**BCVA Congress 2025 –**

**9th – 11th October, Edinburgh International Conference Centre, The Exchange, 150 Morrison St, Edinburgh, EH3 8EE**

**Completion Certificate**

**SITE SAFETY INDUCTION FOR STAFF DURING BUILD-UP AND BREAKDOWN OF**

**THE ABOVE MENTIONED EVENT**

**A member of your company/organisation will need to take responsibility for ensuring:-**

* **The CDM Site Induction document is circulated to all staff and contractors attending the event.**
* **Acquired signatures for staff and contractors attending to confirm they have read and understand all requirements.**

**CDM 2015 Regulations with came into effect from the 6th April 2015, are now being enforced within the Exhibition and Conference Sector. Whilst all persons on-site are required by law to take reasonable care of themselves and others who may be affected by their acts or omissions documentation of an individual’s reading, understanding and signing their understanding is now a requirement. In reading this and other supporting information and signing this document, you hereby acknowledge and declare an understanding of all requirements and agree to comply with the content.**

* I will co-operate with the Principal Contractor (Organiser) and his/her representatives in observing Venue procedures and site rules – full details enclosed.
* I will access the CDM Site (Exhibition Hall) during build-up and breakdown ONLY if it is necessary, appropriate and a requirement of my job role.
* I will wear mandatory PPE (Personal Protective Equipment) *and appropriate footwear (no flip flops, peep toe shoes, stilettos etc).*
* I accept that the CDM Site is a construction site, with related hazards and risks and will keep to the perimeter of the Hall wherever possible.
* I will exercise due diligence at all times.
* I will immediately report all accidents/near misses.
* I will NEVER TAKE ANY CHANCES. If I have any doubt about the health and safety of any task being undertaken, I will immediately inform my supervisor.

**To be completed by all staff and contractors attending once they have read the CDM Site Induction document:-**

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURE | PRINTED NAME | JOB TITLE  | COMPANY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**The section below is to be completed by the person responsible for circulating and collecting signatures from all staff and contractors attending the event. If you are also attending the event, you will also need to read the CDM Site Induction and sign the above section.**

I am the person responsible for circulating the CDM Site Induction document on the company’s behalf **to all staff and contractors** attending the event. I confirm all relevant staff and contractors have read and understand the requirements and have completed and signed the above section as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** | **PRINTED NAME** | **JOB TITLE**  |  **COMPANY** |
|  |  |  |  |

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return the completed form to**

**congress2025@bcva.co.uk**