



LONDON'S MOST UNIQUE EVENT
VENUE

CONSTRUCTION DESIGN
MANAGEMENT INDUCTION PACK

Welcome to the Business Design Centre



This pack is designed to give you an introduction to the Business Design Centre (BDC) so you are fully aware of our venue rules and regulations and 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 I look forward to welcome you on site
BDC Venue Services Team

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Thank you



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, carpet, signage, furniture, registration equipment or anyone working on this event (this is not an exhausted list).

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

All contractors must be compliant to these regulations and work will not be able to commence until all Health & Safety Documentation has been received and approved by the Organiser.

Organisers must provide a show specific risk assessment 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 third party 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 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 ejected 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 not 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 a harness attached to the latch way system.
- You must adhere to any notices within the venue, anyone not complying will be ejected off site.



- 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.
- 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 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 in the Loading Bay.
- The BDC have no fork lifts, pallet trucks or trolleys available – if required please contact the Organiser.



Loading Bay Rules and Regulations

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 jackets 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

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

Your duty
of care



Emergency and Fire Safety Information



Business Design Centre Staff Exhibitors/Tenants Fire Evacuation Procedure

WHAT TO DO IN AN EMERGENCY

IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM.

THIS MAY BE DONE IN SEVERAL WAYS.

PICK UP ANY INTERNAL PHONE AND DIAL 6666. THIS WILL CONNECT YOU WITH 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 AND INFORM THE DUTY OPERATIVE OF THE SITE OF FIRE.

IF IT IS DECIDED TO EVACUATE THE BUILDING YOU WILL HEAR THE FIRE ALARM BELLS AND TANNY MESSAGE INFORMING YOU TO LEAVE THE BUILDING. PLEASE LEAVE BY THE NEAREST FIRE EXIT OR AS INSTRUCTED BY MEMBERS OF THE 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.

FIRE ASSEMBLY POINTS ARE AS FOLLOWS:

FRONT OF BUILDING: FRONT OF BUILDING ALONG BERNERS ROAD AS ADVISED BY SECURITY

REAR OF BUILDING: PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL IN 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.

BDC STAFF VISITORS/TENANTS FIRE EVACUATION PROCEDURE

WHAT TO DO IN THE EVENT OF A FIRE

IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM.

THIS MAY BE DONE IN SEVERAL WAYS

PICK UP ANY INTERNAL EMERGENCY PHONE. THIS WILL CONNECT YOU WITH CONTROL. TELL THE DUTY OPERATIVE WHERE THE FIRE IS AND YOUR LOCATION.

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 USE AN EMERGENCY PHONE AND INFORM THE DUTY OPERATIVE OF THE SITE OF THE FIRE.

IF IT IS DECIDED TO EVACUATE THE BUILDING YOU WILL HEAR THE FIRE ALARM BELLS AND TANNOY MESSAGE INFORMING YOU TO LEAVE THE BUILDING. PLEASE LEAVE BY THE NEAREST FIRE EXIT OR AS INSTRUCTED BY MEMBERS OF THE 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.**

FIRE ASSEMBLY POINTS ARE AS FOLLOWS:

FRONT OF BUILDING: **PARKFIELD STREET AS ADVISED BY SECURITY**

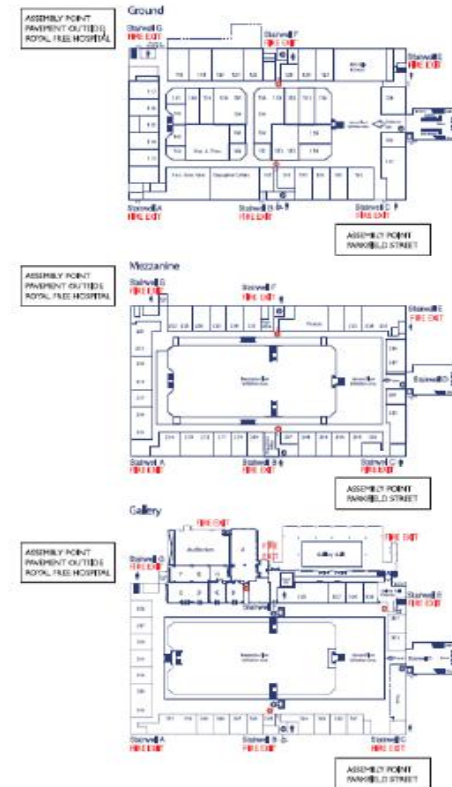
REAR OF BUILDING: **PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL**

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.

**DISABLED VISITORS WILL BE COLLECTED AND TAKEN TO THE ASSEMBLY POINT
THESE PROCEDURES SHOULD BE FOLLOWED IN ALL EMERGENCIES**



Evacuation
procedure

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
- Is the patient male or female
- 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 (9)999

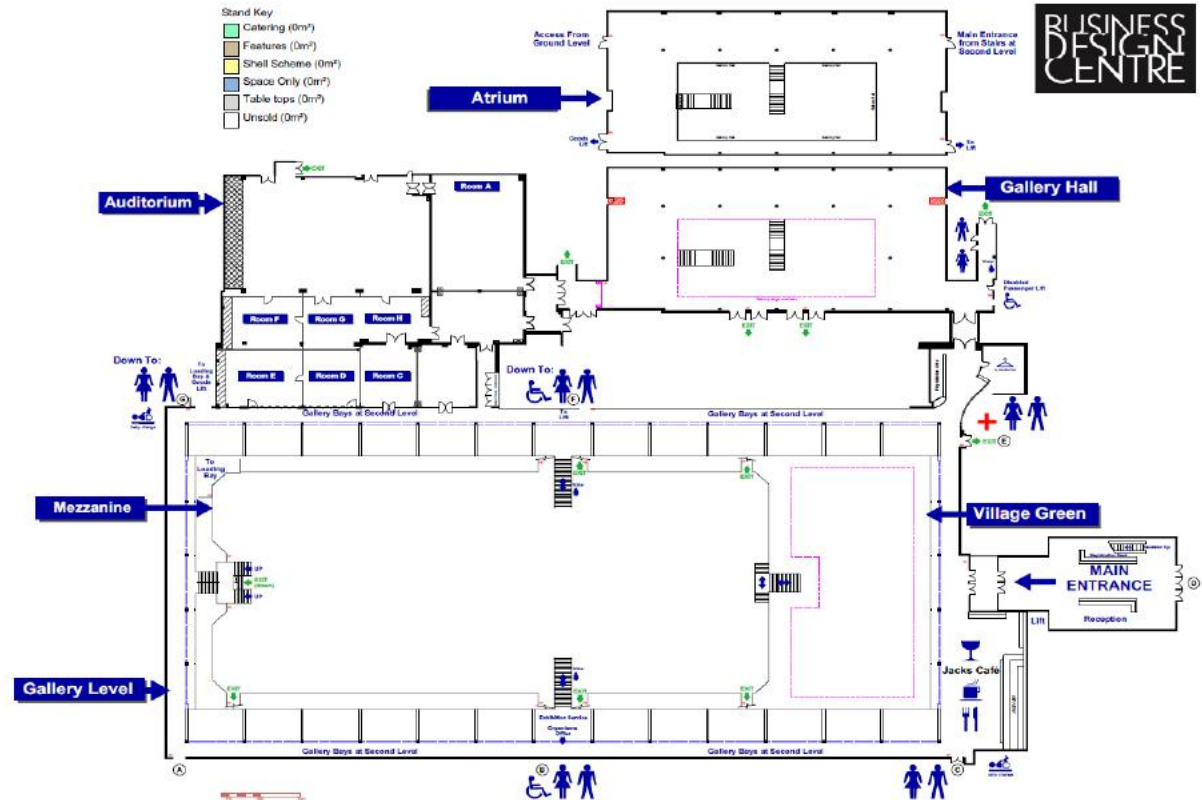
Either call

- Front Desk (external) 0207 288 6475

- First Aid Office (internal) 6666 or (external) 0207 288 6205

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

Welfare facilities



Toilets

Your nearest toilet facilities are shown on the plan above. Disabled toilets are located on the first floor in Stairwell B and F.

Baby changing facilities are located on the second floor in Stairwell C and G.

Water

Fresh drinking water is available from Jacks or bottled water can be purchased from this café

This is located on the second floor.

Thank you
for your
attention

