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**PAY360 Site Induction Form- Construction Design Management- Compulsory to complete by**

**8th March 2022**

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;

* Eliminate or control risks so far as is reasonably practicable
* Ensure work is effectively planned
* Appointing the right people and organisations at the right time
* Making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health
* Have systems in place to help parties cooperate and communicate with each other and coordinate their work
* Consult workers with a view to securing effective heath & safety and welfare measures
* Any actions required should always be sensible and proportionate to the risk.

**The following site rules & induction are a requirement under the Construction (Design & Management) Regulation. Please read the following carefully and sign at the bottom of the page.**

**Venue, services and contacts**

* The telephone number for the organiser’s office is +44 (0) 7905 359 619.
* On-site service desks are located in the Registration area.
* Toilet facilities are located near Registration as you enter the Gallery Hall to your right.
* Catering Facilities will be available within the venue on the 2nd floor

**In case of emergency**

* In the case of emergency, a message will be sent over the public address system instructing you to evacuate the building by the nearest exit.
* A first aider will be present onsite for any medical queries. Contact the organiser on +44 (0)207 288 6666.
* Report accidents – even minor ones – it could prevent a more serious one.

**The use of vehicles and operation of mobile plant:**

* Contractors must have a valid full driving licence, and training documents to drive mobile plant, copies of which must be supplied to the organisers.
* Contractors must observe the 5-mph speed limit on the site
* Seat belts must be used, if fitted, and drivers are to carry no passengers unless a proper seat is fitted for each of them
* Safety reversing alarms are required on all vehicles that can be operated in reverse, alarms must be used alongside a banksman
* Authorisation to drive may be removed by organiser for repeated breaking of these rules.

**Housekeeping**

* All exhibitors and contractors must be aware of their employer’s own site inductions and risk assessment
* The lorry ways are designated for vehicle movement and unloading only, and no pedestrians will be permitted in this area who are not unloading vehicles
* All exhibitors and contractors must be aware that forklift movement within the exhibition hall is not permitted
* PPE clothing must be worn at all times; including high-vis jackets, suitable footwear and protective hard hats where necessary.
* Hard hat must be worn when working at height, and contractors must be harnessed when working at height on a live edge.
* The contractor is responsible for removing all waste and disposing of it in accordance to the Environmental Protection Act 1990 and the Waste (Amendment) Regulations 2012
* No sharp objects may be placed in waste bins, and nails must be removed from wood before it is disposed of.
* Liquid waste must not be poured into rain water, or foul water sewers or drains
* Woodwork creating dust is not permitted.
* Hot works are prohibited.
* No persons under 16 years old will be permitted in the halls.
* No smoking is permitted within the halls or lorry ways.
* No work to be undertaken under the influence of alcohol or drugs.

**Repeated breaking of safety rules may result in your removal from the Exhibition Hall.**

E-signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

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