

All Exhibitors or Contractors working on site during the Construction phase (Build-up) and Dismantling phase (Breakdown) must adhere to the site rules below.



You should not enter site if you:

- Have any of the following symptoms: high temperature, a new continuous cough or loss of sense of taste or smell



If you develop COVID-19 symptoms whilst onsite you must:

- Inform supervisor, supervisor to inform Organisers Office
- Leave site immediately



Practice good respiratory hygiene and regularly wash your hands especially when entering and leaving site. Regular and thorough handwashing, for at least 20 seconds, is advised throughout the day.



Consider wearing facemasks/coverings when in enclosed or crowded spaces or working in close proximity to others. PPE including high visibility clothing and safety footwear must be worn by all personnel onsite during the build up and breakdown. Open toed shoes will not be permitted at all during build-up and breakdown. Hard hats must be worn in designated areas. These areas are where there is overhead work taking place.



Clean equipment regularly after use, and avoid sharing equipment.



Emergency Gangways and fire exits must be kept clear at all times.



Dispose of your own rubbish in designated bins.



No Unauthorised Access. Children under the age of 16 will not be permitted. No smoking in exhibition halls or marked outside areas. This includes e-cigarettes. Drinking of alcohol onsite during the build up and breakdown phase is forbidden. The taking of illegal drugs is strictly forbidden at all times.



Site speed limit of 5mph must be adhered to at all times.



A permit to work is required before any hot working commences.



Machine and tool guards must always be used. Non-guarded machinery will not be permitted to be used and non-guarded tools will be confiscated.



Trailing cables must be minimised wherever possible. Where they are required they must be clearly identified and used for the minimum time possible.



All temporary scaffold towers must be correctly built in line with manufacturer's instructions and persons erecting must be suitably trained and competent.



All working at height must be planned to minimise risks involved so far as is reasonably practicable.



All Accidents, Incidents and near misses must be reported immediately to the Organisers office located in S1 Lower. Telephone number

## SITE WARNINGS



Caution – Slip & Trip Hazards



Caution – Forklift trucks will be operating



Caution – Crane operations & overhead working in designated areas



Caution – Vehicle movement



Caution – Working at height, danger of falling



Caution – Live electrical installations



Caution – Guard dogs on patrol



CCTV in operation



Unsafe working practices will not be tolerated. Work will ultimately be stopped and persons involved escorted offsite if practice or issue is not rectified.

## USEFUL INFORMATION



If you require First Aid assistance, please contact the control room on ext 4444 for all Medical Emergencies. To call from an external line 020 7069 4444. A qualified First Aider will be either dispatched to the First Aid room or directly to any accident area if required.

- All **vehicles** arriving onsite must report to the venue traffic office.
- Access **passes** for individuals to the site for build and breakdown will be e-badges that contractors can pre-register or register onsite for.
- There are many cafes/restaurants within close vicinity of the venue.
- There are permanent **toilet facilities** available within the hall.
- Drinking water will be available from the catering outlets around the venue. A map to identify the locations will be available from the organisers' office.



Site safety starts here



**STOP THE DROP**



In the business of  
building businesses