

1.0 The Scottish Exhibition and Conference Centre (SECC) Site Plan



2. Fire

SECC has a comprehensive fire detection system which is complemented by sprinkler protection. In the Exhibition Halls fire hose reels are installed at various locations below prominent signs. Alarm points are located at or near fire exits and vehicle doors.

If you discover 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 SECC staff in the Hall.
- Do not attempt to extinguish the fire unless it is safe to do so and you are competent to use a fire extinguisher/ hose reel.

Use of Fire Hose reels will activate the Fire Alarm system. *Their use is prohibited except for the purpose of fighting fire.* 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 centre.
Please leave the building by the nearest available exit, do not use the lifts”*

As soon as the instruction to evacuate the Centre is broadcast, you must leave the premises by the nearest available exit. Follow the directions from Stewards moving to and remaining at Fire Assembly areas near the East or West entrance. This message will continue to be broadcast until the building has been evacuated. You must not attempt to return to the Centre until the Senior Officer in charge of the fire brigade detachment says that it is safe to do so.

3. Medical Problems

The Medical centre is located in the East end of the Concourse, adjacent to the Information Desk. If medical assistance is required, the Nurse/ First Aider should be contacted immediately at extension 333 or via any staff member in the vicinity

4. Terrorist Activity ~ 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 SECC staff member immediately. Otherwise await further instructions and information.

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, (Para 2.0 Page 1). 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”

5. Site Safety Rules

Contractors shall ensure the following:

- Access, egress and fire routes must be maintained free at all times.
- Avoid work practices that create slips, trips of falls.
- Breakdown ~ No contractors’ staff will be allowed into the hall until the doors are closed and the area is clear of the public.
- Entry/ exit to halls is via designated doors only.
- Contractor badges to be displayed at all times.
- Consumption of alcohol or non-prescriptive drugs during working hours is strictly prohibited.
- Do not remove or obstruct firefighting equipment.
- Electrical equipment must be serviceable and subject to Portable Appliance Testing.
- Good conduct of the contract staff during the occupancy of the site.
- Hard hats must be worn if work in locations where head injuries may occur or there is overhead working.
- High visibility vests must be worn when working adjacent to or near moving vehicles.
- Hot work permit to work system is operated from SECC Control Room.
- Industrial type ladders only shall be accepted for use on the SECC Campus.
- Know how to contact the:
 - Control Room ~ Ext 290 (Ext 888 Emergency use only).
 - Medical Centre ~ Ext 333.
- No swearing or use of offensive or racist language on site.
- Sign in on arrival to the premises and sign out when leaving the premises.

CDM ~ Site Induction ~ Exhibition Halls ~ Hall 3 v1.0

- Smoking within the SECC is prohibited by law. Smoking in enclosed spaces such as toilets is liable to activate the fire alarm system.
- Smoke in designated areas only.
- Young Persons ~ The SECC policy is that no one under the age of 16 years of age will be allowed into the "construction" area.
- Waste ~ it is the responsibility of each contractor to remove all large items of waste-bricks, wood, display boards, landscaping material from the venue.
- Welfare Facilities:
 - Contractor's attire and hands/face are clean if accessing food outlets.
 - Drinking Water ~ designated by Event Organiser.
 - Retail Food outlets ~ designated by Event Organiser.
 - Seated Area ~ designated by Event Organiser.
 - Toilets ~ designated by Event Organiser.
- Working area must be left in a tidy manner and good condition.
- Working at height shall require that appropriate PPE and Safe Systems of Work are in place and adhered to.
- Work equipment must be fit for purpose and maintained.

5.1 Traffic Management

- All loading and unloading may be carried out in the service yards adjacent to the Halls under the direction of SECC the Security staff.
- FLT Hazard light to be on at all times.
- It is important that no undue obstruction is caused to fire evacuation routes or the free flow of traffic. Vehicles must be removed to your designated car park immediately after loading or unloading
- Seatbelts to be worn at all times.
- Sound horns on entry into or egress from Hall.
- Speed Limits:
 - Halls ~ 5 mph
 - SECC Campus ~ 15mph
- Vehicle passes must be displayed at all times during build up and break down periods.

6. Hall 3 Layout

