



# CONSTRUCTION MANAGEMENT

# DESIGN

Construction Design and Management (CDM) is a new set of regulations to the Event/Exhibitions industry that will be enforced by the HSE. These regulations already exist in the commercial and domestic building industry and the HSE has decreed that Events/Exhibitions must also fall under the category of these regulations.

The regulations, which are now being enforced by the HSE, outline roles, responsibilities, policies and procedures which need to be implemented during two main phases in order to ensure the work is planned and carried out in a safe manner:

**The “pre-construction phase”** which is the period of time during which design or preparatory tasks for construction work is carried out. This may continue into the next phase. The effective pre planning of how these Build and Breakdown periods will ensure that hazards / risks will be identified, and then communicated to all person’s working on the event during these periods. Also what control measures will be put in place to reduce these hazards / risks as far as it is reasonably practicable.

**The “construction phase”** which is the period of time when construction work starts and this of course covers both the build and the breakdown periods of an event. It is also important to note that there are other areas/times that CDM could apply, for example:

- If any remedial work that’s deemed as construction is taking place on a stand during the open period (out of hours)
- Where construction work is taking place in our public areas such as building a registration or ticket completion desk

The key principles of CDM are similar to those we already have today to manage risks effectively. The principles as defined by the HSE are:

- Eliminate or control risks, so far as reasonably practicable
- Ensure work is effectively planned
- Appointing the right people and organisations at the right time
- Make sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health
- Have systems in place to help parties co-operate and communicate with each other and co-ordinate their work
- Consult workers with a view to securing effective health, safety and welfare measures

The HSE also say that any actions you take to comply with CDM should always be proportionate to the risks involved.



As organisers, we will be in contact with all Space Only contractors informing them of their responsibilities under CDM asking them for a named responsible person - who's role is to ensure pre tenancy their proposed build meets the regulations as stated in the manual, plus meeting the CDM regulations monitoring any risks and reducing them.

Each space only site is treated as a separate construction site within the main site. Therefore, Space-only stands effectively become their own CDM site and under CDM are referred to as “sub-clients”. Therefore, must comply with the venue and the organiser’s site rules.

Space-only exhibitors who arrive to set up their stand during the construction phase also fall under CDM as sub-clients.

Shell scheme exhibitors who are entering into a CDM site need to be made aware of this and the implications.

We appreciate that we are entering into a period of change and will endeavour to help or offer advice. The CDM requirements are a set of HSE regulations, and must be complied.  
*Please note, aside from CDM, the Organisers will seek to obtain the usual safety documentation that has been submitted previously. It is now very important that risk assessments and method statements are completed and that plans are submitted as we will be required to advise the venue if this has not happened pre tenancy.*

Guidance relevant to our industry is currently being drawn up by the HSE so is not yet available. In the meantime, for more information please refer to the HSE guidance notes at:

<http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm>

Please find below a link to the eGuide with some useful sections highlighted:

- Company Health & Safety Management Responsibilities
- Risk Assessment
- Build and Breakdown
- Health & Safety Responsibilities

[http://www.aeo.org.uk/files/eguide\\_september\\_14\\_clean\\_copy.pdf](http://www.aeo.org.uk/files/eguide_september_14_clean_copy.pdf)



## SITE RULES

- EVERYONE must consider the safety of themselves and others at ALL TIMES
- Eliminate or Control Risks where possible
- Ensure all working on your behalf have the correct information, instruction and training
- Ensure the work planned can be carried out in the time allotted
- The loading bays are designated for vehicle movement and loading / unloading only. No pedestrians will be permitted in this area who are not loading / unloading vehicles
- All exhibitors and contractors must be aware of forklift movement within the exhibition hall. Only our official supplier –are permitted to operate forklifts within the National Wedding Show
- All doors in the hall must be kept clear and accessible at all times
- No persons under 16 years old will be permitted in the halls
- No smoking including e-cigarettes are permitted within the halls
- No work to be undertaken under the influence of alcohol or drugs
- Be aware of moving traffic – in the loading areas
- PPE – appropriate PPE must be worn
- NO HOT WORK permitted
- Appropriate and safe methods of working at height are required at all time
- EMERGENCY GANGWAYS MUST BE KEPT CLEAR AT ALL TIMES  
Excessive Late Working will require additional crews
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site
- Contractors must remove their waste from site

## EMERGENCY PROCEDURES

SEARCH ("STAFF CALL 100")	<p>In the even announcen</p> <p><b>"ATTENTION CALL 100"</b></p> <p>Do not leave then assist work area. or move it. Control on exact locati concern to threat direc details as p</p>
FIRE	<p>If you discov the nearest Control</p>
EVACUA- TION	<p>If evacuatic announcen <b>"ATTENTION IS AN IMPOR- NECESSA BUILDING THE NEAR- ADMITTE</b></p> <p>Please leave assemble a or L Yard), Road forec should acc 020 7598 2</p>
STAND DOWN	<p>The signal cancellation procedure i</p> <p><b>"ATTENTION CALL 100"</b></p>