

## GENERAL HEALTH & SAFETY ARRANGEMENTS ON SITE AT EXCEL LONDON

This guidance note is aimed at Contractors, Sponsors, HAG providers, Showcasing providers & Exhibitors.

### Accident reporting

Although ExCeL will keep a record of any incidents requiring medical treatment, it is your employer's/organisation's responsibility to ensure, where necessary, incidents are reported to the HSE under the Reporting of Incidents, Disease & Dangerous occurrence Regulations 1995 (RIDDOR).

### Fire

On discovering a fire call 4444 from an internal telephone or 020 7069 4444 from a mobile. This is the ExCeL security suite and will require details of the fire, e.g. location & injuries.

- Stop all work and switch off any machinery that you are operating
- Calmly make your way to the nearest emergency exit
- Follow instruction from the in-house Security Team

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

*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. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE".*

Make your way to one of the 2 assembly points; located at the East and West ends of ExCeL. The Western assembly point is located in the Royal Victoria Square. The Eastern assembly point is located in the East Car Park.

### First aid

In the event of an injury requiring medical attention or a medical emergency call 4444 from an internal telephone or +44 (0)20 7069 4444 from a mobile. This is the ExCeL security suite and will require full details of the situation. If necessary, ExCeL security will contact the emergency services to request an ambulance.

There is a fully equipped medical centre (N4), located on level 0 of the Boulevard. Direct dial +44 (0) 20 7069 5556.

### Health & Safety Team

If you have any queries please contact your floor manager in the first instance. There will be a H&S team onsite at all times if you have any H&S related queries. This team will also be overseeing all work to ensure we maintain a high standard of safety throughout this event.

### Hot Work Permits

A Hot Work Permit is required for all welding, cutting and grinding being carried out at ExCeL. No hot works are permitted to be carried out without a Hot Work permit, ExCeL Fire Officer or Security Officer will be issuing Permits. Prior to arriving on-site and carrying out work please telephone +44 (0)20 7069 4500 from a mobile, to speak to the ExCeL London Helpdesk to arrange for a Hot Works permit. Once on-site telephone 4500 from an internal telephone to speak to the ExCeL London Helpdesk to arrange for a Hot Works permits.

### Portable Appliance Testing

All electric equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998 standards. This requires that all portable electrical equipment including Power Tools, Transformers and 4 way Extension leads (4 Way Power boards) etc are to be tested to ensure it is electrically safe. It is your organisation's responsibility to ensure that any electrical equipment/tools bought on-site are electrically safe and meet the requirements of this, and where applicable other, legislation. It is expected that electrical items will display a pass sticker for the PAT test, where this test is necessary.

### Personal Protective Equipment (PPE)

If you are providing a technician onsite, for example to install equipment into a skill area or building your own stand, it is your organisation's responsibility to ensure their staff are provided with PPE for use onsite. This is a requirement of 'The Personal Protective Equipment at Work Regulations 1992'. It is the individual's responsibility to wear the PPE when required. Generally PPE is required to be worn in the exhibitions halls and not required in the boulevard.

The following table details which PPE is required & when:

Countdown day	Date	Skill competition areas	Have A Go & Sponsor Exhibition areas	Make It Happen area
C-9 & C-8	26 <sup>th</sup> & 27 <sup>th</sup> Sep	Safety footwear, high vis vest & sensible workwear. Hard hats are required when lifting in or working at height, along with other necessary PPE for these tasks.	No access	No access
C-7 to C-5	28 <sup>th</sup> to 30 <sup>th</sup> Sep	Safety footwear, high visibility vests & sensible work wear	Only Melville onsite (requiring PPE as identified by their risk assessment).	No access
C-4 & C-3	1 <sup>st</sup> & 2 <sup>nd</sup> Oct	High visibility vests & Sensible work wear	Safety footwear, high vis vest & sensible workwear.	No access
C-2 & C-1	3 <sup>rd</sup> & 4 <sup>th</sup> Oct	Sensible work wear	Safety footwear, high vis vest & sensible workwear.	No PPE required unless identified by your risk assessment.
C1 to C4	5 <sup>th</sup> to 8 <sup>th</sup> Oct	Any person within the active zone of the competition skill area will require the appropriate PPE.	Any person undertaking an activity that your risk assessment identifies the need for PPE, must wear the PPE.	No PPE required
C+1 & C+2	9 <sup>th</sup> & 10 <sup>th</sup> Oct	Safety footwear, high visibility vests & sensible work wear	Safety footwear, high vis vest & sensible workwear.	No PPE required unless identified by your risk assessment.