

# SITE SAFETY INDUCTION: Olympia London

As a UK organiser, CloserStill Media is required by UK law to implement a Construction Design Management (CDM) plan for the event. Below is the Site Safety Induction information.

Please read the following carefully to ensure you have read and understood the requirements.

Failure to participate and comply with these rules, along with any local health & safety legislation, will result in access being denied and may lead to disciplinary procedures.

**No person can gain admittance into the halls without having read, understood, and agreed to the rules stated in this Site Safety Induction.**

## SITE SAFETY RULES

- Only authorised access is permitted into the halls. Everyone working within the halls must wear the appropriate badge or wristband.
- No persons under 18 years old will be permitted into the halls.
- High-visibility jackets and suitable safety footwear must be worn, along with other Personal Protective Equipment (PPE) where necessary (such as protective hard hats).
- Emergency gangways must be kept clear to allow for cleaning, forklift movement, and emergency access and egress at all times. These gangways are marked on the welfare and emergency gangway plan displayed on all hall access points, and have been communicated to your company prior to arrival onsite.
- Be aware of forklift movements within the hall, and around your working area(s).
- Safe systems of work must be used at all times, particularly where working at height is required.
- Hot works that may generate sufficient heat to cause ignition are prohibited without a permit obtained from the Organiser and Venue.
- The contractor must maintain good housekeeping, and is responsible for arranging the removal of all waste.
- No sharp objects may be placed in waste bins.
- All contractor accidents, incidents & near misses must be reported immediately to the Organiser.
- No work is to be undertaken under the influence of alcohol or drugs.
- Smoking (including e-cigarettes) is not permitted in the halls or loading areas, but are permitted in designated smoking areas.

## TRAFFIC SITE RULES

### Drivers must:

- Have a valid and full driving licence.
- Comply with venue traffic rules.
- Observe the onsite speed limit(s).
- Not use a mobile phone.
- Wear a seatbelt, where provided.
- Not park on hatched areas.
- Not obstruct points of access and egress.

### Pedestrians must:

- Use dedicated footpaths and crossings (where provided).
- Be aware of moving vehicles.
- Be on the lorry ways and loading bay areas only when loading/unloading.

## IN CASE OF EMERGENCY

In the case of emergency, a message will be sent over the public address system instructing you to evacuate the building by the nearest exit.

There is an emergency telephone at shutter adjacent to the Grand Hall, with a direct link to the Control Room.

The Venue First Aid Room is located in the Grand Hall. If you require First Aids, please speak to a member of Security or Organiser.