



## SITE RULES

Health and Safety is everyone's responsibility and it is crucial that you understand and sign up to our Rules and Procedures both for your own safety and the safety of your team.

In the UK it is a criminal offence to break Health and Safety Laws. Penalties could be a fine or in some circumstances imprisonment. In 6<sup>th</sup> April 2015 Construction (Design and Management) Regulations (CDM) came into force for all events in the UK. Due to the change in application of this law there are some important things to remember during build-up and break-down procedures at Olympia.

Before gaining access to the site, your team and where necessary any contractors you employ will be required to read, understand and sign up to our Health and Safety procedure and site rules for your safety and the safety of your team.

The NEC and Nineteen Group expect all those working at the venue to comply with UK Health and Safety law, and to go beyond where reasonably practicable to achieve best practice.

### Site Access

Access to the exhibition hall will be limited to those exhibitors and contractors who have confirmed they have read, understood and circulated to all staff and contractors, the site rules and regulations and NEC site Induction Document.

Contractors will be issued a Contractor Pass wristband on arrival at Security check-in.

There are a number of large vehicles and possibly forklifts on site so please take all reasonable precautions to minimise risk and manage vehicle movements and loading and unloading vehicles safely.

### Safety Signs

Safety signs in the UK follow a standard format required by law. Prohibition signs have a round red border with a diagonal line. This indicates that something **MUST NOT** be done.

Mandatory signs are round and have a blue background with a white symbol and these indicate something **MUST** be done.

Warning signs are triangular, coloured yellow with a black border and advise the presence of a hazard.

Emergency signs are rectangular and coloured green. They provide information required in the case of an emergency.

### Incident / Near Miss Reporting

All accidents, dangerous occurrences and near misses must be reported to the Organiser Office in room 3a-4.

### Riddor

Any incident occurring on your stand which requires reporting as a RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) must also be reported to the Organisers Office.

### Personal Protective Equipment (PPE)

All contractors and Exhibitors must wear hi-visibility clothing and appropriate footwear at all times until told to stand down on Day 2 of build.

All other items of PPE, including hard hats are used in accordance with your companies risk assessments or within designated site and construction zones which will be clearly marked.

### Vehicle Movement

There are a number of large vehicles and heavy plant on-site. Please take all reasonable precautions to minimise risks and manage vehicle movements and the loading /un-loading of vehicles safely.

### Organisers (Site) Office

If you need to contact the organisers, the site office is located in the Organisers office in Hall 3a and will be open during the tenancy operation hours as follows:-

### BUILD-UP

Sunday 23<sup>rd</sup> April: 08:00 – 20:00  
Monday 24<sup>th</sup> April: 08:00 – 21:00

### SHOW OPEN DAYS

Tuesday 25<sup>th</sup> April: 10:00 – 18:30  
Wednesday 26<sup>th</sup> April: 10:00 – 18:30

(show times: 10:00 – 16:30)

Thursday 27<sup>th</sup> April: 10:00 – 15:30

### BREAKDOWN

Thursday 28<sup>th</sup> April: 15:30 – 20:00 (Shell)  
15:30 – 22:00 (Space)

### Emergency Procedures

#### First Aid

The first Aid room is located in the Piazza between hall 4 & 5 or alternatively please contact the Organisers Office.

#### Fire – raising the alarm

On discovering a fire, raise the alarm by breaking the glass on the nearest fire alarm point. Telephone the Site Operations Centre on 0121 767 333 (3333 internal) giving the location and nature of the incident.

#### Evacuation Message

“Attention please, attention please. This is an important announcement.

Circumstances make it necessary for everyone to leave the building. Please make your way to the nearest exit. Please note your nearest exit may not be the one you used to come in”.

#### Welfare

There are toilets located on the edges of the halls or on the piazza. Drinking water is available from all permanent catering outlets on request. Bottled water can be purchased from any of the catering facilities when open.

#### Useful Emergency Numbers

Fire: 0121 767 3333 (3333 internal)  
Medical: 0121 767 2222 (2222 internal)  
Security: 0121 644 6666 (6666 internal)