

SITE RULES

COVID-19

- Everyone must be aware of and compliant with the current guidance and measures relating to COVID-19 at the event
- Everyone arriving onsite must be in good health and willing to have onsite temperature checks
- If you become unwell whilst onsite, please contact First Aid or the Organisers immediately stating your symptoms

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

Organisers' Office	The Organisers' Office is located by Door 4. The onsite office number is: +44 (0) 1372 461 300
First Aid	The Medical Centre is open throughout the tenancy period of the show. In a First Aid emergency, assistance should be obtained via any member of the Ocean Media team, security staff or the Organisers' Office or in an emergency call +44 (0) 7741 249 721
Venue Emergency No.	+44 (0) 7741 249 721
Fire Exits	Those displaying a lit sign above them will be OPEN
Toilets	Those displaying a lit sign above them will be OPEN
EMERGENCY PROCEDURES	
Fire	On discovering a fire: Raise the alarm immediately if you discover a fire. If you have had training and are competent to use the fire extinguisher, then do so if safe to. Upon hearing a fire alarm leave the building via the nearest fire exit.
Evacuation	Sandown Park staff will assist with the evacuation of the building if an evacuation is necessary; you will hear the following announcement: "Ladies and Gentlemen, we have an important announcement to make. You are requested to leave the building by the nearest available EXIT." This message will be repeated twice. Please leave the building by the nearest exit and make your way to either Assembly Point B or Assembly Point C as directed by the Duty Manager or Site/Safety Manager.
Bomb Threat	If you discover a suspicious package, or it is reported to you do NOT touch it before ensuring that the package does not belong to anyone in the vicinity. If not owned by anyone report it immediately to the Event Manager who will contact the Duty Manager from Sandown Park.
Cancellation	An announcement will be made when visitors can be re-admitted into the building.