

EVERYONE must

- Wear appropriate PPE during build up and breakdown periods, including high visibility clothing and suitable footwear (thick soled shoes, no open- toes). Failure to be wearing correct PPE (e.g. no Hi-Viz) upon arrival will result in access to the hall being refused until rectified
- Consider the safety of themselves and others at all times
- Eliminate or Control Risks wherever possible
- Ensure all working on your behalf have the correct information, instruction, training and supervision.
- Ensure all work can be carried out safely within the time allotted. Late working may not be possible, may require additional crews and always incurs significant additional costs
- Be aware of moving traffic at all times – in the loading areas and throughout the hall. Gangways should be treated as roadways and caution should be exercised when entering or crossing the gangways.
Pedestrians ALWAYS have right of way
- Be aware of forklift movement within the exhibition hall. Only the official contractors may operate forklifts in the hall

- The loading bays are designed for vehicle movement & unloading only
- Emergency and perimeter gangways must be kept clear at all times.
- All doors in the hall must be kept clear and accessible at all times
- No persons under 16 are permitted in the halls during build up and breakdown periods
- No smoking, including the use of e-cigarettes, is permitted within the halls
- No work to be undertaken under the influence of alcohol or drugs. Zero tolerance policy
- NO HOT WORK permitted unless with prior agreement from organisers and venue H&S
- Appropriate and safe methods of working at height are required at all times
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site
- Contractors must remove their waste from site

SITE INFORMATION

First Aid	First Response First Aiders are on site throughout the tenancy. Please contact a member of the security team or the Organiser’s Office if you require a first aider.
Orgs Office	The Organiser’s Office is located at the front of the hall
Venue Emergency	Please contact a member of the Security or Organising team. Alternatively you can contact main reception on the Atrium or call 0844 873 6500 (external) or 1103 (internal phone)
Fire Exits	Those displaying a lit sign above them will be OPEN
Toilets	Located at the back of the hall, on the Atrium or in Costa Coffee on the Atrium.
Catering Facilities	During the build period catering in the Atrium will usually be open from 9AM – 5PM. Alternatively the adjacent hotel restaurant or shops and restaurants just a short walk away.

EMERGENCY PROCEDURES

FIRE	If you discover a fire, or a fire is reported to you, operate the nearest fire alarm point FIRST, then contact a member of the Security or Organising team. Alternatively, you can contact main reception on the Atrium or call 0844 873 6500 (external) or 1103 (internal phone)
EVACUATION	<p>If the fire alarm is activated, there may be 2 stages to the alarm or dependent upon the location it may go into immediate evacuation.</p> <ul style="list-style-type: none"> - If instructed to evacuate, please use the nearest fire exit located to the area that you are in, or directed to by staff. - Make your way to the nominated fire assembly point (car park A or car park B) dependent on your location. - Do not re-enter until told to do so by the assembly point marshal <p>Please refer to Fire Evacuation Procedures on the next page for further information - please ensure that everyone working on your stand is aware of the procedures</p>

Fire Evacuation Procedures for the Ricoh Arena

The Ricoh Arena is a multi-functional site that hosts a variety of events, ranging from small meetings to pop concerts.

In the event of fire, the safety of its visitors, contractors, guests and staff shall override all other considerations, such as saving property or attempting to extinguish the fire.

Visitors and contractors to the venue should always report any concerns regarding fire safety to their venue event manager or any member of Ricoh staff immediately.

If the Fire Alarm is activated there may be two stages to the alarm or dependent upon the location it may go into immediate evacuation

If the alert is activated – you will hear the following message:

“Attention please, attention please, we are investigating an alarm condition, please await further announcements”

AT THIS STAGE YOU DO NOT HAVE TO DO ANYTHING - BUT BE PREPARED TO EVACUATE IF NECESSARY

OR

If an evacuation is necessary – you will hear the following message:

3 Siren Blasts followed by: ‘Ladies and Gentlemen may I have your attention please. Due to circumstances beyond our control it has become necessary to evacuate the building. Please leave the building by the nearest exit, DO NOT use the lifts’.

EVACUATION PROCEDURE

- Please use the nearest fire exit located to the area that you are in, or directed to by staff
- Make your way to the nominated Fire Assembly Point (Car Park A or Car Park B) dependent upon your location
- Do not re-enter until told to do so by the Assembly Point Marshal

STAND DOWN MESSAGE

If an alarm has activated but does not require an evacuation, then a stand down message will be made by building staff across the public address system. This will be heard even in areas that have not been affected by the pre-alert; this is the confirmation that you do not have to take any action.

Ricoh Arena Contractors Site Induction Information

Welcome to the Ricoh Arena. Prior to coming onto site, you should have liaised with your on-site contact and agreed the scope of works for the job you are doing. You should have provided your risk assessments, method statements and insurance documents prior to commencing work and you are required to work to these at all times. As part of our safety responsibilities on site we need to share some information with you about our emergency arrangements and in turn you need to ensure you share it with all of your staff, sub-contractors etc. on site. Please read the information carefully and if you have any questions please speak to your on-site contact **BEFORE** you commence work.



Fire

- Ensure you and your staff are aware of the site fire emergency procedures overleaf
- If you discover a fire take the following action

- Raise the alarm by operating a red manual call point closest to the fire.
- Clear the area of all persons – *Get out, Get Others out, Stay Out!*
- If safe, and you are trained to do so tackle the fire with an appropriate extinguisher
- Any hot work on site requires a “Hot Work Permit” from Facilities Management Team
- Any works likely to create dust / smoke etc. **MUST** not be carried out until authorised by Facilities Management Team and the fire alarm system temporarily isolated in the area of work.



First Aid

- As part of your company safety arrangements you should have a first aider or appropriate measures in place to deal with workplace first aid requirements.
- In the event that you need first aid assistance Ricoh Arena have first aiders on site and first aid assistance can be requested via Guest Services based at the North Atrium entrance where you signed in on site.
- First aid kits are located around the building or from Guest Services.
- An AED is also available, and this is also located at Guest Services.
- If an ambulance is required, this should be requested via Guest Services or in extreme emergency via 9-999 on any internal telephone.
- All accidents must be reported to the Ricoh Arena Health & Safety Manager.



Safety

- This building has large numbers of public and other staff on site. Ensure your work area is left safe and free of hazards at all times or ensure appropriate signage and barriers are in place.
- PPE **MUST** be utilised if your method statement and risk assessment require it.
- Only work in areas that have been assigned to you
- Be aware of other activities around you and ensure that the necessary information has been exchanged to ensure no conflict of works. If in doubt **STOP** and seek advice
- Report all accidents and near misses immediately to your onsite contact
- Any safety issues speak to the Ricoh Arena H&S Manager on 07773 616 423