

Site Safety Rules

Introduction

The aim of this document is to act as a guide to the site-specific rules which are mandatory whilst any work is being carried out at Olympia London.

They are not intended to be a complete statement of law or other regulations. All current regulations and the eGuide must be adhered to. Further advice can be obtained from Olympia London's Health and Safety Manager, via your Event Manager.

Working at Olympia London

All accidents, 'near misses' and dangerous occurrences should be reported directly to your Event Manager, as well as any shortcomings in health and safety that you feel need attention.

Where any unsafe or dangerous work is observed, this work will be stopped with immediately effect, until such time as the situation has been resolved to Olympia London's satisfaction.

Access to Olympia London's Premises

Controlled access into the event hall is the responsibility of the event organisers. Contractor passes must be issued by the event organiser and all passes must be clearly visible at all times. This will help the venue to account for all personnel on the premises in the event of an emergency evacuation.

Induction

All Olympia London staff in possession of a venue ID pass have received a full event health and safety induction, which, under the CDM regulations, will conform to the event organiser's event safety induction policy.

Olympia's Health and Safety Enforcement Procedures

Olympia London operates an Improvement and Prohibition Notice system to ensure compliance with health and safety and other legislation. These are only normally served where there is a clear breach of regulations and persons are being put at risk. The company's first option will normally be to issue a verbal warning and give advice on how to remedy the contravention; we expect that advice to be followed.

Permits to Work

Olympia operates a Permit to Work scheme for all hot works. The Permit to Work will be issued by the venue's duty Fire and Safety Officer. No one is authorised to issue a Permit to Work to themselves.

When the work has been completed, the Permit must be returned to the Fire and Safety Officer, so that the work site can be inspected and declared safe. The Permit will be effective for the duration of the day of issue and is not transferable to other individuals or dates.

Fire Precautions

All gangways must be maintained as adequate escape routes of a suitable width (2m minimum at Olympia London) and be kept free from obstruction at all times.

All fires, no matter how small, must be reported to the Control Room immediately on extension 2666. All necessary precautions to prevent fires must be taken and advice on fire prevention can be obtained from Olympia London's Fire and Safety Officer.

The event organiser's staff will be briefed on Olympia London's emergency procedures by the venue's duty Fire and Safety Officer. This information must be passed on by the event organisers to all personnel working within the event hall.

All personnel must ensure, upon commencing work, that they are aware of the location of the nearest:

- Fire alarm (evacuation signal)
- Escape route
- Fire extinguisher and its correct use

No firefighting equipment should be interfered with or moved without permission from Olympia London's Fire and Safety Officers.

Compressed Gases (e.g. LPG, Acetylene)

All compressed gas cylinders, prior to being brought on to the premises, must be identified and recorded by Olympia London's Fire and Safety Officers who will 'tag' them to aid identification. It is important that you co-operate with this procedure to prevent cylinders arriving on site without ownership being identified.

A designated storage area for compressed gases is located in the Motorail car park. All cylinder valves must be fully closed when the cylinder is not in use and cylinders **must not be stored within the buildings when open to the public**. A charge will be levied on cylinders left on site at the end of tenancy.

Olympia London's 'Safe Working Practice for the Use and Handling of LPG' must be complied with.

Rigging

Where a contractor is carrying out their own hoist and fix operation, they must comply with Olympia London's hoist and fix procedure, set out in the eGuide. A form, provided by Olympia's rigging service provider, must be completed, providing details of a competent person, and the work, once completed, must be signed off by them.

Unauthorised Areas

All contractors must work within their authorised areas. Contractors requiring access to any unauthorised areas (eg roof areas), must first gain authority via the venue's Event Manager and, once authorised, they must comply with Olympia London's access/induction procedures.

Cranes, Hoists and Pallet Trucks

Within Olympia London there are specific height and floor weight loading restrictions. These restrictions vary between the halls. Organisers must ensure that these height and weight limits are adhered to when planning the use of cranes and hoists.

Manual pallet trucks can be used in all areas within the halls within the capacity of the SWL. The use of electric pallet trucks within the venue is restricted to authorised areas only. Please confirm this with the venue event manager prior to this type of pallet truck being used.

Vehicle Movement

Olympia London's traffic staff controls all of the traffic marshalling areas in and around the venue. Caution is required at all times, as pedestrians may be walking around the venue.

In all vehicle manoeuvring areas (outside the event halls), pedestrians must give priority to all moving vehicles; designated pedestrian walkways must be used whenever possible. Inside the venue's halls, vehicles must give priority to pedestrians.

All vehicles must observe the speed restrictions on display within the venue. All vehicles left unattended must be rendered inoperable with the ignition keys removed.

Identification tags must be attached to all fork lift trucks.

Accident Reporting and First Aid

Olympia London investigates all accidents and 'near misses' that occur on our premises; event organisers must ensure that they report all accident/incidents to Olympia London via their Event Manager.

First Aid facilities are available at the venue's first aid room, located in Olympia Grand. First aid assistance should be requested via the Control Room on 020 7598 2411 or, for emergencies, 020 7598 2666. There are also telephones connecting directly to the Control Room outside the first aid room and in Olympia National at the shutter adjacent to Olympia Grand.

Outside normal working hours, the Control Room staff will provide first aid.

All emergency calls must be made to **Olympia London's emergency phone number: extension 2666, or 020 7598 2666.**