

## SITE RULES

### GENERAL

- EVERYONE must consider the safety of themselves and others at ALL TIMES
- Contractors must remove their waste from site.
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site

### TRAFFIC

- Be aware of moving traffic – in the loading areas and forklifts in the hall
- The speed limit is: 5mph in the loading areas

### WELFARE & CLOTHING

- Appropriate footwear must be worn
- High Vis must be worn on the loading areas
- Excessive Late Working will require additional crews

### METHODS OF WORKING

- NO HOT WORK permitted without authorisation from the Organisers
- Appropriate and safe methods of working at height are required at all times

## SITE INFORMATION

<b>Organisers Office</b>	The Organisers Office is located on the Gallery in the Grand Hall. The onsite office number is: 020 7598 <b>6510</b> (internal <b>6510</b> )
<b>First Aid</b>	<p>All medical emergencies, <b>including requests for ambulances</b> should be reported to the venue's Control Room immediately on 020 7598 2666 (internal <b>2666</b>).</p> <p>Please do not call the emergency services directly.</p> <p>Olympia London provides first aid assistance. Security personnel or the organiser should be contacted for help in the first instance. There is an emergency telephone with a direct link to the Control Room outside the venue's first aid room, on the Gallery.</p>
<b>Venue Emergency No.</b>	+44 (0)207 598 2666 (internal 2666).
<b>Fire Exits</b>	Those displaying a lit sign above them will be OPEN
<b>Toilets</b>	Toilets are located on the ground floor, near Eighteen 86 / Henley Staircase
<b>Catering facilities</b>	There will be a café open on the last day of build which will be located on the show floor. When not available, there are shops & cafes out on Hammersmith Road and Blythe Road.

## EMERGENCY PROCEDURES

<b>Fire</b>	<p><b>On discovering a fire:</b></p> <p>If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on 0207 598 2666 (internal 2666).</p>
<b>Evacuation</b>	<p>If evacuation is necessary, you will hear the following announcement:              "ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOU WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE."</p> <ul style="list-style-type: none"> <li>• Please leave the building by the nearest exit and assemble at your nearest assembly point at <b>G GATE or Olympia Way</b></li> <li>• Exhibitors and contractors should account for all their staff and report to Control on 0207 598 2666 (internal 2666).</li> </ul>
<b>Bomb Threat</b>	<p>In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:              "ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100"</p> <ul style="list-style-type: none"> <li>• Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area.</li> <li>• If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly. Report to Control on 0207 598 2666 (internal 2666) giving the exact location of the object.</li> <li>• Please do not cause undue concern to visitors at this stage.</li> <li>• If you receive a bomb threat directly on the stand, please obtain as many details as possible and then inform Control</li> </ul>
<b>Cancellation</b>	The Emergency is cancelled by the announcement: "ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED."