



CONFERENCE 20

MANCHESTER CENTRAL

WEDNESDAY 18 TO THURSDAY 19 MARCH 2020



ucisa20
**Exhibitor
Handbook**

ucisa20 Leadership Conference and Exhibition

18 – 19 March 2020
Manchester Central

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Forward

The following pages will provide all the information you need to ensure a successful ucisa20 Exhibition. If, however, you still have queries please do not hesitate to contact us at:

ucisa Services Limited
University of Oxford
13 Banbury Road
Oxford
OX2 6NN

Tel: 01865 283425

Email: admin@ucisa.ac.uk

May we take this opportunity to wish you a very successful event.



Brid Field
Events and Membership Officer
ucisa

1 General information

| | | |
|---------------------------------|---|-------------|
| Venue | The ucisa20 Exhibition will be held in the Exchange Hall at the Manchester Central Convention Complex. Access to the Exchange Hall will be via Windmill Street, M2 3GX. | |
| Risk assessments | Risk assessments and full plans will be required for any professional stand build at least two weeks before the event. | |
| Exhibition build-up | Access to Exchange Hall for stand dressing will be: Tuesday 17 March 1400 – 1800 Wednesday 18 March 0800 – 0930 | |
| Exhibition opening times | Wednesday 18 March | 1000 – 1730 |
| | Thursday 19 March | 0900 – 1600 |
| Exhibition breakdown | Access to the Exchange Hall for stand removal will be: Thursday 19 March 1600 – 2200 | |

NB These times must be strictly adhered to. Early breakdown will not be allowed under any circumstances. There will be no access to the Hall on Friday.

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| Vehicle entry doors | All vehicle entry doors to the Hall will be operated only by the Manchester Central Traffic Team or such other persons as Manchester Central designate in writing. Wheeled vehicles, whether motor driven or hand propelled, shall not be taken through any of the emergency pedestrian exit doors. | |
| Access for goods vehicles during build-up and breakdown | <p>All vehicles must, on arrival in Manchester, report to the loading bay. Full unloading instructions will be issued on arrival. Manchester Central's traffic management team issue goods vehicle passes on site. To obtain a pass, the team need vehicle and driver's details. Once issued, the pass should be displayed in the vehicle window throughout the loading and unloading process. Please note, a goods vehicle pass is not a parking permit. Manchester Central cannot provide on site parking.</p> <p>Access to the Exchange Hall is just off Windmill Street at the front of Manchester Central. For build up and breakdown, there are goods doors giving an entry of 4.4m wide and 4.2m high.</p> | |

1 General information

Delivery or service vehicles will only be permitted to enter the premises with the Manchester Central's approval and under the direction of its security staff.

Delivery or service vehicles will not be admitted into the Hall. Exhibits and similar materials may only be delivered and removed at times outwith the open period.

Motor vehicles used to deliver exhibits or stand fitting materials will not be permitted into the Hall. Vehicles must be parked at a nearby car park.

Delivery, unpacking, storage and removal

Empty crates, cartons, boxes or other packing materials must not be stored on, under or behind any stand. There is no storage space within Manchester Central. All exhibits, standfitting and other materials brought into the premises for the exhibition (including materials scrapped at the end of the event) must be removed from the Hall by 2200 on Thursday 19 March. Exhibitors will be responsible for any charges Manchester Central may make for extending the hire period and for any additional services provided if the premises are not vacated by that time.

Floor loadings

No load in excess of 1450kg/sqm shall be placed on the floor of the Hall. Please note that loadings are reduced for point loads that fall on service ducts. No vehicle will be allowed in without express permission from Manchester Central.

Parking

There is a 24-hour NCP car park directly below Manchester Central. It has 720 spaces including 18 disabled parking bays and three electric vehicle charging points. There is direct access to Manchester Central by lift, stairs and escalator.

Manchester Central NCP

Lower Mosley Street

Manchester

M2 3GX

Manchester Central NCP is the closest car park and we've negotiated a discounted rate of £14 per 24 hour period when pre booking using the following code: **MCEXHIB14**

Please Note, this code only applies when pre booking using the following link [here](#)

Please note that Manchester Central NCP has a 2m height limit and cannot provide car parking on its immediate premises.

1 General information

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| Badges and passes | Exhibitors should collect their Exhibitor badges from Registration, which is situated in the Exchange Upper Foyer later on Tuesday afternoon or Wednesday morning. |
| Damage to exhibition hall/shell scheme | <p>Exhibitors will be held responsible for any damage to the exhibition premises or shell scheme caused by themselves or their contractors. Fixings must not be made to the building structure. Marks caused by paint, oil or grease to the fabric of the building, the shell scheme structure or to the floor covering must be avoided. Due to the risk of damage to the lighting and ventilation equipment, lighter than air balloons cannot be allowed in the hall. Due to inevitable indiscriminate use, self adhesive advertising stickers cannot be allowed in the Hall.</p> <p>Charges will be made to the exhibitor concerned to cover the cost of repairs or replacements made necessary by non-observance of these conditions.</p> |
| Publicity material | Exhibitors are reminded that publicity materials may only be distributed from their stands. |
| First aid | First aid officers will be in attendance throughout the exhibition. Please go to the Registration desk if you require assistance. |
| Lost property | All property found at the Centre and surrendered to Manchester Central Security will be retained for three months. If, after three months, no claim in respect of that property has been made by any person, Manchester Central shall consider that title to that property has been abandoned and shall become entitled to dispose of the property. |
| Stand cleaning | General cleaning will be done by the venue. At 0930 on Wednesday all work in the nature of construction or erection of stands must be completed. All vehicles, spare materials and other items used in connection with the construction and erection of stands at the Exhibition shall be removed from the Hall. At the same time, all exhibits and materials required for the Exhibition shall be removed from the gangways in the Hall to allow Manchester Central's cleaning contractor to sweep the gangways and general circulation areas and to clear refuse from the Hall prior to the commencement of the open period of the Exhibition. |

1 General information

At the close of the Exhibition on each open day other than the last, exhibitors should place any dry refuse from their stands into plastic sacks provided by Manchester Central and wet waste into suitable bins which Manchester Central will provide. The plastic sacks and bins should then be placed in the gangways as soon as the exhibition closes for removal by Manchester Central's cleaning contractor. Under no circumstances should refuse be placed in the gangways other than in plastic sacks or bins, or at times other than as stipulated above.

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| Security | Security will be provided during exhibition open times. The Hall will be secured half an hour after the exhibition close on Wednesday and unlocked at 0800 on the Thursday morning. Please ensure all power is switched off. |
| Organisers' office | If you need any assistance please go to the Registration Desk, where you will find a member of staff in attendance each day from 0845 until 1700. |
| Insurance | Manchester Central and, ucisa accept no liability for property introduced into the premises by exhibitors and its or their contractors, sub-contractors or agents. It is, therefore, the responsibility of all exhibitors to ensure you have sufficient insurance cover for the event. All attendees at the event must ensure their personal belongings are stored safely. Exhibitors must take care of their equipment/belongings. Exhibitors' stands and exhibits on stands are NOT accepted into the custody or control of the Event Organiser or the venue and exhibitors shall make their own insurance arrangements. |
| Public address system | The public address system is reserved for organisers' announcements only. The organisers regret it cannot be used for any other purpose. |
| Wifi and internet access | Wireless internet access is included in the exhibitor package for email, browsing only. <i>If you plan to use large amounts of bandwidth, please order a fixed line from Manchester Central using the Order Form at the back of the Exhibitor Booking Pack.</i> Rogue base stations are strictly not allowed. |
| Telephones and ATMs | There is a cash point in Central Foyer which charges 95p for withdrawals. Also, the Royal Bank of Scotland and Barclays are on Mosley Street, just a five minute walk from Manchester Central. |

1 General information

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| Refreshments | Morning coffee, lunch and afternoon tea will be served in the Exchange Hall. Exhibitor's lunches will be served from 1200 on the Wednesday and Thursday |
| Clients and contractors personnel | <p>All staff must be adequately trained, experienced and/or supervised for the tasks they are to perform. Hazardous tasks should only be carried out by experienced personnel. An assessment must be made as to what tasks an operative is capable of performing and they must be instructed to limit themselves to those tasks.</p> <p>Possession, use or being under the influence of alcohol or non-prescribed drugs is prohibited throughout the venue.</p> |
| Exhibitor's responsibilities | <p>All exhibiting organisations are responsible for their staff, their contractors, sub contractors and visitors on and around their stand from the first day of build up through to the last day of breakdown. They must ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the Exhibition, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.</p> <p>All exhibitors must appoint a safety representative, with specific responsibility for health and safety, from their company, to oversee all the activities that their organisation is undertaking in the venue. This person will be responsible for undertaking a risk assessment and method statement for your activities on site and for obtaining similar documentation from your contractors prior to starting work in the venue. This person will also be responsible for the provision of proper information, instruction, training and supervision of all parties throughout the time at the venue. Please note that if this person is to be present only during build up and break down a senior person must be appointed to control health and safety matters during the open period.</p> |
| Reporting of injuries and dangerous occurrences | All injuries, no matter how minor, and near miss incidents, on site must be reported to the venue Duty Manager without delay. This can be done by contacting the Registration Desk, Security or member of Manchester Central staff – who will arrange for the Duty Manager to visit you on your stand. |

2 Health and safety

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| Children | Children under 16 years of age are not permitted in either internal or external areas where work is taking place on build up or breakdown of any event. |
| Conduct | The MCCC reserve the right to stop any work being carried out by any person or persons where the work is in the reasonable opinion of the Duty Manager or any health and safety adviser employed by the venue, being carried out in breach of any requirements stated in this document, any statutory requirements or in an unsafe manner. Any offending person or persons may be required to stop work immediately and may be required to leave site. Such action will also apply to any person or persons behaving in an irresponsible manner so as to threaten the safety of, or cause injury to others, or cause unnecessary damage. The decision of any manager employed by or for the HIC to deal with these matters is final and irrevocable. |
| COSHH | All substances of a hazardous nature must be stored, controlled and used as required under the Control of Substances Hazardous to Health Regulations 1994 (COSHH). |
| Hazardous operations | If a particularly hazardous task is being undertaken on site the area is normally to be adequately and securely protected from access by personnel not immediately required to undertake the task. The risk and any list of any personal protective equipment required should be displayed at access points. The hazardous operation must be thoroughly reviewed in a method statement and risk assessment which should be forwarded to the venue at least 14 days before the event. |
| Ladders and platforms | <p>Ladders and step ladders are to be used in accordance with HSE guidance notes GS31. Painted wooden ladders and ladders that are defective must not be used. All ladders must be visually inspected prior to use.</p> <p>Safe working platforms are to be provided wherever possible. Ladders are not suitable as a working platform for long periods of work (in excess of 15 minutes). Where there is a risk of falling 2 metres or more from any platform, access route or stairway, guard rails or other suitable barriers are to be provided, this includes part erected or dismantled structures. Scaffolds and working platforms shall be in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and HSE guidance notes.</p> <p>The suspension of stand fittings or lighting fittings for exhibition stands from the structure of the hall roof will not be permitted.</p> |

2 Health and safety

Risk assessment

All parties including exhibitors and contractors have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any mandatory Acts/ Regulations relevant to their activities. It is your responsibility as an exhibitor and your contractor/s to ensure that a safe working environment is achieved. It is a **requirement** for individual **Space only exhibitors** and their **contractors** to submit a **Construction Phase Plan, Risk Assessment** and **Method Statement** as there is deemed to be a risk associated with your stand, with respect to (for example):

- Build up, open and break down periods
- Shell and space only constructions
- Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any particular hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

2 Health and safety

A suitable and sufficient Risk Assessment is one that:

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances, enables the employer to prioritise remedial measures

It is the responsibility of each exhibitor to ensure that every supplier or sub contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at Manchester Central.

No exhibitors will be allowed to commence work until licensing has approved the event Construction Phase Plan, Risk Assessment and Method Statement.

All contractors, sub-contractors, agents etc appointed by either an organiser or an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

The maximum stand height is 3.99metres.

Depending on your stand location, some ceiling heights within the hall are 3.65m. Please check with the organisers for your stand location.

Please Note: Any stands 4m and over with require a structural sign off before the show opens.

2 Health and safety

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| Lifting operations | It is a requirement to comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). |
| CDM | Construction Design management requires anyone entering the build or breakdown areas to be inducted. You will find Central's Induction Pack at the end of this Handbook. |
| Personal protection equipment (PPE) | <p>Employers are legally required under the Personal Protective Equipment Regulations 1992 to provide appropriate personal equipment for their employees and likewise the employee has legal obligations in respect of the PPE provided.</p> <p>The Construction (Head Protection) Regulations 1989 require that employees wear suitable head protection, unless there is no foreseeable risk of injury. Safety helmets must be worn during all construction and erection work at a raised level as well as during craneage and moving materials.</p> |
| Hi-vis policy | During build-up and breakdown of your event, all personnel must wear hi-vis (high visibility). Personnel not wearing hi-vis will not be permitted to work in the event area. |
| Plant | <p>All types of plant, including cranes, forklifts, mobile elevating platforms etc to be used on site must be inspected and tested as required by the Health and Safety at Work Act 1974, the Construction (Health, Safety and Welfare) Regulations 1996, the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998 prior to use. Permission to bring any type of plant on site must be sought from the venue 8 weeks prior to the event. Please note: Manchester Central do not provide plant for use by exhibitors, contractors or delivery drivers.</p> <p>Operators of all plant must be competent, experienced, in possession of and able to make available for inspection on site the appropriate qualification, licence or certificate, and insurance.</p> |

2 Health and safety

Vehicles

Reversing operations must be avoided unless **absolutely** necessary. If reversing has to take place a second person must be used to direct the operation and ensure safe working. All high sided vehicles and vehicles with restricted views, forklifts and cranes must be fitted with an audible alarm for reversing purposes. When submitting plans clear information as to the materials being used must be provided. No painting of stands or displays shall be permitted within Hall B. All materials used in construction, dressing, props, scenery, signs, fascias etc must be selected so as to be difficult to ignite.

Stand construction

Plans which must indicate the full construction details of the stand are to be drawn or reproduced in a clear and intelligible manner, to a scale of not less than 1:20 and include the following information where appropriate:

- A plan of the stand.
- Structural details of the stand.
- A specification of all materials to be used.
- The provision to be made in the structure of the stand for protection against fire and flamespread.
- Where appropriate, a certificate, or other details of the result of any relevant test, carried out on any material or other substance which is to be used in connection with the stand.

Timber

The following materials are approved for use:

1. Any timber, impregnated to BS476 – part 7 – CLASS1 and branded.
2. Timber framing of natural unproofed timber in excess of 25mm thick
3. Plywood, hardboard, pulpboard or fibreboard rendered fire resistant by an approved method of impregnation to BS476 – part 7 – CLASS1 and branded.
4. Untreated natural timber may be used for floors provided that it is not less than 18mm thick and is close jointed.

Plastics

Plastics must conform to BS476 – part 7 – CLASS1 Fire regulations. Lexan and Macrolan are acceptable. PERSPEX MUST NOT BE USED.

2 Health and safety

Fabrics

Textile fabrics used for dressing purposes must be flameproofed or purchased treated by the use of approved chemicals in accordance with BS5438/BS5852.

Floor coverings

Floor coverings and/or underlay when tested appropriately in accordance with BS4790 should either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and lower surfaces.

Adhesive tape to secure carpets or other materials to the floor of the premises must be removed after use, without damage to the floors.

All nails, adhesive tape, emulsion or paint marks etc left in or on the floor of the Hall at the end of the hire period will be removed by Manchester Central and the exhibitor will be charged for the cost of such removal. Damage to the floor of the premises caused by such fixings or their removal will be repaired by Manchester Central at the exhibitors' expense.

3 Fire and safety regulations

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| Artificial plants and flowers | Artificial plants and flowers are combustible and give off toxic fumes. Silk type flowers and plants are acceptable providing they have been flameproofed to BS476 – part 7. |
| Fire exits, walkways, etc. | Under no circumstances must fire exits or gangways be either partially or fully blocked such that access or exit in emergency is impeded. Venue staff will remove any item blocking these routes without warning. |
| Emergency and security instructions | <p>Emergency instructions are exhibited throughout the building. Basic instructions are given below for your information. Please ensure that the information is passed on to your staff, contractors, sub-contractors and any other person who may need to know.</p> <p>In the event of fire or other emergency such as a security alert your first duty is to prevent injury or loss of life. Know where to find the nearest fire alarm call point and fire fighting equipment and how to use them. Report an accident or emergency to a member of the Manchester Central and/or ucisa staff.</p> <p>Learn the route to the nearest fire exit, and to the nearest alternative fire exits in case the nearest exit is not useable (all fire exit routes are marked with dark green signs, with arrows and a pictogram of a running person, all fire exit routes lead to the outside of the building).</p> |
| Evacuation | <p>If an emergency evacuation is necessary during your event, the following message will be broadcast:</p> <p>“Attention please! Attention please! Will everybody please leave the building by the nearest exit. This is an emergency. The staff will assist and direct you. Please do not use the lifts.”</p> <p>Staff will guide you to your nearest exit. The muster point is outside the front of the building opposite the rear entrance of The Midland Hotel.</p> |
| Fire | <p>Should there be an emergency, please take the following action:</p> <ol style="list-style-type: none"> 1. Break the glass on the nearest fire alarm point. These are located at each vehicle door and fire exit 2. Tell a member of staff and give the location and nature of the incident 3. Notify nearby exhibitors/visitors of the situation |

3 Fire and safety regulations

Medical emergencies If you discover a person who has received a personal injury, please inform a member of the ucisa team or any venue staff as soon as possible. If possible, give the location of the casualty and details of any injuries (e.g. bleeding or unconsciousness). A member of the first aid team will come to help.

To report a dangerous occurrence or any other kind of problem, please see a member of Manchester Central or ucisa staff.

4 Electrical installations

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| Conditions | <p>Electricity at Work Regulations must be complied with in respect of relevant equipment. All electrical installations on stands, features, displays or exhibits shall comply with:</p> <ol style="list-style-type: none"> 4.1. the <i>Regulations for the Electrical Equipment of Buildings</i> issued by the Institution of Electrical Engineers (17th Edition)” and with any amendments thereto; 4.2. any special requirements of the Authorities; 4.3. the Health and Safety at Work, etc Act 1974 and; 4.4. the Electricity at Work Act 1989. |
| Portable Appliance Testing (PAT) Certificates | <p>All portable appliances brought on to site must have a current PAT certificate. Exhibitors will be requested to produce certificates. Failure to comply will result in the equipment being unplugged.</p> |
| Electricity supply | <p>Manchester Central, at its sole discretion, will limit the power rating of a supply or supplies where, in Manchester Central ‘s opinion, the load or combination of loads requested may have an adverse effect on the supplies to other users.</p> |
| 24 hour electrical supplies | <p>All stand electrical circuits other than 24 hour supplies shall be switched off as soon as possible after the close of each day of an event.</p> <p>Where a 24 hour supply of electricity is required for battery chargers, refrigerators or other equipment, the applicant shall advise Meridian of this at the time of placing the order for the stand electrical supply. Meridian will notify the applicant of the means by which the 24 hour supply will be provided. If this should necessitate a separate electrical supply, the applicant will be required to bear the cost.</p> <p>If a clean and continuous supply is required for computers or other data processing equipment, this can be arranged by prior application to Meridian.</p> |

5 Deliveries and collections

Manchester Central will not permit deliveries to the premises of exhibits, stand fittings or any other materials required for the staging of an event prior to the first day of the hire period. The exhibitor will also be responsible for any charges the **MCCC** may make for extending the hire period and for any additional services provided.

Please note that in order to ensure safe delivery of any items to Manchester Central both prior and during the event, this procedure **MUST** be followed. All boxes should be clearly marked with the following information:

Exhibitor Name and Stand Number
ucisa20 Conference and Exhibition
Exchange Hall
Manchester Central Convention Complex
Windmill Street,
Petersfield
Manchester M2 3GX

Manchester Central cannot guarantee to accept, or deliver to the correct place, any boxes that are not marked in this way, and accepts no liability in the event of a box being lost or misplaced in these circumstances.

NB

No deliveries will be accepted by Manchester Central before 0900 on Tuesday 17 March.

All items must be removed from Manchester Central by 2200 on Thursday 19 March.

Anything left beyond this will be disposed of.

Also note that during the Exhibition there are no facilities for storage so if you require storage space, you will need to build it within your stand.

5 Deliveries and collections

Delivery access at the MCCC



1 Delivery access to Exchange Hall: Windmill Street, M2 3GX



2 Delivery access to Central Halls & Charter Suite: Albion Street, M1 5LN



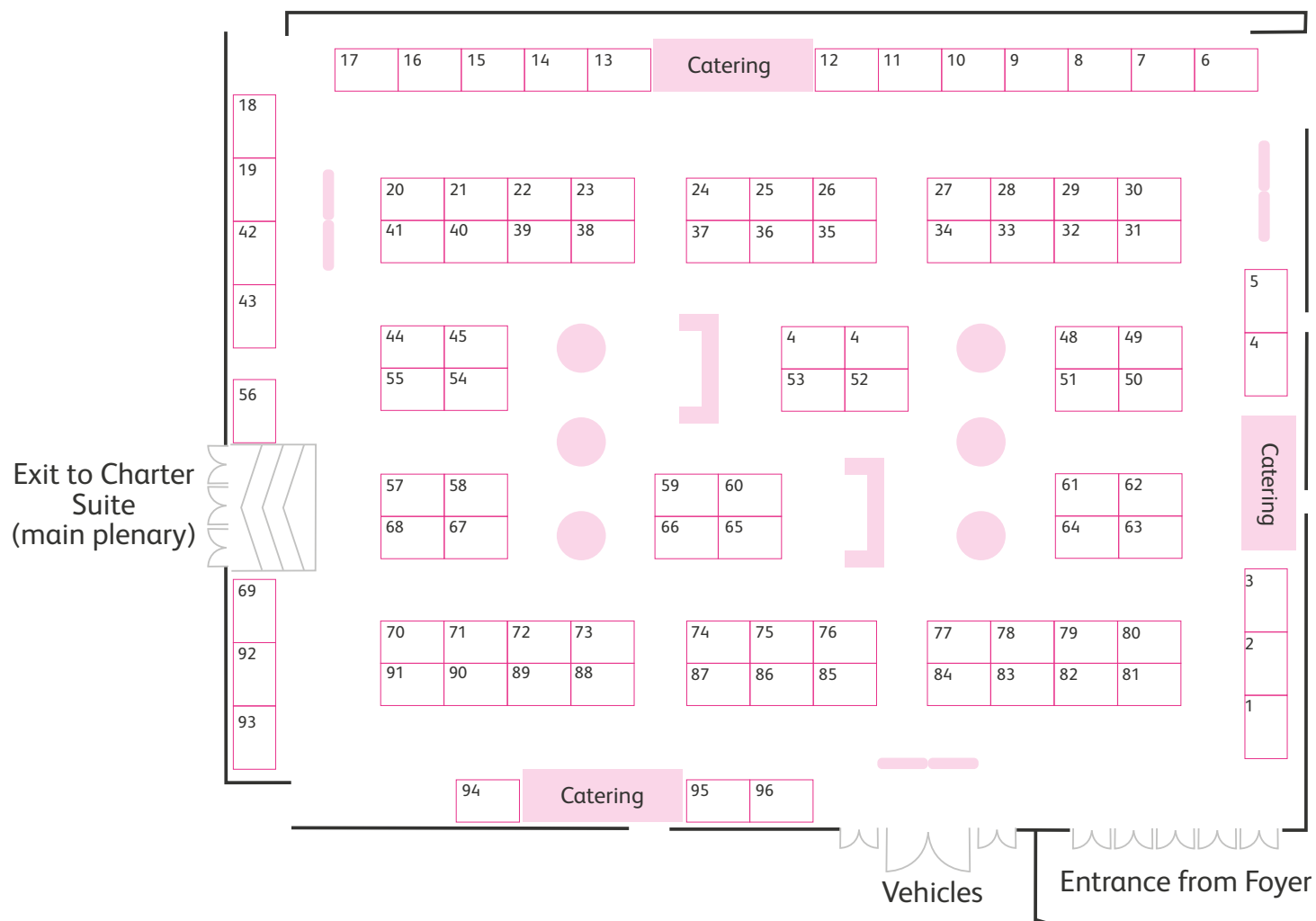
T +44 (0)161 834 2700 E eventsmanagers@manchestercentral.co.uk

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1/2024 - Rev 12

6 Exhibition plan

Exchange Hall



7 Central Site Induction Pack

A night-time photograph of the Manchester Central arena, featuring its iconic white, arched, translucent roof structure. The building's facade is illuminated, and a large clock face is visible on the upper part of the structure. The foreground shows a paved plaza and some lower-level building details.

Where **Manchester** meets the **world**



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Manchester Central Site Induction



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Aims of this induction:

Identifying key information and instruction necessary to work safely at Manchester Central, including:

- 🎯 Fire evacuation procedures
- 🎯 Permit to work procedure
- 🎯 Event build and breakdown procedures
- 🎯 Site rules
- 🎯 Environment and Sustainability policy

This induction is split into two areas:

- 🎯 Events & General
- 🎯 Building



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Events & General



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Events & General

Whilst working at Manchester Central, it is important that you're aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.

All of your employees or contractors are required to watch this presentation prior to working at, or around the venue, on an event.



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Build and Breakdowns

During all event builds and breakdowns at Manchester Central, **ALL** staff and contractors are required to wear hi vis clothing in order to access and work in the event space.



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- Hi vis vests are available to purchase from the venue, but we advise contractors to bring their own
- Some event builds may require all contractors to wear safety footwear
- Ensure all of your contractors or employees are aware of the venue rules including hi vis clothing **PRIOR** to working on site



Site Rules:

- 🎯 Wear your hi vis vests at all times during event builds and breakdowns
- 🎯 Appropriate footwear should be worn whilst working in the venue
- 🎯 Ladder work must only be conducted for short work periods
- 🎯 You must NOT stand on the top tier of your ladders - any unsafe ladder work may result in the employee being ejected from the venue
- 🎯 Any areas where Working at Height is being carried out, the immediate area must be controlled



- During builds and breakdowns, you must ensure aisles are kept clear at all times
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training
- Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit. This includes fork lift truck. Traffic movements may take place within the hall including fork lift trucks, plant and trucks. Drivers must be competent and adhere to the designated lanes where identified. Pedestrians always take priority within halls. Banksmen must be used when and where necessary. Hi Viz vests must be worn whilst traffic movements take place within the halls



- 🎯 Smoking (including e-cigarettes) is only permitted in the designated smoking areas
- 🎯 Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- 🎯 Hard hats must be worn when necessary
- 🎯 No hot works can take place in the venue (including event space) without a Hot Works Permit being issued
- 🎯 Activities requiring a Hot Works Permit include, but are not limited to: Soldering, Angle Grinding & Welding
- 🎯 No substances are to be used in the hall which have not been pre agreed by the venue or event organiser



First Aid:

🎯 During builds and breakdowns a designated first aider will be present throughout. To contact first aid, you can either;

- Contact a member of the traffic team or security, who will radio first aid
- Call first aid on radio channel 6 if you have a venue radio
- Contact security via internal telephone (dialling 2206)
- Visit the first aid room located in-between Charter Foyer and Central Foyer

🎯 All accidents, incidents or near misses **MUST** be reported



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When requesting first aid, you must state:

- ① Who you are
- ① Who the injured person is
- ① What the issue or injury is
- ① The location



Fire and Evacuation:

- The building has a two stage fire alarm system
- The first stage alerts venue staff of a potential fire, which will instigate an investigation. At this point, you will not know anything about the ongoing investigation
- If a fire is identified during the investigation, or a secondary smoke detector is activated, the fire alarm will initiate the evacuation message. This message is a combination of a beacon and voice instruction
- The voice instruction relays the following message:-



***“Attention Please! Attention Please! Will Everybody
Please Leave The Building by The Nearest Exit. This Is An
Emergency. The Staff Will Assist And Direct You. Please
Do Not Use The Lifts”***



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- 🎯 On hearing the alarm, all contractors, staff and visitors must make their way out of the venue by the nearest available exit
- 🎯 The venue has two assembly points;
 - The Rear Car Park, and
 - The Front Forecourt, Windmill Street
- 🎯 All persons are to evacuate to the closest assembly point



Fire assembly points

Manchester Central site plan – fire assembly points

In case of emergency please leave by
the nearest exit and go to your nearest
assembly point.



Rear Car
Park

Front
Forecourt



Building



Manchester
Central



Site Rules

- Activities requiring a permit cannot take place in the venue (including the event space) without the appropriate permit being issued. Activities requiring a permit include, but are not limited to:
 - Hot Works, Working at Height, Working in HV Switch rooms / Plant Areas; Working in Confined Spaces, Working within Areas Subject to Access Control.
 - Permits and access to the relevant areas are only provided by FM once associated paperwork has been submitted and reviewed



- ④ A number of toilet and wash facilities are provided throughout the building
- ④ If you have been provided with a fob / access card, it is important that you do not allow other people to 'tailgate' you when walking through different access controlled doors
- ④ If you have been issued with a radio, ensure that you know your radio channel allocation, and other department channels

Channel 1 – Security

Channel 2 – Events

Channel 4 – Hospitality

Channel 5 – FM

Channel 6 – First Aid

Channel 7 – Traffic

Channel 8 – Hs/keeping

Channel 10 – Stewards

Channel 11 – IT / AV

Channel 12 – Floor Services

Channel 16 - Emergency



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Environment

- Manchester Central are committed to responsible waste management and delivering sustainable events.
- It is a requirement that all FM and Event contractors manage their waste responsibly, removing from site accordingly.
- The venue has a recycling centre which is used to segregate and recycle all waste including wood, electrical equipment and metal from site.
- All environmental incidents must be reported to Manchester Central via the site manager or supervisor



Contact

If you require further information, please contact your event organiser or contact venue safety on:

Email: safety@manchestercentral.co.uk

Telephone: 0161 834 2700



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manchestercentral.co.uk