



# BCVA Congress 2026

## CDM Site Induction



The International Centre, St Quentin Gate, Telford, TF3 4JH

### Who's Who:

- Aimee Williams – BCVA Office Team Lead, BCVA Office
- Carolynne Malvern – Membership Services & Events Administrator, BCVA Office
- Eve Patterson – Executive Administrator and Board Support, BCVA Office
- Kay Colquhoun – Communications, BCVA Office
- Grace Baker – Event Manager, The International Centre, Telford
- 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. If you do not have any with you Telford International Centre have a limited number available at Reception for £3.50.

### 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.

**First Aid:**

During build-up and breakdown to contact first aid, you can either;

- Speak to an Organiser who will radio for first aid
- Speak to a member of Venue staff who will radio for first aid
- All accident and incidents **MUST** be reported

When requesting first aid, you must state:

- Who you are
- Who the injured person is
- What the issue or injury is
- The location

**Fire and Evacuation:**

1. Ensure that you are familiar with your nearest emergency exits.
2. Raise the alarm by using a break glass point or informing a member of staff
3. In the event of an Emergency Activation you will hear
4. "ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITHIN THE BUILDING, PLEASE LEAVE VIA THE NEAREST AVAILABLE EXIT"
5. Leave your site immediately by the nearest exit.
6. Do NOT use the lifts or take anything with you.
7. Move away from the building to the assembly points on the car parks directed by TIC staff.
8. Do NOT return to the building until the "all clear" has been given by fire officers.

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

BCVA Ltd, 17 The Glenmore Centre, Waterwells Business Park, Quedgeley, Glos, GL2 2AP  
 T: 01452 725735 – F: 01452 725780 – E: [bcvacongress@bcva.co.uk](mailto:bcvacongress@bcva.co.uk)