering the loading area and car park of the Arena. All exhibitor and contractor vehicles will be charged a £50.00 CASH deposit on entering the car park (cheques, credit cards, debit cards will not be accepted). This will entitle the driver/owner of the vehicle a maximum amount of time to unload. 1 hours for cars/small vans and 2 hours for large vans/box vans.

If the vehicle is taken off the premises within the permitted time the deposit payment will be returned, and there will be no charge for unloading. If the vehicle is not removed within the permitted time the deposit will be forfeit and treated as a parking charge for that day.

Access to the CDM site is through the security controlled venue entrances. On entering the site, you are asked to review this Induction Information and collect a wrist band.

#### CHILDREN

Anyone under the age of 16 will not be permitted access to the event hall during build up and breakdown.

#### EMERGENCIES

If you discover a fire:

1. Activate the nearest Break Glass Point
2. Inform a member of the Arena Staff
3. If there is any immediate danger to yourself or to others:
  - **DO NOT** attempt to put out the fire
  - **DO NOT** remain in the vicinity

All areas are fitted with heat/smoke sensors linked to the Security Lodge. Any activation will trigger a number of pagers linked to the Fire Panel. Most activations allow a 3 minute period when Duty Managers carrying pagers can respond-verify-advise security if a situation exists.

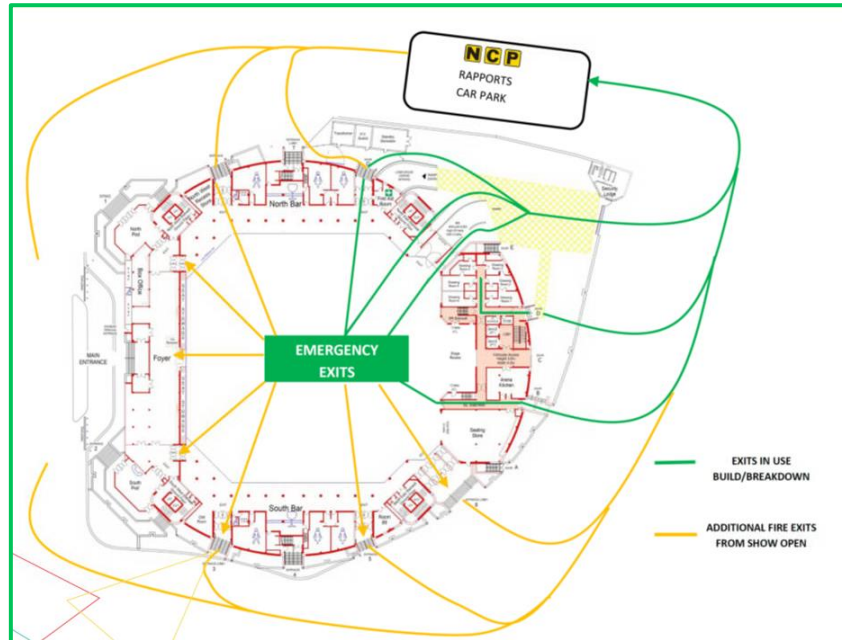
If a situation arises that warrants the evacuation of the Arena the following announcement is made: -

**“ATTENTION PLEASE ATTENTION PLEASE. DUE TO THE CIRCUMSTANCES BEYOND OUR CONTROL, IT IS NECESSARY TO EVACUATE THE BUILDING. PLEASE LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST EXIT.”**

## THIS MESSAGE WILL REPEAT

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.



### FIRST AID

Trained first aiders will be on site during the event. In the case of an emergency contact one of the events team or speak to a member of security. The First Aid Room is situated at the North East corner of the Arena on the ground floor. In the event of urgent medical assistance being required, inform Arena personnel without delay, giving 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 necessary medical equipment.

### HIGH VISIBILITY JACKETS

The use of High Visibility Jackets within the event hall is mandatory during build up. There will be a high volume of vehicle movement within the loading bay and High Visibility Jackets would be of benefit to ensure you and your staff members are visible to oncoming vehicles when loading and unloading your vehicle. Forklifts will be in use within the hall so please be cautious at all times.

### HOUSEKEEPING

All work and storage areas must be kept clean and tidy. A tidy workplace results in increased efficiency as well as avoiding un-necessary accidents. All exhibitors and contractors have the responsibility to ensure that items are disposed of with care. There will be bins at the venue for small amounts of general waste but any spare literature or stand materials you wish to dispose of must be taken offsite and disposed of responsibly.

### INCIDENT / NEAR MISS REPORTING and RIDDOR

All accidents, dangerous occurrences and near misses must be reported to the Organiser's Office immediately including but not limited to those that are reportable to the HSE through RIDDOR legislation.

### LATE WORKING

We request that all exhibitors and contractors work within the time frame that has been supplied to you. Please ensure you have a sufficient number of staff working on your stand during build up and breakdown

to ensure that you aren't tight for time. Due to insurance and security cover required, if you require an extension on these published working hours, please contact the organisers at least two hours prior to the end of the working day to discuss your options.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All exhibitors and contractors must check their stand build and breakdown requirements to check what level of Personal Protective Equipment is required (if any). It is then the responsibility of this exhibitor or contractor to ensure that this PPE is worn. This includes items such as safety boots for any heavy lifting or handling of heavy items and/or hard hats for working with items at height.

**Please note that sensible footwear is mandatory for this event during build up and breakdown. Organisers, exhibitors and contractors must all be wearing closed-toe shoes with a sensible sole. For example, flip flops or thin ballet pumps would not be deemed suitable and you will not be allowed access into the event hall during build up or breakdown if you are wearing unsuitable footwear.**

### **SMOKING**

In keeping with UK laws, smoking is banned within the venue arena. Please note that this ban includes the use of e-cigarettes and vapours. Anyone wishing to smoke must use the ashtrays outside the main reception area.

### **TRAFFIC**

The instructions of the venue Traffic Marshalls must be adhered to at all times. Please take note of and stick to the speed limits in place within the loading area and be aware of pedestrians. There is a small amount of vehicle movement within the hall during build up and breakdown, including forklifts, so please be cautious at all times. Trolleys are only permitted within the event hall during build up and breakdown hours.

### **WORKING AT HEIGHT**

If work is to be carried out at height, a sufficient risk assessment must be sent to the organisers at least 4 weeks prior to the event for approval. Work at height must be properly planned, appropriately supervised and carried out in a safe manner.

### **WELFARE FACILITIES**

Toilets will be open throughout the duration of the event and are accessible from the boulevard. There is also a café within the Arena where food items can be purchased during the open hours.