

CRUFTS 2024

SITE INDUCTION – CONSTRUCTION PHASE (BUILD UP AND BREAKDOWN)

Health and Safety is everyone's responsibility, and everybody on site at this event is expected to comply with UK Health and Safety law and go beyond, wherever reasonably practicable, to achieve best practice and safest possible environment.

In the UK it is a criminal offence to break Health and Safety laws and in April 2015, Construction (Design and Management) Regulations (CDM) came into force for all events in the UK.

As well as knowing and sharing your own stand build Construction Phase Plan (Show Contractors and Space only stands) and Risk Assessment, it is vital that you ensure that this induction information is passed to, and understood by, everybody who is coming onsite to work on your stand/project.

Please ensure this document is circulated to your team and to any contractors and /or subcontractors that you are engaging with.

This document is a handy reminder of the facilities provided at the venue and some of the most important site rules in place during build up and breakdown.

It is also vital that you plan to, and are prepared to, work in such a way as to consider those working around you within the hall and on neighbouring sites in order that your actions do not endanger others.

NEC SITE RULES

- Compliance with NEC Site rules, the Trade Stand Manual, the eGuide and relevant H&S legislation is required at all times.
- NO CHILDREN under the age of 16 should be in the Hall during build up and breakdown.
- **Be safe, be seen** – Hi-vis jackets must be worn at all times within the halls and also when off-loading and loading your vehicles within the loading bays outside the halls.
- Wear the right **clothing/footwear**. During build up and breakdown the hall is similar to a building site. Flip-flops, sandals and other light footwear are not sufficient.
- Appropriate management and safe methods of **working at height** is required at all times. One of the most common causes of accidents within the halls is the use of the wrong height ladder or working at heights without the correct equipment – standing on chairs, on the top of stand, etc).
- Please **work safely** and if you see something that may be a danger to yourself or others, report it to the Organiser or Floor Manager immediately. Please **report all accidents**, incidents and near misses immediately to the Organiser.
- **Emergency Gangways** should be maintained for emergency access/egress at all times. Please especially be careful around these gangways as they are frequently used for forklift trucks and cleaning tractors.
- All **Hot Work** requires a hot work permit from the venue.
- **Work tidily** – maintain good housekeeping and dispose of all waste in an appropriate manner. Please do not place sharps into the general waste bins and ensure that you remove all nails from wood before disposal.
- **Smoking** (including e-cigarettes) is only allowed in the designated smoking areas.
- Anyone suspected of being under the influence of **drugs or alcohol** will be ejected.
- You should **work in consideration** of those other teams working around you.
- The Organiser has access to all CDM sites at all times.

IMPORTANT; VEHICLES & UNLOADING

- **Vehicle access** into the halls must be always approved by the Organiser (via the Security or Traffic teams).
- The **speed LIMIT** in the halls is 5 mph
- Red **hatch markings** outside the Hall Vehicle doors must be kept clear and accessible at all times. Yellow hatch marking must be kept clear during the open period of the event, or when directed by the traffic team.
- Please be aware of **forklift truck movement and all other vehicle movement** at all times. Vehicles have priority in loading areas, and anyone entering these areas should be aware of this. Where possible, pedestrians should follow the blue routes indicated behind the rear of the halls. Pedestrians have priority within the halls, and any drivers, with permission to enter the halls, must drive with this in the forefront of their minds.
- Drivers must follow the venue traffic marshal instructions at all times.

