



Client Venue Safety Induction



This document must be signed and returned to the venue manager prior to event open.

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Welcome to Alexandra Palace. Please take time to read this document and familiarise yourself with our venue specific safety procedures. We advise that you use this document as an induction tool for all of your staff, crew and direct contractors. We ask that that you sign the declaration (Page 8) and have all your staff and crew sign the sheets (Page 9 onwards) on completion of their site safety inductions.

Once you arrive on site you will be issued a venue radio pre-set on **Ch13** to keep in contact with the designated Venue Manager. Here at Alexandra Palace we have our own venue specific radio code words, and so if you have any safety or security concerns please contact the venue manager immediately using the appropriate code word.

INCIDENT	CODE WORD
FIRE	MR PALACE
SUSPICIOUS PACKAGE	CODE 100
STRUCTURAL / TECHNICAL FAILURE	CODE 500
IMMEDIATE THREAT TO PUBLIC SAFETY	CODE 1000

If at any point a situation arises within the venue that could affect the event the Venue Manager will contact you directly and fully brief you on the situation. We ask you remain patient and keep venue radio traffic to essential calls only, this will give the Venue Manager time to get a better understanding of the incident and allow them to give you a more detailed accurate briefing.

Discovering a Fire (MR PALACE)

Immediately operate the nearest Fire Alarm (Break Glass) Point and inform the Venue Manager by Radio to give an exact location of the fire.

Never use the word fire use the Code Word MR PALACE and its location. e.g. “MR PALACE is in the Great Hall.”

Fire extinguishers should only be used to protect people or to make an escape route safe. No duty or expectation is placed on anyone to use a fire extinguisher to prevent or minimise damage to property.

DO NOT TAKE ANY UNNECESSARY RISKS.

Fire Exits

Do not block any fire exits or routes with any equipment or cables. Designated Fire Lanes are situated on both Stage Left and Stage Right to allow access to the Exit Doors under the Organ. Please keep flight cases, stillage's and all other equipment within the marked storage areas.



Your fire prevention responsibilities:

As an Alexandra Palace contractor, you can help us and our clients prevent fires occurring by taking the following actions:

- Good housekeeping, keep your areas clean and tidy;
- Do not obstruct fire exit routes;
- Do not prop open fire doors/final exit doors;
- Do not use Fire Extinguishers as door props;
- Do not tamper with any fire detectors or alarms;
- Smoke only in designated areas;
- Follow permit to work systems;
- Know your emergency procedures;
- Know where fire alarm points, fire extinguishers, refuge areas and assembly point are;
- Know how to raise the alarm in an emergency;
- Know how the fire alarm warning signal and messages sound;
- Know where nearest fire exit and alternative ways of leaving the building are;
- Know when the fire alarms test is scheduled;
- Report unsafe conditions such as damaged or obstructed fire equipment;
- Store flammable substances in the correct containers, in their designated store area;
- Know your fire extinguisher and the types of fire they should be used on;
- Do not attempt to fight a fire, let the experts tackle them; and
- Only use an extinguisher to assist your escape.

Suspicious package (CODE 100)

The discovery of an unattended bag or suspicious item should be reported to the Venue Manager via radio using the code word (CODE 100)

We ask that all crew luggage is kept in one area to avoid confusion of unattended items.

Immediate threat to public safety (CODE 1000)

CODE 1000 is to cover the rare events such as but not expressly limited to a live hostage incident, an explosion, marauding terrorist attack or vehicle incursion into the venue.

Listen carefully.

Follow any instructions given to you.

If in doubt RUN, HIDE & TELL



VENUE ALERT MODES

MODE AMBER

A Mode Amber means that the building is on high alert. This may result in an evacuation.

We advise that if you hear this message all load in/out work should cease and all crew should be ready to leave the venue.

MODE GREEN

If you hear Mode Green then this means the alert has been resolved, carry on with the load in/out

MODE RED (EVACUATION)

If an evacuation is necessary, the following announcement will be made over the radio:

“All radio holders’ priority message, we are in Mode Red please evacuate the building.”

An announcement will also be made via the internal venue PA.

Listen carefully.

Follow any instructions given to you.

Only take personal belongings with you if they are very close to you. Your assembly point will be in **the North Yard.**

When there we ask you request all your crew report to you and await further instructions.

Do not leave the assembly point or re-enter the building unless instructed to do so.

FIRST AID / MEDICAL

We have a manned onsite medical centre during load in, show time and load out. If any of your team require medical treatment they can either go directly to the Medical centre in the North West Hall load in area, or call the venue manager via the radio to request a medic to attend the patient in location.

ACCIDENTS / NEAR MISSES

All accidents, injuries or near misses **must** be reported to the Venue Safety Team via the Venue Manager.



SITE RULES

The following site rules apply to; **All** clients, exhibitors and touring crew. These rules **must** be adhered to at all times:

Pre-work commencing

- All personnel must receive a site induction prior to commencing work. No induction, no work.
- All personnel must adhere to all safety signage and briefing.
- All staff and contractors must carry appropriate event accreditation at all time:
- No work activities will be permitted to commence until a suitable risk assessment and method statement has been submitted to and accepted by the venue safety team.
- All contractors must sign in with their nominated supervisor.
- Inform venue safety team immediately should you discover any hazardous materials or activity.
- While we fully acknowledge that it is a Principal Contractors responsibility to determine minimum levels to be worn on site, given vehicle movements across all spaces and loading bays during build up and breakdown periods, all Alexandra Palace staff (including direct contractors) are required to wear Class 2 or higher Hi-Visibility clothing and safety helmets when entering any room where rigging is taking place and/or MEWPS are in use. As a venue we strongly suggest that you adopt the same principles.
- Hot works and or any work on the roof or high level access areas is controlled by venue Permit to work system. Works must be pre-arranged and agreed by the venue before commencing any work.

Prohibited

- There is a no smoking allowed onsite. Designated smoking areas are provided at the West Yard (Please use the ashtrays provided).
- Do not prop open any doors or gates at any time.
- Do not interfere with or remove any signage or fencing.
- Do not interfere with existing water or electric services. (This includes all IT equipment and cables)



Plant and equipment

- Only suitably trained persons are permitted to use the plant and equipment (In accordance with their training and related guidelines) within the venue and grounds. Contractors are to provide proof their competency before use.
- Misuse of equipment or unsafe practices will not be tolerated. Anyone found doing this or permitting this will be removed from the venue.
- When working at height (Including work from MEWPs) a designated* exclusion zone must be put in place around your work area. (*Size of exclusion zone to be determined by task specific risk assessment)
- AP Site plant (including gator, mule, forklifts, scissor-lifts, and cherry-pickers) may only be operated by venue registered trained persons and all keys must be signed out from AP control. Site speed limits must be adhered to at all times.
- All plant hired through the venue must be signed in and out from AP control. Any damage must be reported during this process.
- Plant moving in any public space must be accompanied by a competent banksman.

Conduct

- Photographing or recording of any rehearsal or sound check is strictly prohibited.
- Impairment through drugs or alcohol will not be tolerated. Anyone found under the influence or in possession of illegal drugs will be disciplined and removed from site immediately.
- Abusive, intimidating or threatening language or behaviour will not be tolerated. Anyone found behaving that way will be disciplined and removed from site immediately.

Miscellaneous

- Ensure that all materials brought onto the site are handled, stored and disposed of in a safe manner.
- Keep all areas of the venue tidy and free from discarded materials.
- If you require a bollard to be unlocked within the site, this must be requested through AP Control. Once the bollard has been unlocked and removed it must be placed back into position ASAP, it is the responsibility of the department who requested the removal to ensure the bollard has been placed back into position, and a request to relock has been sent through AP Control.
- Certain events may be subject to Non-Disclosure Agreements (NDA). Staff who choose not to agree to the terms of an NDA may be prevented from any further work on the event.
- Close protection for artists is permitted in the venue for escort of artists only.
- Venue need to know full details of close protection teams before arriving onsite. Artist security do not have the right to remove any persons from site, this must be dealt with by venue security via the event manager.



Working in a listed building

Alexandra Palace is designated at Grade II for Historic and Architectural interest. Repairs and alteration work, both internal and external, in a building of special architectural interest like Alexandra Palace require Listed Building Consent.

Do's and Don'ts:

- Do **not** fix to the historic fabric of the building unless specifically authorised to do so
- Be aware of surfaces and decoration e.g. historic paintwork which may be damaged by fixings or adhesive tapes
- Do ask if you're unsure about which areas you can work in
- Do **not** enter any derelict rooms or areas unless authorised and do not use routes other than those you have been shown or told to use
- Do **not** assume that because it is dusty or rusty that it is rubbish – it could be a significant part of our heritage or story
- If you discover anything old looking, photograph and report it but don't move it unless there is no alternative
- Do **not** remove any fixtures, fittings or materials from the building without permission
- Do alert a member of AP staff if you see anyone damage the building
- Do **not** leave rubbish and food waste in the area you are working – it encourages pests
- Do **not** leave tools and machinery charging unattended / overnight
- Do raise the alarm if you notice any suspicious behaviour or packages
- Please respect our heritage and assets for the future enjoyment and appreciation of visitors

Industry guidelines

Here at Alexandra Palace we ask that our clients adopt the working practices stated in the industry recognised NAA A-Guide and AEV E-Guide

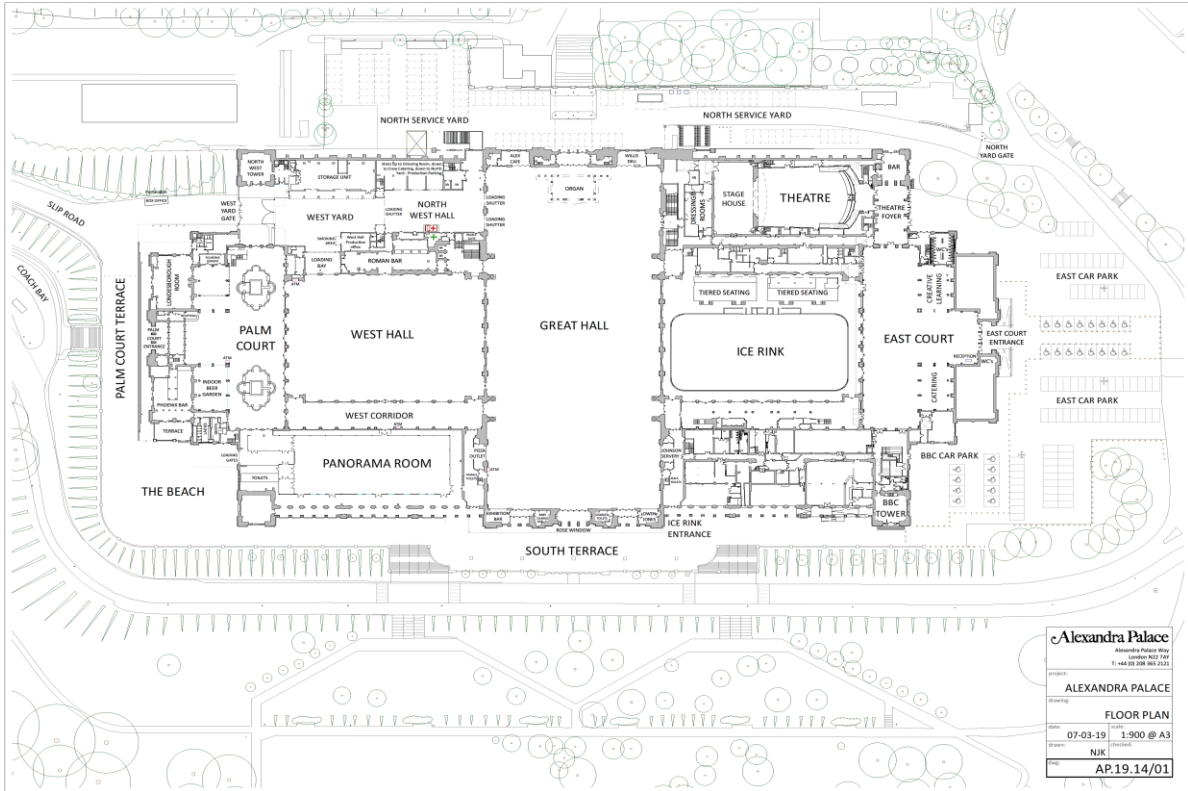
<http://www.nationalarenasassociation.com/public/A-Guide.pdf>

<https://www.aev.org.uk/e-guide>

If you or any of your team see any activity or action that you believe to be suspicious or out of place, please contact the Venue Manager immediately.

Here at Alexandra Palace we enforce these rules using a Yellow Warning & Red Work Suspension Notice cards. Alexandra Palace Safety Team have the right to have any persons removed from site for serious or repeated breaches of site safety rules

ALEXANDRA PALACE



ALEXANDRA PALACE



Alexandra Palace Site Induction

In accordance with CDM regulations all persons working at Alexandra Palace must complete a site induction. Please read the following site specific information and 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.

SITE SPECIFIC INFORMATION	CONFIRMED
<p>Vehicle Movement</p> <ul style="list-style-type: none"> • Vehicles must give way to pedestrians and wherever necessary a banksman must be used. • Vehicles must operate at walking pace (maximum 5 miles an hour) with dipped headlights and <u>NOT</u> hazard lights. 	<input type="checkbox"/>
<p>Protective Equipment</p> <ul style="list-style-type: none"> • High Visibility clothing MUST be worn at all times during the build / breakdown phase – <u>ACCESS TO SITE WILL NOT BE GRANTED WITHOUT THIS</u> • Relevant Personal Protective Equipment (PPE) must be used where appropriate (e.g. Hard Hats when there is working at height taking place and harnesses for those at height) 	<input type="checkbox"/>
<p>Venue Medical Services</p> <ul style="list-style-type: none"> • Throughout the event, there will be dedicated medical provision, which is located in the Medical Centre in the North West Hall. • They can also be contacted via radio through the Venue Manager. All security / traffic staff will be able to call them if notified 	<input type="checkbox"/>
<p>Evacuation Procedures</p> <ul style="list-style-type: none"> • All 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. • In the event of an evacuation, there will be an announcement over the Public Address System to 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 nearest Assembly Point in the North Yard (Initially) then the East (Boating lake Café), West (Grove Café) RV Points. if a wider site evacuation is required. Do not re-enter until told that it is safe to do so. On re-entry contractors will re- enter before visitors 	<input type="checkbox"/>
<p>Onsite Health & Safety Issues</p> <ul style="list-style-type: none"> • Workers have individual and collective responsibility for Health & Safety and any unsafe working practices noticed should be reported to the Alexandra Palace Health and Safety Advisor on 020 8365 4362, (Ext 4362) or Radio asking for call sign Safety 1 	<input type="checkbox"/>

I hereby confirm that I have read and understood all the site information contained within this document and have passed this information on to ALL persons who will be operating onsite.

Event	
Name	
Company	
Signature	

