

## SITE RULES

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.
- Are personally classified in a vulnerable category (e.g. either due to age or other underlying health conditions)



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

- Inform supervisor, supervisor to inform Organisers Office
- Leave site immediately
- Avoid touching anything
- Follow local self-isolation & testing guidance



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.



Face masks/face coverings must be worn at all times onsite. 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.



Rearrange tasks to enable them to be done by one person, or by maintaining physical distance measures. If this is not possible:

- Wear a face mask/covering
- Avoid face to face contact, work side by side where possible. Try and keep this to a limit time of 15 minutes.
- Limit the number of workers/teams that are working closely together under 2m (reduce job rotation)
- Drivers should remain in their vehicles where possible



Clean equipment after use, avoid sharing equipment.



Avoid direct contact with others and maintain a safe physical distance.



Emergency Gangways and fire exits must be kept clear at all times. Keep gangways as clear as possible to allow for physically distanced movement.



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 07920567756

## 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



If you require First Aid assistance please contact the control room on 07879624645 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.

- 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. Contractors should 'check in' to site each day using a mobile device to scan a QR code. This is to assist us with monitoring capacity in the hall during build and breakdown.
- There will be a café and coffee point open within the venue during tenancy hours.
- There are permanent **toilet facilities** available within the hall.
- Drinking water will be available from the water refill points around the venue.



Site safety starts here



**STOP THE DROP**

