



Construction Design Management Induction



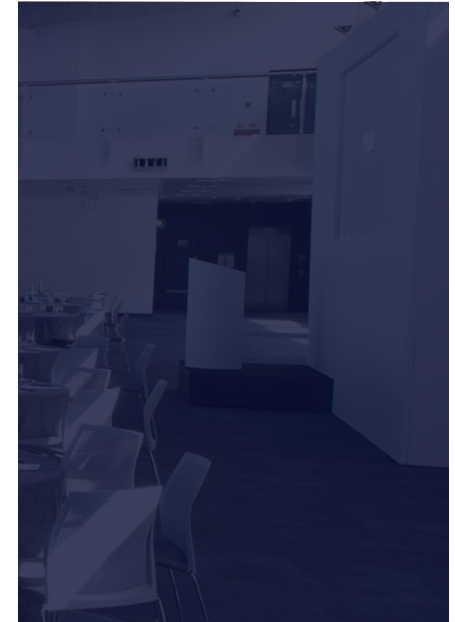
Welcome

This pack is designed to give you an introduction to BDC London so you are fully aware of our venue rules and regulations. We hope this will make your event specific Health and Safety report as easy as possible to compile.

These reports are designed to keep you, your staff, exhibitors, contractors, delegates and BDC staff safe whilst on-site.

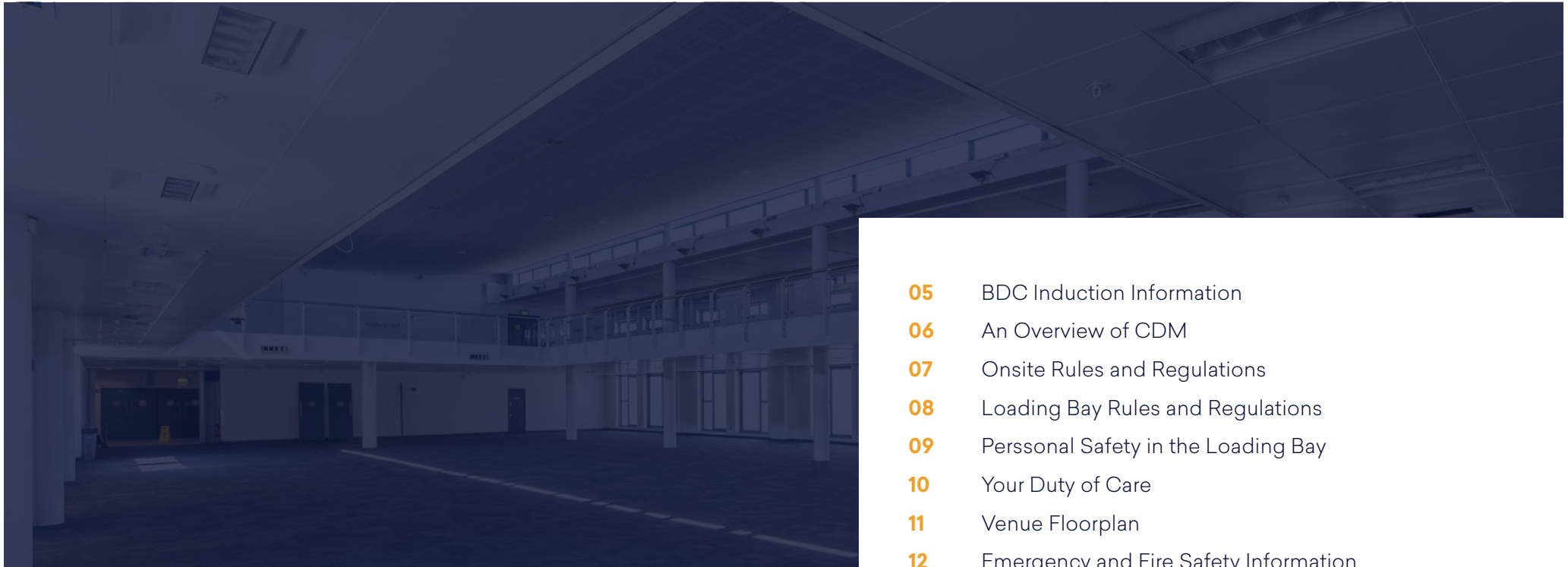
Please do ask if we can assist in anyway and we look forward to welcoming you on site.

BDC Venue Services Team





BUSINESS DESIGN CENTRE



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Don't forget to connect with us on our main channels:





BDC Induction Information

These Rules and Regulations are for the purpose of staff, contractors, organisers and exhibitors and should be read and adhered to in every stage of the exhibition process (build up, live day and break down period).

This information must be conveyed to all contractors working on behalf of the organiser and stand exhibitors.

These will include any companies who are delivering and/or installing stand extras, AV equipment, flooring, signage, furniture, registration equipment or anyone working on this event (this is not an exhausted list).

Failure to participate and comply with these rules and regulations will result in access being denied and/or removal from site and may also lead to disciplinary procedures being taken.

Space Only structures non-complex must all be visually inspected (in line with the AEV e-guide) by a credited structural engineer. Space Only complex structures must be signed off and visually inspected (in line with the AEV e-guide) by a credited structural engineer.

Space Only non-complex and complex structures explained:

Space Only, Non-Complex:
Visual inspection and certification by a structural engineer certifying them to be sound and safe for their intended purpose.

Space Only, Complex:
Certification by a structural engineer, certifying them as safe and constructed in accordance with the designer's specification and sound and safe for their intended purpose. (AEV e-guide)

All exhibitors and contractors must be compliant to these regulations and work will not be able to commence until all Health & Safety Documentation has been received and given to the organiser of the event. All Health and Safety documentation and space only stand plans must be signed off by a competent organisers or a specialised Health and Safety professional.

Organisers must provide a show specific risk assessment and proof of a floor manager and structural engineer to adhere to space only and specialised builds to the Venue Services Manager prior to the show.

An Overview of CDM



The Construction Design & Management Regulations 2015 (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.

With effect from 6th April 2015, CDM now applies to the Entertainment Industry. This includes exhibitions, live events, conferences, concerts, festivals, outdoor broadcasting, theatres etc. and includes all building and construction work including new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

CDM regulations clearly define roles and responsibilities for those managing health and safety of a construction project. These roles are:

- The Client (Organiser Responsible Person/CEO/Sales Team)
- The Principal Designer (Organiser Ops Team, or an appointed thirdparty contractor)
- The Principal Contractor (Organiser Ops Team or an appointed third party contractor)
- Designer
- Contractor (Venue, lifting, shell scheme, carpet, furniture contractors)
- Worker
- Sub Client (space only exhibitors and shell scheme exhibitors who construct within the shell scheme stand)

If you are required to enter a CDM site area as part of your work activity, you must comply with the Business Design Centre Venue Rules and Regulations as well as the Organiser's Safety Arrangements.

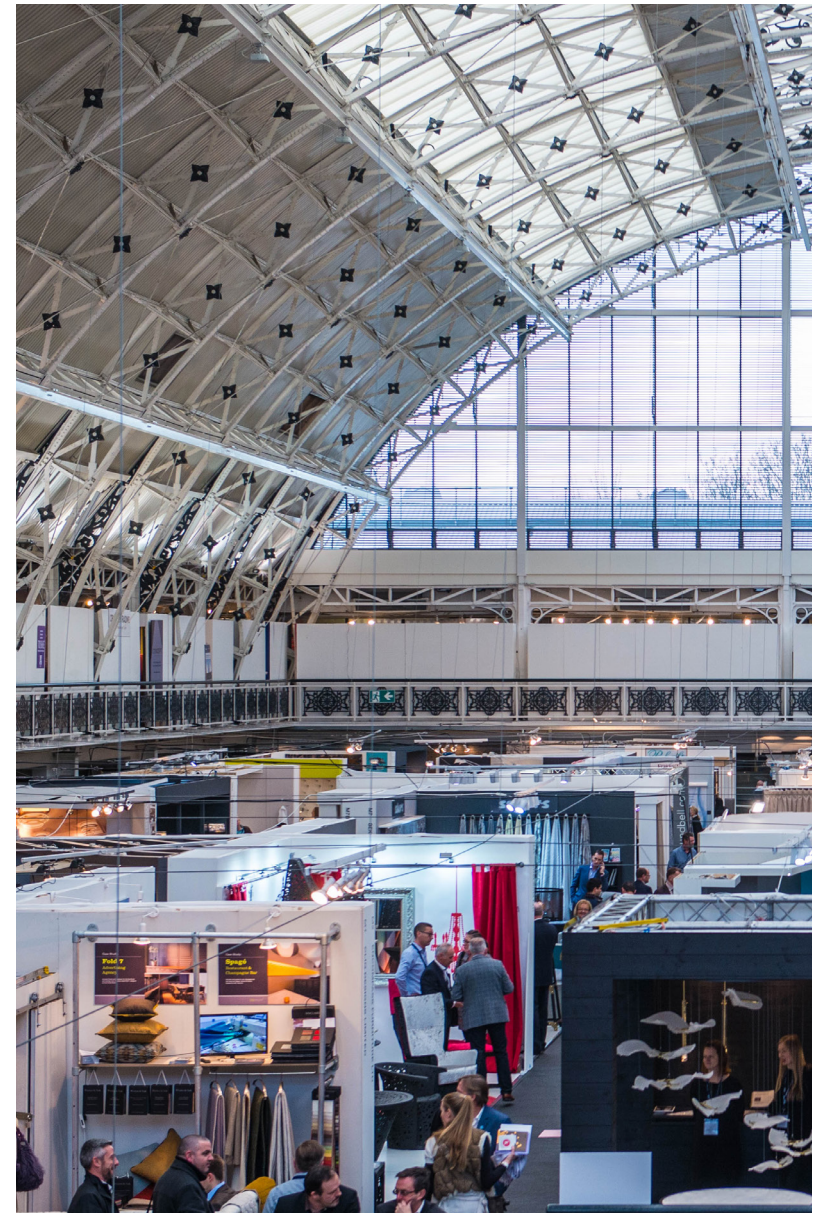
Onsite Rules and Regulations

- Appropriate management and safe methods of working at height is required at all times.
- All Hot Work requires a hot work permit from the BDC one month prior to an event build up day.
- All contractor accidents, incidents & near misses must be reported immediately to the Organiser or Venue Services Manager.
- Maintain good housekeeping at all times and plan for the disposal of large quantities of waste to be removed from site.
- Smoking (including vaping e-cigarettes) is not allowed in the venue and only allowed in designated smoking areas outside the BDC.
- Anyone suspected of being under the influence of drugs or alcohol will be removed from the BDC immediately.
- Shoes must be worn at all times while on site and appropriate PPE footwear to be worn when necessary.
- BDC are prohibited to offer the use of their ladders.
- Children under the age of 16 must not be on the stand or on the exhibition floor during build up and breakdown.
- BDC staff have access to all CDM sites at all times.
- Vehicle access into the halls must be approved by the Organisers and BDC Venue Services Manager.
- Emergency gangways, fire exits and doors should be clear and monitored at all times.
- Compliance with the BDC Site Rules, eGuide, H&S legislation and CDM regulations is required at all times.
- Only authorised access is permitted into the exhibition hall. All personnel working within a CDM site must be inducted and informed of the BDC Rules and Regulations whilst working on site.
- When working at height in the Gallery Bays you must not work less than a metre away from the railings unless you have had safety harness training and are attached to the venue's latch way system and it has been approved by the Venue Services manager at least two weeks out from the event.
- The venue has adequate lighting, however organisers and exhibitors need to be aware that lighting needs to be ordered as this light especially in winter months is not sufficient for individual stands and features. It is the responsibility of the organiser to ensure that exhibitors are aware of this.
- You must adhere to any notices within the venue, anyone not complying will be removed off site.



Loading Bay Rules and Regulations

- Any forklift and logistical vehicle movement must be from an approved company and managed by the Organiser. Photo ID of forklift drivers licence must be shown and a copy provided to the Loading Bay Manager.
- Bankman's must be provided at all times when forklifts and motored pallet trucks are in use.
- All contractors, couriers and exhibitors must adhere to the Traffics Marshals instruction.
- Yellow hatched markings are a no stopping area and must be kept clear and accessible at all times.
- High Visibility Clothing and suitable PPE to be worn in the loading bay at all times.
- Avoid obstructing points of access or egress.
- Green Pedestrian Walkways are clearly marked and must be kept clear and accessible at all times.
- There is no pedestrian access in and out of the Loading Bay entrance.
- A vehicle schedule must be provided by the organiser and approved by the BDC prior to the build up of the show.
- No vehicles are allowed to be left over night in the Loading Bay.
- No smoking or vaping in the Loading Bay.
- The BDC have no fork lifts, pallet trucks or trolleys available – if required please contact the Organiser.





Personal Safety in the Loading Bay

Please observe the 5mph speed limit in the Loading Bay at all times.

Speeding on site will result in a ban from the venue.

Do not use your mobile phone whilst driving it is an offence to do so, unless it is a hands free – Road Traffic Act 1988.

Always wear your seat belt even on short trips.

High-visibility clothing must be worn at all times when loading or unloading vehicles in the Loading Bay and at the front of the building.

Please adhere to the loading bay marshals and security marshal's requests and instructions.

Any dangerous activity should be reported to either the Organiser, BDC Venue Services Manager or the Loading Bay Manager immediately.



Your Duty of Care

The Health & Safety arrangements at the BDC are intended to keep you safe and incident free whilst on site. Whilst working in the BDC, it is important that you are aware of the safety rules, procedures and arrangements that are in place, not only for your own safety but also that of your colleagues.

You have a responsibility to yourself and others working in the CDM site.

Please work safely and if you see something that may be of danger to yourself or others please report it immediately to the organisers, BDC Venue Services Manager or your line manager

Venue Floorplan

Welfare Facilities

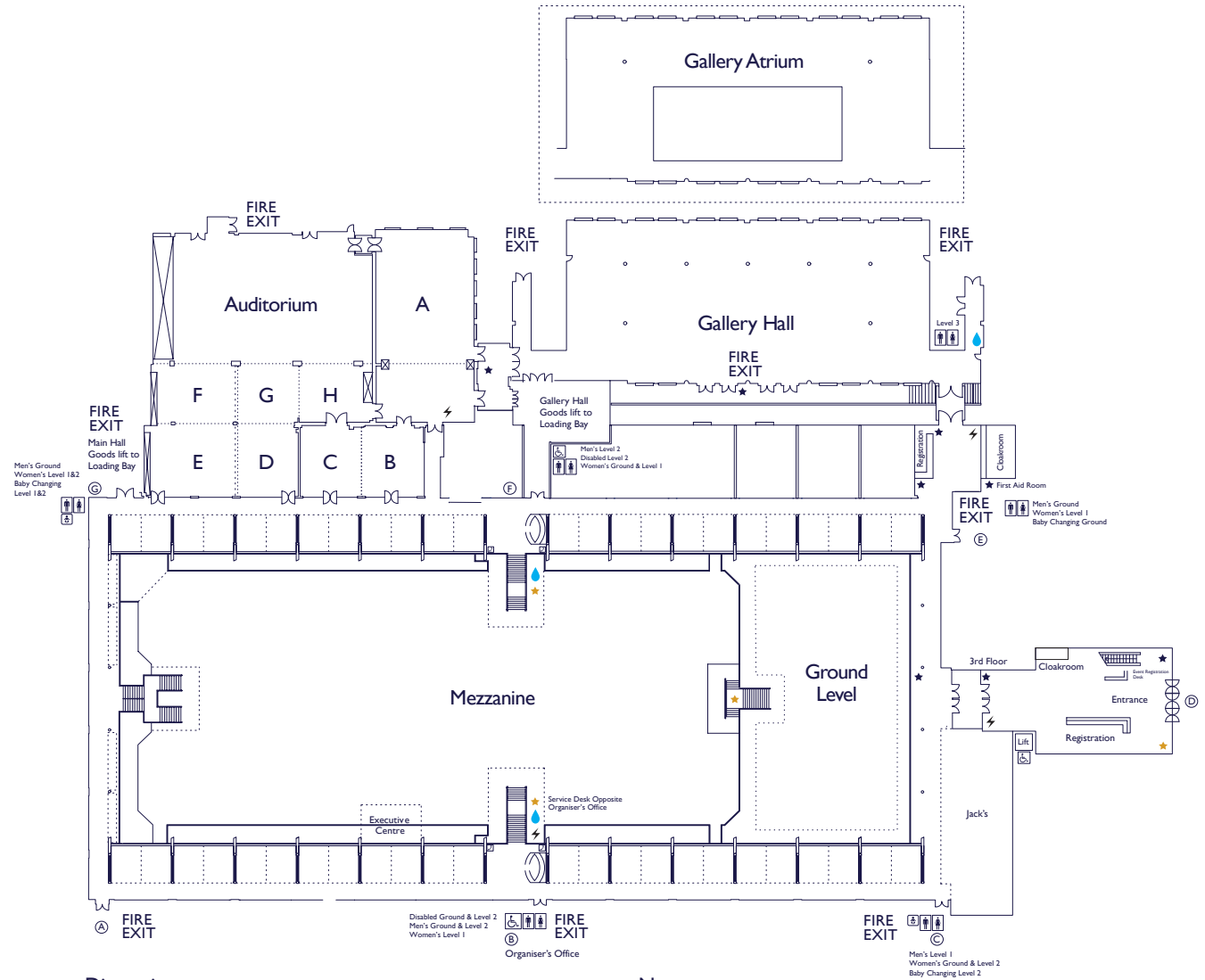
Toilets

Your nearest toilet facilities are shown on the plan beside. Disabled toilets are located on the first floor in Stairwell B and F. Baby changing facilities are located on the second level (mezzanine level) in Stairwell C and G.

Water

There are re-fillable water points located either side of the mezzanine and another located on entry to the Gallery Hall. Fresh drinking water is available from Jack's or bottled water can be purchased from this café. This is located on the top floor near stairwell B.

If you feel unwell please speak to a member of staff or security.



Dimensions

Notes:

- 💧 Water Refill Stations
- ⚡ Charging Stations
- ★ Digital Screens for Mezzanine Events
- ★ Digital Screens for Gallery Hall and Atrium Events

Emergency & Fire Safety Information

If you discover a fire, or someone reports a fire to you, raise the alarm immediately.

This may be done in several ways:

Pick up any internal red emergency phone. This will connect you with front desk control. Tell the duty operative where the fire is and your location.

Pick up any internal phone and dial 6666. This will connect you with the front desk control. Tell the duty operative where the fire is, your location and your telephone extension.

Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire or dial 6666 from an internal phone, or 0207 288 6666 from a mobile and inform the duty operative of the site of fire.

If it is decided to evacuate the building you will hear the fire alarm announcement and alarm informing you to leave the building. Please leave by the nearest fire exit shown on images or as installed by fire marshalls and security staff. Please familiarise yourself with the nearest fire exits to your office, showroom or exhibition stand.

Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables, etc. Leave immediately.

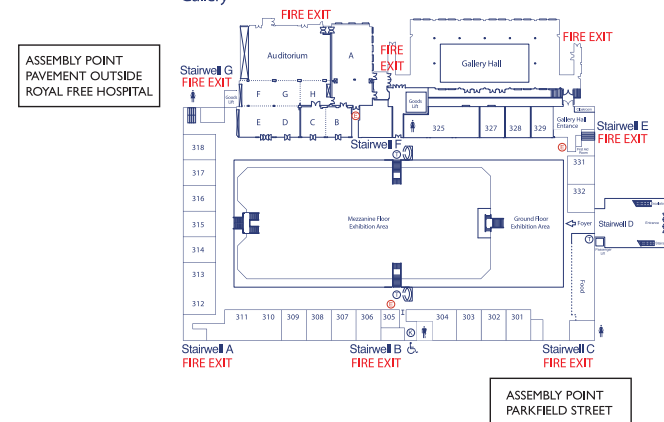
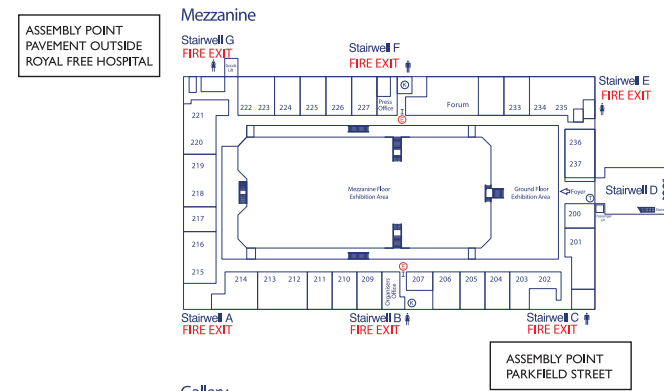
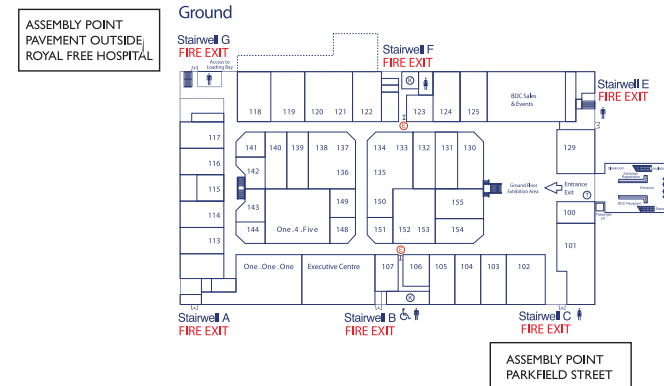
Any assistance needed there will be marshals and trained evacuate chair security members that will assist. Chairs are located Stairwell F and B mezzanine and gallery top level and located front mezzanine ground floor.

Fire assembly points outside building are as follows:

- Front of the building – front of building along Berns Road (Parkfield St) as advised by fire marshalls / security.
- Rear of the building – pavement area outside the old Royal Free Hospital on Liverpool Road

Please remember: Do not do anything to endanger your life. Restrict your actions to trying to prevent the fire from spreading by closing doors, windows, etc, and raising the alarm. Try to prevent people from going near the fire until help arrives.

Please try to stay calm and encourage others to do the same. Please help those that appear to be experiencing difficulties.



- Emergency Telephone
- Internal Telephone
- Public Telephone
- Kitchenette
- Disabled Toilet
- Ladies
- Gents

Emergency Protocols

First Aid



If first aid is required:

- Use BDC internal radios to contact the First Aider
- Contact the BDC Reception Desk by using the internal red telephones or **0207 288 6475** (external telephone).

Tell them:

- Exact Location
- Nature of medical emergency
- What gender is the patient
- Approximate age
- Are they breathing, conscious or unconscious, nature of illness

All accidents, incidents or near misses must be reported to the Organiser or the BDC Venue Services Manager .

Fire – raising the alarm

On discovering a fire, raise the alarm by

- Pressing the fire alarm break glass point.
- Use the red internal phones or inform Front of House on **0207 288 6475** (external telephone)



When reporting a fire please give the location and nature of fire.

The venue will initially go into a pre-alarm state to allow the area to be checked and then a decision will be made as to whether the venue should be evacuated at which point the alarm bells and an automated voice will sound, then full evacuation takes place.

Emergency Exits

Once you have raised the alarm you need to leave the building by the nearest exit.

Make sure others around you are aware of the alarm and begin to leave the venue.

The venue has designated fire marshals to direct you to the nearest exit so please follow their instructions.

Do not re-enter the venue until given clearance by the BDC fire marshals or the London Fire Brigade.





BDC Contacts

If it is not an emergency do not call 999

Either call

- Front Desk and Concierge (external) [0207 288 6475](tel:02072886475)
- First Aid Office (internal) 6666 or (external) [0207 288 6205](tel:02072886205)

Security marshals, first aid officer, BDC Venue Services Manager, Organisers and BDC Security are all linked by radio contact

BUSINESS DESIGN CENTRE

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