



HEALTH & SAFETY SITE INDUCTION

The aim of this induction is to identify key information and instruction necessary to working safely at the PLSA event at the De Vere Cotswold Water Park. It is important that you are aware of the site safety rules, procedures, arrangements and fire evacuation procedures, for build and breakdown of the event.

LOCATION /ADDRESS

De Vere Cotswold Water Park
Lake 6
Spine Road East
South Cerney
Gloucestershire GL7 5FP

BUILD AND BREAKDOWN

INSTALLATION

Monday 21 May

10:00 - 16:00 Space only. All builds must be completed by 16:00.

Stands can be dressed between 16:00 - 17:00

12:00 – 17:00 Shell scheme

All work must be completed to the satisfaction of the organisers by 17:00 on Monday 21 May. Please note that deliveries cannot be accepted during exhibition open hours.

DISMANTLING

This will commence on Wednesday 23 May between 11:30 - 15:00 after the morning refreshments

There will be no late working outside these published hours.

KEY SITE RULES

- All exhibitors, contractors and other staff need to work in adherence with the latest regulations as advised by the organisers the venue and the laws of the land.
- During the build and breakdown you are required to wear suitable Personal Protective Clothing (PPE) – This means 1/ A hi viz bib must be worn in the loading area and in the areas where there is vehicle movement or movement heavy goods, or construction is taking place. 2/ Suitable (robust) footwear, boots or something to fully cover the foot should be worn at all times. You may also need a hard hat.
- If you are working from ladders this must be for a short duration, controls must in place and work may only be conducted for short working periods. Please do not stand on the top step of the ladders. Please do not climb on the structure or overstretch
- During build and breakdown you must ensure aisles & escape routes are kept clear of materials and stand goods etc.
- Please comply with the directions of the organisers, venue staff and Health & Safety (H&S)
- Pedestrians must always take priority, including in the car park, unless in specific loading areas outside a non public entrance, when they should give way to vehicles, but please be aware of public in all areas.
- Please use a banksman when lifting goods at height or in confined or unsighted areas eg when loading out of a lift or around corners.
- Smoking (including e-cigarettes) is only permitted outside the building in designated areas.
- No persons may drink alcohol or take drugs during build or breakdown.
- No persons under the age of 16 may enter the construction area during build up or breakdown.
- No hot works (soldering, angle grinding, welding) will be permitted on the premises.



WELFARE

- There are a number of toilet / wash facilities provided throughout the building. If are unable to access them let a member of staff know. The nearest to the exhibition is in the Kingfisher Foyer

SECURITY

- On entrance you may be given a security pass/ wristband. Please wear this at all times.
- If you have any security concerns please contact any member of staff.

ENVIRONMENT

- It is a requirement of the organiser and the venue that you manage all waste responsibly. This means all exhibitors and contractors keeping waste to a minimum and carrying out good housekeeping during build and at breakdown ensuring all waste is removed from stands including stand fittings, carpet, timber and other materials. Any large or excess waste left in the halls will be charged for removal.

FIRST AID AND ACCIDENTS

- Throughout the event there is a first aider on site for the venue. If you or a colleague have an accident or are injured contact them by either; 1/any venue employee 2/ Meggie - The Event H&S Officer 07977 106617 or the organiser 3/ any member of staff.
Please do not ring 999; if the emergency services are required the venue will arrange this.
- All accidents, incidents or near-miss **MUST** be reported.
- If you need to request First Aid, please state the nature and location of the injured person.

FIRE AND EVACUATION

All emergency evacuations will be under the control of the Duty Manager for the De Vere Cotswold Water Park Hotel.

The De Vere Cotswold Water Park Hotel has an **audible alarm**. This will ring continuously in the event of any emergency situation which requires evacuation of the building.

Please note there is an alarm test at the hotel every Monday morning at 11.00am. This during the build. This is a test and should last only a couple of minutes.

If you hear this alarm ringing please make your way to the nearest signed **fire exit**.
From the Kingfisher suite and the Mallard suite this is via the double doors to the outside decking.

Please follow the signage and the hotel staff guidance to the **assembly point** which is situation in the **car park** of De Vere Cotswold Water Park Hotel.

Key Evacuation Points:

DO NOT stop to collect valuables, coats etc

DO NOT attempt to extinguish the fire

Walk calmly out of the building to the nominated fire assembly point

DO NOT re-enter until instructed

If you see a fire in the hotel, please press the nearest fire point button or contact a member of the hotel staff as soon as you can. If you see anything else which you think is suspicious please contact the Duty Manager or a member of the hotel staff.

CONTACTS

For further information please contact the organiser, Ellie Halls on 020 7601 1739. Or contact the Heath & Safety Floor Manager - Meggie Goodridge on 07977 106617.