

OLYMPIA GRAND HALL SITE RULES & INDUCTION

Site Rules & Induction are a requirement under CDM

FOR THE PURPOSE OF THIS EXHIBITION COMPLIANCE WITH SITE RULES, EGUIDE, H & S LEGISLATION AND CDM REGULATIONS IS REQUIRED AT ALL TIMES

ONLY AUTHORISED ACCESS IS PERMITTED INTO THE EXHIBITION HALLS. ALL PERSONNEL WORKING WITHIN A CDM SITE MUST BE INDUCTED AND INFORMED OF THE SITE RULES

KEY INFORMATION	
CDM	<p>CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;</p> <ul style="list-style-type: none">● eliminate or control risks so far as is reasonably practicable● ensure work is effectively planned● appointing the right people and organisations at the right time● making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health● have systems in place to help parties cooperate and communicate with each other and coordinate their work● consult workers with a view to securing effective health safety and welfare measures● any actions required should always be sensible and proportionate to the risk
SITE PHASES	<p>The event period (tenancy) is split into 3 clear phases.</p> <ul style="list-style-type: none">● RED = BUILD PHASE (BUILD UP) / BREAKDOWN PHASE● AMBER = DRESSIG PHASE (ALL BUILD COMPLETE)● GREEN = OPEN PERIOD
SITE RULES	<ul style="list-style-type: none">● EVERYONE must consider the safety of themselves and others at ALL TIMES● Eliminate or Control Risks where possible● Keep your site area tidy to avoid slips trips and falls● Ensure all working on your behalf have the correct information, instruction and training● Ensure the work planned can be carried out in the time allotted● The loading bays are designated for vehicle movement and loading / unloading only. No pedestrians will be permitted in this area who are not loading / unloading vehicles● All exhibitors and contractors must be aware of forklift movement within the exhibition hall. Only our official supplier -are permitted to operate forklifts within the hall● All doors in the hall must be kept clear and accessible at all times● No persons under 16 years old will be permitted in the halls● No smoking including e-cigarettes are permitted within the halls● No work to be undertaken under the influence of alcohol or drugs● Be aware of moving traffic - in the loading areas● Appropriate PPE must be worn, HIGH VIS & SUITABLE FOOTWEAR (HARD SOLES, NO OPEN TOES)● NO HOT WORK permitted● Appropriate and safe methods of working at height are required at all time● EMERGENCY GANGWAYS MUST BE KEPT CLEAR AT ALL TIMES● Contractors must remove their waste from site Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012.

EMERGENCY PROCEDURES

Control 020 7598 2666 / Internal 2666

SEARCH (‘STAFF CALL 100’)	<p>In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:</p> <p style="text-align: center;">“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”</p> <p><u>Do not leave the building.</u> Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly. Report to giving the exact location of the object. <u>Please do not cause undue concern to visitors at this stage.</u></p> <p>If you receive a bomb threat directly on the stand, obtain as many details as possible and then inform Control on 020 7598 2666 (internal 2666)</p>
FIRE	<p>If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on 020 7598 2666 (internal 2666)</p>
EVACUATION	<p>If evacuation is necessary, you will hear the following announcement:</p> <p style="text-align: center;">“ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT.”</p> <p>Please leave the building by the nearest exit and assemble at your assembly point outside the building</p>
STAND DOWN	<p>The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement:</p> <p style="text-align: center;">“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED.”</p>

SITE INFORMATION

MEDICAL EMERGENCY & FIRST AID	<p>All medical emergencies, including requests for ambulances should be reported to the venue's Control Room immediately on 020 7598 2666 (internal 2666). Please do not call the emergency services directly, as this could waste vital time and result in inaccurate location and medical information being communicated to ambulance crews.</p> <p>Olympia Events provides first aid assistance, which can be requested via the telephone number above. There are also emergency telephones outside the venue's first aid room, located in Olympia Grand, and in Olympia National at the shutter adjacent to the Grand, both with a direct link to the Control Room.</p>
OFFICE	The Organisers Office is located on the gallery level
FIRE EXITS	Those displaying a lit sign above them will be OPEN
TOILETS	Located around the sides of the hall
VENUE ACCESS	Access to the venue is via The Grand Hall Pedestrial Entrance via L Gate
ACCESS	All ground floor access is level with lifts to the different levels. A portable ramp is kept at Control should one be required
CATERING	Outside of opening cafe times, drinking water can be obtained from the organisers office
SEATING AREA	Seating areas can be found in the catering points
WIFI	There is general unsupported wifi throughout the halls
SECURITY	Although every reasonable precaution is taken and the venue is patrolled day and night, exhibition venues are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. If you are a victim of theft please report the matter immediately to security and the Organiser's.

PLEASE BE AWARE OF THE MOST COMMON ACCIDENTS ONSITE

Vehicle and mobile plant accidents.

Falls from height and being struck by falling objects.

Accidents with hand and power tools.

Slips Trips & Falls

REPEATED BREAKING OF SAFETY RULES MAY RESULT IN YOUR REMOVAL FROM THE EXHIBITION HALL