

## Site Rules

All of your employees and contractors are required to read these Site Rules prior to working at The Recruitment Agency Expo. The following apply to all staff, organisers, contractors and exhibitors:

- Comply with Venue Traffic Rules and always follow the instruction of venue traffic marshals
- Vehicle access into the halls must be approved by the Venue/Organisers of the event
- Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit and operate with hazards/turned on lights
- Drivers must give way to pedestrians within the event hall/s and pedestrians must give way to vehicles within the loading bay/s
- No persons are permitted to operate plant or machinery (including forklift trucks) unless they have received adequate training and approval from the event organisers
- Appropriate management and safe methods of working at height is always required – in any areas where working at height is being carried out, the immediate area must be controlled
- Ladder work must only be conducted for short work periods - you must NOT stand on the top tier of your ladders -any unsafe ladder work may result in the employee being ejected from the venue
- No substances are to be used in the hall which have not been pre agreed by the venue and event organiser
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Hi Vis Jackets and appropriate footwear should be worn whilst working in the venue – flip-flops, open-toed sandals, etc. are NOT acceptable
- No hot works can take place in the venue without a Hot Works Permit being issued
- All contractor accidents, incidents & near misses must be reported immediately to the organiser
- Work Tidy - during builds and breakdowns, you must ensure aisles are always kept clear and that all waste is to be disposed of in an appropriate manner

## **Site Induction / Welfare Arrangements**

### **SITE INDUCTION**

#### **FIRE**

On discovering a fire:

Break the glass of the nearest manual call point (coloured red) then contact the Security Suite by dialling 4444 on an internal telephone or 020 7069 4444 immediately.

Do not tackle the fire unless you have been trained, it is a very minor fire and it is safe to do so.

Always ensure there is a safe exit route before attempting to extinguish any fire.

When it is safe to do so, identify yourself to a member of the ExCeL staff to assist with any follow up.

In the event of a fire report you will hear the following instructions broadcast over the public address system:

"ATTENTIONPLEASE, ATTENTION PLEASE, MR GOODFELLOW REPORT TO THE SECURITY SUITE"

Take no immediate action, stand-by and wait for further instructions, and prepare to evacuate. Remember do not put yourself at risk.

#### **EVACUATION**

In the event of an emergency, you will hear the following public announcement:

"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. DO NOT RETURN TO YOUR VEHICLES. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE".

Immediately leave the building via the nearest exit, do not use lifts or stop to collect personal belongings.

Go to the nearest assembly point and do not leave this area or re-enter the building until told to do so. Please see the site map to locate your nearest assembly point.

## **WELFARE ARRANGEMENTS**

### **ORGANISERS OFFICE**

The organiser's office is located at the front of the hall. If you need to contact a member or the organisers team on-site, please call +44 (0)1743 606 744

### **TOILETS**

Both female and male toilets along with hand wash basins are available throughout the venue.

### **CATERING AND WATER**

Food outlets are available onsite during build up, open days and breakdown.  
Drinking water is available to purchase in any of the food outlets.

### **SMOKING**

Smoking (including e-cigarettes) is only permitted in the designated smoking areas

### **ALCOHOL AND DRUGS**

Anyone found to be drinking alcohol or taking drugs will be asked to leave the venue

## **1. EMERGENCY PROCEDURES**

### **SECURITY**

If you have any security concerns, please contact a venue employee or the organiser's office. Inform them of the nature and location of the problem.

- Do not leave any personal belongings or valuables unattended on your stand, the venue and organisers cannot be held responsible for any losses.

### **FIRST AID**

Should you need medical assistance contact a venue employee or the organiser's office. Inform them of the location and nature of the medical emergency. They will radio for assistance.

If possible, give the following information:

- Who you are
- Who the injured person is
- Exact Location
- Nature of medical emergency
- Is the patient male or female
- Approximate age

- Are they breathing, conscious or unconscious
- Nature of illness – do they have chest pains/are they bleeding, etc.

**DO NOT PHONE FOR AN AMULANCE** – a venue first aider will do this if required. The Medical First Aid room is located on level 0.

All accidents, incidents or near misses must be reported to the Organiser/Venue Event Manager

## Site Layout

