

Exhibition Centre Liverpool Rules & Procedures

CDM (Construction, Design & Management) Regulations set by the Health and Safety Executive came into play in April 2015, affecting how we work across the events and entertainment industry. The key principles of CDM are similar to those we already had in place to manage risks effectively, however there are some important changes to the build/breakdown procedures listed below.

It is essential that you read and sign up to the following site rules and procedures:

Access

All personnel working within a CDM site must be informed of the site safety rules whilst operating at Exhibition Centre Liverpool. Exhibitors must report to the Organiser's Office, or designated area, to collect their exhibitors badge upon entering the hall. Floorplans detailing stands, features, fire exits and facilities can also be collected from here.

Personal Protective Equipment (PPE)

All personnel including contractors and space only exhibitors must wear high visibility vests until told that construction has finished. Some areas may require use of steel toe capped boots and hard hats. High visibility vests may be available to purchase from Guest Relations, however we recommend bringing your own.

Vehicle & Forklift Movement

Vehicle access into the hall and forklift access into the loading bay must be approved and managed by security and the event manager and comply with the Exhibition Centre Liverpool traffic rules.

Vehicles inside the hall must not:

- exceed 5mph
- have either beacons or hazard lights on
- must not be reversed without a recognised banksman.

Accidents, Incidents & Near Miss Reporting

All accidents, incidents, dangerous occurrences and near misses must be reported immediately to the nearest steward who will escalate as necessary.

First Aid

First Aid facilities are available within the medical room located on the Atrium of the venue. During build up, open period and breakdown there will be a number of first aid trained stewards onsite.

Welfare Facilities

Toilets are located and sign posted within the hall. Rest areas and retail outlets for food and water are located both within the hall and on the Atrium.

Waste & Housekeeping

Please ensure you maintain good housekeeping at all times and dispose of waste in an appropriate manner. All waste must be removed from the hall at the end of the exhibition. Emergency gangways must be kept clear to allow cleaning and emergency access at all times. Smoking is not permitted inside the hall at any time and work must not be undertaken under the influence of alcohol or drugs.

