

SITE RULES

GENERAL

- EVERYONE must consider the safety of themselves and others at ALL TIMES
- Contractors must remove their waste from site.
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site

TRAFFIC

- Be aware of moving traffic – in the loading areas and forklifts in the hall
- The speed limit is: **WALKING PACE** in the loading areas

WELFARE & CLOTHING

- Appropriate footwear must be worn
- High Vis must be worn in the loading areas
- Late Working is not permitted

METHODS OF WORKING

- NO HOT WORK permitted without authorisation from the Organisers'
- Appropriate and safe methods of working at height are required at all times

SITE INFORMATION

Organisers' Office	The Organisers' Office is located within the hall, behind stand F40. The onsite office number is +44 (0) 1415 763 562
First Aid	The Medical Centre is open throughout the tenancy period of the show. In a First Aid emergency, assistance should be obtained via any member of the Baby & Toddler team, security staff or the Organisers' office or in an emergency call 0141 576 3888.
Venue Emergency No.	0141 576 3888
Fire Exits	Those displaying a lit sign above them will be OPEN.
Toilets	Toilets are located at in the front corners of the hall.
Catering facilities	There are multiple cafes and shops in the surrounding area. There is a power socket and drinking water in the Organisers' Office if you wish to boil a kettle.

EMERGENCY PROCEDURES

Fire

On discovering a fire:

- Break the glass on the nearest manual call point.
- Advise other persons in the vicinity of the emergency.
- Telephone the Control Room (extension 888), giving the location of the fire, or inform a member of SEC staff in the vicinity.
- Do not attempt to extinguish the fire unless it is safe to do so, and you are competent to use a fire extinguisher.

The automatic alarm may also be activated if the smoke or heat detectors come into operation. The fire alarm takes the form of a pre-recorded announcement over the Public-Address System as follows;

“Attention please, Attention please.

An emergency situation has arisen within the building.

Please remain calm and follow stewards' instructions; they will direct you to the nearest emergency exit, do not use the lifts”

Evacuation

Please listen for announcements over the public-address system and then follow those instructions.

Bomb Threat

The Public-Address System may broadcast the message: **“ATTENTION PLEASE STAFF CALL 100”**, to signify that a bomb threat has been received.

- Persons responsible for their construction area must carry out a thorough search to ascertain whether there are any suspicious packages.
- Should any suspicious item(s) be found, move away from the location and notify a SEC staff member immediately. Or call the Control Room on 0141 576 3888.

If the threat appraisal concludes that an element of danger exists an announcement shall be made ***providing evacuation instructions*** and assembly point locations, this shall be followed by the pre-recorded announcement over the Public-Address System. This message will continue to be broadcast until the building has been evacuated. All persons must follow the directions from Stewards. When the emergency has passed, and normal working conditions can be resumed the following message will be broadcast.

“ATTENTION PLEASE CANCEL STAFF CALL 100”

Cancellation

Do not re-enter the building until you are advised by the SEC Staff, Organiser or Security personnel that it is safe to do so.