



BCVA Congress 2025

CDM Site Induction



Edinburgh International Conference Centre, The Exchange, 150 Morrison St,
Edinburgh, EH3 8EE

Who's Who:

- Aimee Hyett – Office Manager and CPD/Publications Administrator, BCVA Office
- Elsbeth Matthews – Membership Services and Events Administrator, BCVA Office
- Kay Colquhoun – Communications and Policy, BCVA Office
- Eve Patterson - Executive Administrator and Board Support, BCVA Office
- Sofia Fenoglio - Event Planner, EICC
- Adam Dobb - Senior Designer + Project Manager (main contact-shell scheme/electrics) Ford & Barley Ltd

Whilst working at BCVA, 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 read this document prior to working at, or around the venue.

Build-up and Breakdown

During event build-up and breakdown at BCVA, **ALL staff and contractors** are required to wear a hi-vis vest in order to access and work in the event space.

PPE Required:

- Hi-vis vests
- Appropriate footwear (no flip flops, open toed shoes etc.)
- If working at a height of more than 2m, hard hats are enforced

Please note that hi-vis vests will not be supplied by the organiser or the venue. You should ensure you have your hi-vis prior to arriving on site.

CDM Site Rules:

- All company representatives and nominated contractors must report to a member of BCVA staff on arrival at the venue.
- Appropriate footwear should be worn whilst working in the venue (no flip flops or stilettos).
- 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.

- Hi-Vis vests must be worn during the construction period of the event i.e. when carpet is being laid and stands are under construction, being dismantled etc.
- Smoking (including e-cigarettes) is not permitted inside the venue.
- 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 substances are to be used in the hall which have not been pre agreed by the venue or event organiser.

The Convention Centre

- On hearing the building evacuation alarm, please leave the building via the nearest and safest exit which are clearly signed throughout the venue.
- Please be reminded that you should not collect any belongings and will not be able to utilise the lifts.
- Please remain calm, follow the instruction of the designated EICC Staff, notifying them of any missing persons.

Accessibility and Emergency Egress

- If anyone requires any assistance during emergency egress, please inform a member of staff on arrival, to enable the property to accommodate any requirements.
- Please be aware that there will be requirement to provide details for a personal emergency egress plan.

First aid

- If there is a requirement for first aid, please inform a member of staff who will contact a trained first aider to come and assist.
- Please be aware that there will be a requirement to provide details for an accident record.

If you require any further information; please contact the BCVA Office using the below details:

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