

BUSINESS DESIGN CENTRE

THE LOADING BAY HANDBOOK





The Roles and Responsibilities of Traffic Marshal at Barrier:

- Stopping contractors from walking in & out
- No children are allowed in the Loading Bay at any time
- No smoking outside the Loading Bay, including staff.
- To obtain drivers information:
Vehicle reg, pick up or drop location, phone number and Size of the vehicle.
- To communicate with traffic marshals inside to direct traffic in and out of the Loading Bay.
- To keep the area clear at all times including footpath for pedestrians.
- To make sure the barrier is clear before raising and lowering.

(When we have build up is very important that the person signing in vehicles is standing in front of Barriers at all times inside the hatch markings, this role should always be covered on build up and break down)

Never engage in conversation with vehicles stopping the flow of traffic on Liverpool Road. If safe to do so instruct them to find somewhere to park and to come and talk to you.

The roles and responsibilities for Barford Street:

This is a residential road. So stop lorries, Lutons, vans and cars from:

- Parking
- Waiting
- Loading or unloading



The Roles and Responsibilities of a Traffic Marshal:

- To manage and ensure safe movement of traffic inside the Loading Bay. i.e. making sure the area is safe to make the manoeuvre, to be visible in driver side mirror when reversing out of a parking bay.
- Parking vehicles in bays instructed by the Loading Bay Manager.
- To make sure all contractors are wearing a hi-visibility vest. If not send to organisers office to collect one.
- To make sure the road is clear of static human traffic.
- To keep an eye on contractors fly-tipping and if caught, report to Loading Bay Manager.
- To assist with general question i.e. the location of the stand or unit.
- To ensure that anyone using the forklift has a banks man, (if not to stop the use of the fork lift and asks them to report to the loading bay manager)
- To communicate with the barrier marshal on how much space is available inside

ENTRANCE / EXITS	HEIGHT (METRES)
Liverpool Road Entrance	4.9 metres
Barford Street exit	4.2 metres
Upper Loading Bay	4.0 metres
Lower Loading Bay	3.0 metres



The Roles and Responsibilities of the Lift Marshal:

- Only run lifts when instructed by radio or other forms of communication.
- To make sure the lift doors are not obstructed by objects.
- Only open the lift door when the lift has come to a complete stop.
- Check all Floors during build-up and pullout.
- Report any unusual sounds to loading bay manager.
- Any contractors/exhibitors who are rude, please report to loading bay manager.
- Do not be tempted to help carry any items for anyone.

MAIN HALL GOODS LIFT (UPPER LOADING BAY)

ENTRANCE / EXITS	HEIGHT (METRES)
Capacity	3000kg
Size	3900mm Long x 1900mm Wide x 1900mm High

GALLERY HALL GOODS LIFT (LOWER LOADING BAY)

ENTRANCE / EXITS	HEIGHT (METRES)
Capacity	3000kg
Size	5500mm Long x 2550mm Wide x 2500mm High

EVENT PARTNERS

