

# Alexandra Palace Contractors Site Induction - Please return before Friday 21<sup>st</sup> December

Due to recent developments in the events industry regarding CDM regulations, it is now a requirement for all contractors / event staff to complete a site induction when operating on the construction / de-construction phase of an event within any event space at Alexandra Palace. Please read the following site specific information and as the nominated person, confirm that you have understood and will adhere to all of them by ticking the right hand side box by each item and signing at the bottom.

**ACCESS TO THE VENUE WILL NOT BE GRANTED UNTIL SITE INDUCTION IS COMPLETED AND RETURNED TO THE ORGANISER OF THE EVENT**

SITE SPECIFIC INFORMATION	CONFIRMED
<b>Vehicle Movement</b> <ul style="list-style-type: none"> <li>Vehicles must give way to pedestrians and wherever necessary a banksman must be used.</li> <li>Vehicles must operate at walking pace (maximum 5 miles an hour) with dipped headlights and hazard lights on.</li> </ul>	
<b>Protective Equipment</b> <ul style="list-style-type: none"> <li>High Visibility clothing <b>MUST</b> be worn at all times during the construction / de-construction phase of the event – <b>ACCESS TO SITE WILL NOT BE GRANTED WITHOUT THIS</b></li> <li>Relevant Personal Protective Equipment (PPE) must be used where appropriate (e.g hard hats for working at height / protective footwear etc)</li> </ul>	
<b>Venue Medical Services</b> <ul style="list-style-type: none"> <li>Throughout the event, there will be dedicated medical provision, which is located in the Medical Centre in the North West Hall (please see location of Medical Centre on venue map overleaf)</li> <li>They can be contacted by calling 020 8365 2222 (ext 2222)</li> <li>All security / traffic / Alexandra Palace staff will also be able to contact Medical Services via radio</li> </ul>	
<b>Evacuation Procedures</b> <ul style="list-style-type: none"> <li>All stand holders / contractors should familiarise themselves with the position of the nearest Fire Exits in relation to their place of work as soon as they arrive onsite</li> <li>In the event of an evacuation, there will be an announcement over the Public Address System informing everyone to leave the building. If this happens you must leave the building immediately by the nearest Emergency Exit without waiting to collect personal belongings. Once outside of the building you should make your way to the Assembly Point in the Grove Car Park (Please see location of this on sire map overleaf)</li> <li>In the event of an evacuation, please always follow the instructions of security staffing within the venue.</li> </ul>	
<b>Onsite Health &amp; Safety Issues</b> <ul style="list-style-type: none"> <li>Workers have individual and collective responsibility for Health &amp; Safety and any unsafe working practices noticed should be reported to the Alexandra Palace Health and Safety Advisor on 020 8365 4362 (Ext 4362)</li> </ul>	
<b>Age Restriction</b> <ul style="list-style-type: none"> <li>Under no circumstances must anyone under the age of 16 be allowed onsite during the build / breakdown phase of the event</li> </ul>	

I hereby confirm that as the nominated person, responsible for health & safety management of the named stand / company below have read and understood all the site information contained within this document. Further to this, I can also confirm that **ALL** associated stand contractors operating during the construction and de-construction phase of the event have been given a full site induction before arriving onsite.

Event	
Company	
Stand Number	
Name	
Signature	





# Alexandra Palace

## Site Map

Exit towards  
Muswell Hill



## Key

- E#** Park Entrances
- PC** Palm Court Entrance
- IR** Ice Rink Entrance
- BK** Bar & Kitchen
- P** Car Parks
- AP** Assembly Point
- BS** Bus Stop

- Cafe
- Boating Lake

Alternative Park  
SAT NAV N226TB