

Pre–Construction Information Pack

April 2018

Edited by: The Health, Safety and Environment team

Welcome to The Scottish Event Campus

Please take the time to pop the following contact numbers into your phone before you arrive:

Contact	Number	Internal Ext
SEC Reception	0141 576 3000	0
SEC Security Control (non-emergency)	0141 576 3290	290
SEC Security Control (Emergency)	0141 576 3888	888

Remember to store the number of your direct SEC Contact as they will be your main point of contact when on Campus.

Here's how to get to us;

Planes, Trains, Automobiles and more! You can find all the information that you need by clicking on the following link:

<https://www.sec.co.uk/visitor-information/how-to-get-here>

Our postcode for your satnav is G3 8YW.

Our Campus layout



Vehicle access

The Scottish Event Campus (SEC) takes safety and security very seriously. For this reason, we must insist that you have the following information ready for our Gatehouse team at the Service Entrance when you arrive:

- Your name / Company
- Name of SEC Contact
- The purpose of your visit
- Vehicle registration
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These details will be passed to the Security Control team before granting access.

If you are unable to provide the details requested this may result in access being denied, so help us minimise disruption by being prepared.

Whilst we do not want to hold you up, there may be some brief delays for vehicle entry while we check your details, and there may be occasions when the security team will be required to search your vehicle. So, please work with us and remember that we are simply acting with your safety and security in mind.

Driving on Campus



Our speed limit is 15 MPH, although certain circumstances may mean this is reduced. Please follow instructions from our Security team.

- Please watch your speed
- Always be vigilant of other vehicles and pedestrians moving about our Campus
- Use hazard warning lights/ flashing beacon (if fitted) when maneuvering
- Wear your seat belt
- Do not use mobile phone or become distracted when driving
- Use dipped headlights (external areas), and side lights (internal areas)
- Do not park in front of fire exits or on yellow hatched areas
- Switch off engine, remove keys and secure your vehicle when unattended
- Always give priority to pedestrians
- Park in designated spaces or as instructed by Security team.

Driving in the Venue



When operating vehicles, plant and mobile equipment in our venues spaces, you need to reduce the speed to 5 MPH.

NOTE: Vehicle engines MUST be switched off and not left idling.

Vehicle Access to Halls 1 & 2, and SEC Armadillo

Enter via the Service Entrance and follow instructions from our Gatehouse Security team. Park your vehicle in designated parking spaces only. Exit is via the same route that you entered from.

Note: There is a two-way traffic system along this route.

Vehicle Access to Halls 3, 4 & 5

Enter via the Service Entrance and follow instructions from our Gatehouse Security team. Park your vehicle in designated parking spaces only. Exit is via the barrier opposite Hall 5 which will lift automatically when your vehicle approaches.

Note: There is a one-way system along this route.

Vehicle Access to The SSE Hydro

Enter via the SSE Hydro Service Entrance Gatehouse and follow instructions from our Security team. Park your vehicle in designated parking spaces only. Exit is via the Gatehouse. Entry into the arena is via the West Vehicle Entry door and exit by the East Vehicle Entry door only.

Parking on Campus

Arrangements for parking will be made via your SEC Contact.

Be Seen

- You will be required to wear a hi-visibility vest when working near moving vehicles / plant, during build-up / load-in & break-down / load-out.
- Hi-vis clothing should be branded with your Company name. Here's what ours looks like so you know who we are:



Be Sensible

- If you are operating plant or mobile equipment (e.g. FLTs), always use the flashing beacon and, where applicable, wear your seatbelt
- The same goes for driving a vehicle; use your hazard lights and always wear your seat belt
- Beep your horn on entry / exit at all vehicle entry doors

Be respectful

- We plan our operation very carefully, and our partners from G4S execute our plans on the ground. Please follow their instructions on where to park up and when to remove your vehicle.

Best Safety

Some refer to this as Site Rules, here at The Scottish Event Campus, we talk about '**BEST Safety**'. We therefore ask you to:

- Embrace the Scottish Event Campus' Culture and Values: Teamwork, Respect, Positive, Friendly & Fun
- Wear your safety gear
- Follow your risk assessment and / or method statement when working
- Keep entry, exit and fire exit routes clear
- Keep all work areas clean, tidy and hazard free

- Do not consume alcohol and non-prescription drugs whilst at work
- Make sure firefighting equipment is always within reach
- Make sure that portable electrical equipment has been tested
- Obtain Permits to Work for high risk activities from the SEC Security Control Room. For example, where hot work or working at height may be required
- Report all accidents and near misses so that we can learn from them and hopefully stop them from happening again
- Only smoke / vape in designated smoking shelters
- Do not allow anyone under the age of 16 into your work area when construction is taking place
- Remove your waste from the Campus in an environmentally way; it is your responsibility to do this
- Never dispose of residual materials (e.g. paint, thinners or other chemicals) by flushing them down toilets / pouring down sinks and drains

Welfare Facilities

As the Event Organiser / Promoter, it will be up to you to designate facilities for drinking water, retail food outlets and seating.

We have numerous toilets, catering and rest areas on our campus. Your SEC contact will discuss and agree the use of these welfare facilities with you.

First Aid

We have 3 medical treatment areas on our Campus and they run as shown below:

Treatment Area	Facilities provided	Staffing
SEC Medical Centre (Event cover only)	<ul style="list-style-type: none"> • Major incident response • Minor Injury / Illness response • First Aid response 	Event cover only <ul style="list-style-type: none"> • Ambulance Scotland A&E Consultants • Ambulance Scotland A&E Nurses • Ambulance Scotland Paramedics
SEC Centre First Aid Room (Primary First Aid facility)	<ul style="list-style-type: none"> • Minor Injury / Illness response • First Aid response 	<ul style="list-style-type: none"> • Event cover • Ambulance Scotland First Aiders Non-event cover <ul style="list-style-type: none"> • SEC First Aiders
SSE Hydro First Aid Room (Event Cover only)	<ul style="list-style-type: none"> • Minor Injury / Illness response • First Aid response 	<ul style="list-style-type: none"> • Event cover only • Ambulance Scotland First Aiders

If you need first aid assistance and cannot get to one of our treatment centres – call our Security Control room and they'll get someone to come to you. Remember we gave you the phone numbers at the start!

We also have defibrillators on site, contact our Security Control Room if you need to find your closest one.

What Should I do if someone has an accident?

Notify our Security Control immediately who will kick-off the correct response and direct the emergency services to the location of the accident. If you are unable to reach our Security team, contact 999 immediately and notify your SEC contact.

Hazard, Near Miss and Accident Reporting

Everyone working at the SEC has a responsibility for their own health and safety and the safety of others.

Everyone must report hazards, near misses, and accidents - no matter how trivial they may seem. If they are not reported, then actions cannot be taken to eliminate any future risk of injury and or damage.

If it is not serious or urgent, our BEST Safety Hazard, Near Miss card can be completed and posted in the boxes provided, or hand it to a SEC team member.

The cards can be found in the following locations:

- SSE Hydro
- SEC Armadillo
- SEC Centre
- Stage Right Door
- Backstage
- Bothy
- Control Room
- Reception
- Organisers office
- Production Kitchen

We also want to know about the good stuff too, so we've designed the card, so you can tell us about positive behaviors or suggestions.

Best Safety Hazard, Near Miss Spotting			SEC Scottish Event Campus
(Tick appropriate box)			
<input checked="" type="checkbox"/> GREEN Positive (Let us know)	<input type="checkbox"/> Amber Use Caution (Stop & Consider)	<input type="checkbox"/> Red (Stop & Action)	
Slips, Trips & Falls <input type="checkbox"/>	Vehicle/Plant <input type="checkbox"/>	Falling Objects <input type="checkbox"/>	
Tools <input type="checkbox"/>	Lifting Operations <input type="checkbox"/>	Behaviours <input type="checkbox"/>	
Manual Handling <input type="checkbox"/>	Electrical <input type="checkbox"/>	Working At Height <input type="checkbox"/>	
Safety Concern <input type="checkbox"/>	Safety Suggestion <input type="checkbox"/>	Other <input type="checkbox"/>	
Description of Hazard, Near Miss or any other Suggestions welcome			
Location:	Time:	Date:	
Reported By (Optional)			
Name:		Company:	

Fire

If you discover a fire:



- Break the glass on the nearest manual call point, normally located by exit doors
- Advise others in the vicinity to leave the area

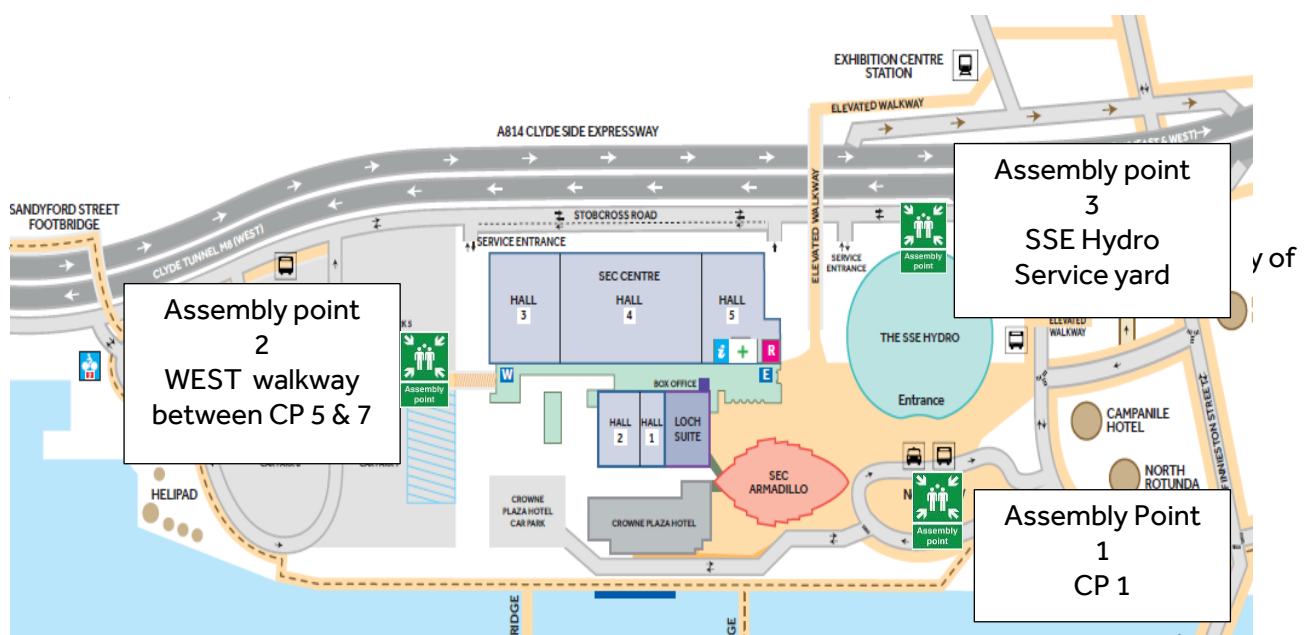
Please be aware that when a fire system detection device is activated, the Security team will respond IMMEDIATELY even if you do not hear an audible alarm.

Should it be necessary to evacuate, the following message will be broadcast across the campus;

**“Attention please, Attention please.
An emergency has arisen within the centre.
Please leave the building by the nearest available exit
Do not use the lifts”**

As soon as the instruction to evacuate the venue is heard, you must leave the premises by the nearest available exit. Follow the directions from G4S or SEC team members to your designated assembly point.

Fire Evacuation and Assembly Points



Here's what we need from you

Most importantly, we need to have the following information **28 days in advance** of your tenancy:

- Construction Phase Plan (CPP) where applicable
- Event Risk Assessment (including fire hazards)
- Fire Risk Assessment (**for items requiring 28 days' notice / items of special risk**)
- Special effects risk assessment (Pyrotechnics / Lasers / Strobe lighting)
- Floor plans / stage plots
- Public and Employee Liability Insurance certificates
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For reference, please click on the link below to access current industry guidance. The Scottish Event Campus is a member of and contributes to the industry associations that work towards improved working standards. As organisers/ promoters, these are standards that you need to adhere to, to deliver a safe and healthy event on our Campus.

<https://www.sec.co.uk/organise-an-event/your-event-management/downloads-public>

CDM Information

<http://www.hse.gov.uk/entertainment/cdm-2015/introduction.htm>

Scottish Event Campus Technical Information

Click on the link to access all the information that you should need;

<https://www.sec.co.uk/organise-an-event>

Finally, if there's anything else that you require, please contact your Event Manager/ SEC Contact - who will be very happy to assist you.