

Build-up and Breakdown (Construction & Dismantling Phase)

Site Rules



As an Exhibitor or Contractor working on the Retail Expo site during the Construction phase (Build-up) and Dismantling phase (Breakdown) of the event, the site rules below must be adhered to and warnings considered in your planning. These site rules must be distributed to all that will be working onsite so please ensure you cascade them to your employees, contractors and sub-contractors. It is your responsibility to do so in line with CDM 2015. The rules below are in addition to the rules and regulations published in the exhibitors and contractors manuals.

Site Rules:

	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.
	High visibility clothing is advised to be worn during build up and breakdown as a result of the activities being undertaken.
	Hard hats Must be worn in designated areas. These areas are where there is overhead work taking pace.
	Safety footwear is advised to be worn throughout the build-up and breakdown. This is at the discretion of the exhibitor/contractor as a result of the activities being undertaken. OPEN TOED SHOES WILL NOT BE PERMITTED AT ALL DURING BUILD-UP AND BREAKDOWN.
	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 on the grand hall gallery. Telephone number +44 207 598 6510
	Emergency Gangways and fire exits must be kept clear at all times

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 Olympia London Medical Room will now be unmanned. If you require First Aid assistance please contact the Olympia London control room on ext 2666 or 0207 598 2666 for all Medical Emergencies. A qualified First Aider will be either dispatched to the First Aid room or directly to any accident area if required.
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- All **vehicles** requiring access to the halls must ensure they have booked a unloading/loading slot through the online Carbon Voyage System. When arriving onsite vehicles must report to the traffic office.
- Access **passes** for individuals to the site will be with wristbands issued onsite by the security team.
- There are many cafes/restaurant within close vicinity of the venue.
- There are permanent **toilet facilities** available within the hall.
- There will be a temporary **water** supply installed for drinking water from the Organisers Office and washing of brushes etc with the hall. A map to identify the locations will be available from the organisers' office.

