

# SITE RULES - Interplas 2023

**ACCESS** - Authorised access to the Halls will only be allowed for personnel who have read and understood the Site Rules.

**TRAFFIC RULES** - Please observe the 15 mph speed limit at all times when inside the inner area and no overnight parked is permitted. The maximum speed limit for vehicles used by the official Show contractors within the Halls is 5mph and pedestrians have right of way at all times. However, all contractors and exhibitors must be vigilant and aware that forklifts will be operating during build up and breakdown. Comply with NEC Traffic rules at all times. All vehicles must be escorted by a banksman. Red hatch markings outside each VE Door and areas immediately in front of the VE Doors inside the halls must be kept clear and accessible at all times. Yellow hatch marking outside each VE Door must be kept clear and accessible during the open period of any event, or when directed by the venue.

**EMERGENCY GANGWAYS** – Emergency gangways will be clearly identified and must be kept clear of all building material, waste and exhibits in order to allow forklift movement and emergency access/egress at all times – See plan.

**PERSONAL PROTECTIVE REQUIREMENTS (PPE)** – Contractors and exhibitors are required to wear suitable protective clothing relevant to their job. Protective footwear should be worn at all times. **No open toed shoes, flip flops or high heels will be allowed into the Hall during build up or breakdown.** High visibility jackets must be worn in all locations where vehicles are operating (ie: Loading Bays) and on space only stands which are deemed to be a high build risk.

**HOT WORK RULES** – A hot working permit must be obtained from the venue, prior to commencement of hot work eg: ox-acetylene cutting, welding, arc welding and so on.

**WORKING AT HEIGHT RULES** – Appropriate management and safe methods of working at height is required at all times.

**LATE WORKING RULES** – Exhibitors and contractors should plan to ensure that working outside the published hours is not necessary. All staff should be made aware of and adhere to the current Working Time Regulations.

**ACCIDENTS AND NEAR MISSES** – All incidents must be reported to the Health & Safety Officer via the Organisers Offices in Hall 4 immediately.

**SMOKING** – Smoking (including e-cigarettes) is only permitted in designated smoking areas outside the Halls.

Anyone suspected of being under the influence of drugs or alcohol will be evicted from the Halls.

**WELFARE** – Floorplan below shows the following: Organisers Offices, Toilets, Drinking Water, Seating and Cafés. The First Aid Room is in Hall 3A Organiser Offices, or come to Hall 4 Organisers’ office and we can radio for assistance.

**CONTACT NUMBERS** - Organisers’ Office: 0870 76 11370 / 0870 76 11372      Venue Emergency: 0121 767 3333



**FORK LIFT TRUCKS OPERATING**



**HIGH VISIBILITY VESTS MUST BE WORN IN THE UNLOADING AREAS**



**NO ACCESS TO CHILDREN UNDER THE AGE OF 16 AT ANY TIME**



**5 MPH SPEED LIMITS APPLIES**



**LORRIES & HEAVY PLANT OPERATE IN THIS AREA**



**NO SMOKING**



**TRIP HAZARDS**



**UNAUTHORISED VEHICLES OR THOSE CAUSING A SAFETY HAZARD OR OBSTRUCTION WILL BE REMOVED**



**NO UNAUTHORISED ACCESS**

## Safe Working with Ladders

Select the right ladder:

- Make sure you choose a ladder that is tall enough for you to safely access your work area or reach your task. The ladder must also be strong enough to hold you and your tools, and suitable for your work environment. Here are some things you need to think about when choosing a ladder.
- Every time you use a ladder check it beforehand to make sure it is safe to use.

Do you know what to look for?

- 3 Missing, damaged or worn anti-slip feet
- 3 Items stuck in the feet such as swarf, stones grease or dirt, preventing the feet from making direct contact with the ground;
- 3 Mud, grease or oil either on the rungs or the stiles
- 3 Cracks in the rungs or stiles of the ladder;
- 3 Missing, broken or weakened rungs;
- 3 Missing or damaged tie rods;
- 3 Check metal ladders for cracked or damaged welds and missing or loose screws or rivets.

If you see any of these do not use the ladder and report it immediately to your supervisor.

Position your ladder

- Do not position a ladder where it can be knocked or where it may get struck by a passing vehicle;
- Check each foot is on a clean, level, firm footing and look out for oil, grease or loose material including plastic packaging and sheeting.
- Make sure the ladder is at the correct height, never use boxes or bricks etc to gain extra height

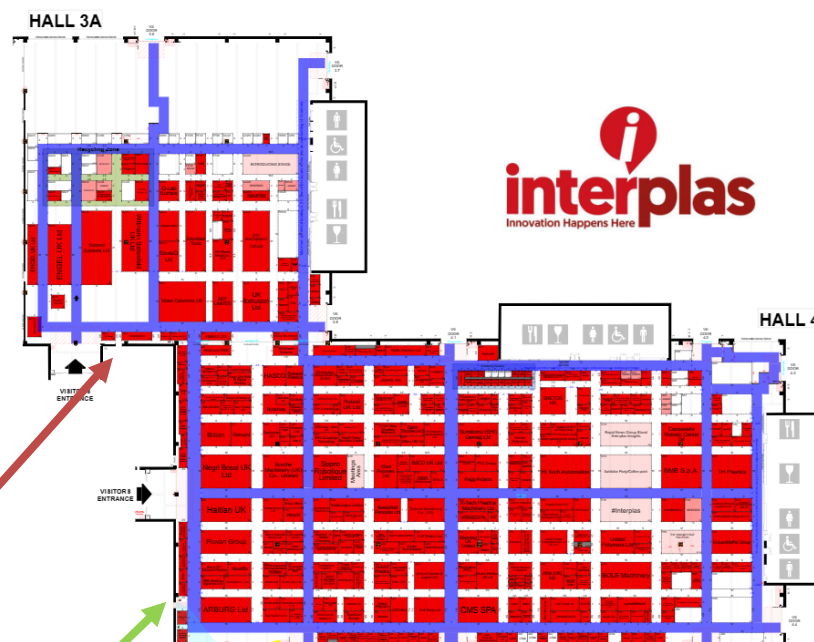
Toilets – available in the Halls and the Piazza

Drinking Water – Access to drinking water and sockets for kettles during build up and breakdown only – Enquire at Organisers’ Office

Seating Areas – Available around the Piazza



**STOP THE DROP**



First Aid Room, PSP & CEVA Office in Hall 3A Organisers’ Office

Organisers Office GES Office

Interplas Conference Interplas Connect

Blue lines denote the Emergency Gangways which should be kept clear during build.

