

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
- Have been tested positive for COVID-19 in the last 10-days;
- Have come into close contact with a high risk or infected person within the last 10-days;
- Have travelled from or through a 'watchlist' state or country – i.e. any location that the country hosting the event requires you to self-isolate when you arrive.



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 N5 and S6 Offices. Telephone number +44 (0)20 7069 6013 (North Hall) +44 (0)20 7069 6018 (South Hall)

## SITE WARNINGS



Caution – Slip & Trip Hazards



Caution – Fork Lift 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



The Medical First Aid Room is located on level 0 between N4 and S4 boulevard shutters down the stairs. For medical enquiries dial 5556 from any internal phone. In the event of a medical emergency dial 4444 from any internal phone. To all from an external line, add the prefix +44 (0)20 7069

- All **vehicles** arriving onsite vehicles must report to the 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/restaurant 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