















SITE RULES & INDUCTION

Key Points:

- Site rules must be read and followed by all persons entering the hall during the construction phases of build-up and breakdown.
- Health & Safety is everyone's responsibility – you must consider the safety of yourself and everyone else working around you.
- If you are a Manager, it is your responsibility to ensure that all your staff understand this induction information and work responsibly – in line with your risk assessment, method statement and construction phase plan.

Do's & Don'ts:

    <p>In areas of overhead work</p>	       <p>No children under 16</p>	 <p>A tidy area is a safer area</p>   <p>CAUTION HOT WORK PERMIT REQUIRED IN THIS AREA</p>
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Vehicles & Unloading:

- Speed limits must be complied with at all times – 5mph in the hall
- Vehicle access in the hall must be approved by the Organiser at all times
- Follow the direction of traffic staff at all times
- Be aware of forklift movement
- Vehicles have priority in the loading areas – anyone entering these areas must be aware of this. Pedestrians have priority in the hall.
- Stay away from vehicles being unloaded.

Waste Management:

- Remove all waste - carpet, pallets, building waste, metal waste, contaminated rags, paint tins, packaging etc.
- Dispose of hazardous waste appropriately – paints, solvents, chemicals, oils and lubricants
- Take away fluorescent lights and light bulbs
- Do not block aisles with your rubbish.

Emergency Information:

Emergency Numbers – Call 020 7069 followed by:

- Medical, fire, security, unattended packages: 4444
- Security enquiries 4445
- Medical enquiries 5556

Medical Emergencies

DO NOT CALL 999 –phone 4444 and give exact location, nature of medical emergency, patient details (age, sex, are they breathing / conscious e.t.c.)

Fire

- Raise the alarm by breaking the glass on the nearest manual all point (coloured red) which are located adjacent to all exits. Or call Security.
- You will hear the following instruction broadcast over the public address system “Attention please, attention please, Mr Goodfellow report to the security suite”. Take no immediate action, standby and wait for further instruction.

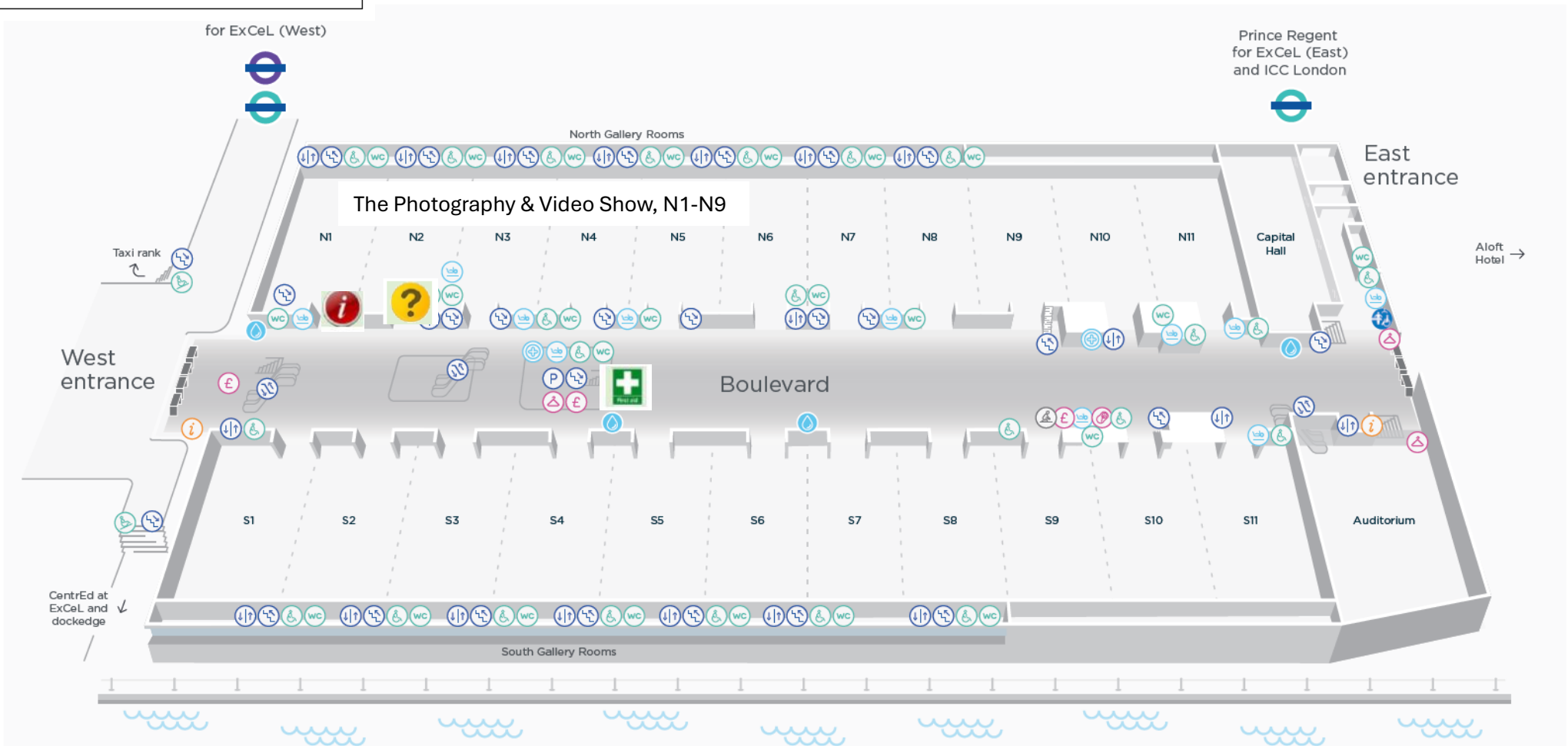
Evacuation

- In the event of an evacuation you will hear -“Attention Please, Attention Please, This is An Important Announcement. It is necessary to ask everyone to leave the building. Please make your way calmly to the nearest exit. Do not return to your vehicles. Everyone will be re-admitted as soon as possible.
- Use the nearest available emergency exit route to the appropriate assembly point – security will guide you.

Timetable:

Build-Up		
Wednesday 5 March	Space Only Stands	0800 – 1800 hrs
Thursday 6 March	Space Only Stands	0800 – 1800 hrs
Friday 7 March	Space Only Stands Shell Stands	0800 – 2000 hrs 1200 – 2000 hrs
Event Open		
Saturday 8 March	0800 – 1800 hrs (exhibitors)	1000 – 1700 hrs (visitors)
Sunday 9 March	0800 – 1800 hrs (exhibitors)	1000 – 1700 hrs (visitors)
Monday 10 March	0800 – 1800 hrs (exhibitors)	1000 – 1700 hrs (visitors)
Tuesday 11 March	0800 – 1800 hrs (exhibitors)	1000 – 1700 hrs (visitors)
Breakdown		
Tuesday 11 March	Shell Stands Space Only Stands	1700 – 1800 hrs 1800 – 2200 hrs
Wednesday 12 March	Space Only Stands	0800 – 1400 hrs

Welfare



Key

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|------------------------------|-------------------|----------------------|------------------|----------------------------------|
| Toilets | Wheelchair ramp | Information desk | Stair access | Organisers Office |
| Disabled toilets | Changing places | Cash machine/ATM | Escalator access | Contractor Service Desks |
| Baby changing facilities | Prayer room | Cloakroom | Lift access | First Aid |
| Family & breast feeding room | First Aid station | Water refill station | Parking | Water & Food (Boulevard Outlets) |