



taking place as part of PB:



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SITE INDUCTION PRESENTATION

Aims of this induction:

Identifying key information and instruction necessary to work safely at London ExCel during Professional Beauty including:

- Fire evacuation procedures
- Event build and breakdown procedures
- Site rules
- Maps including – Welfare, Parking, Tenancy and Access

PROFESSIONAL
beauty
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This induction is split into two areas:

1. During Professional Beauty
2. London ExCel

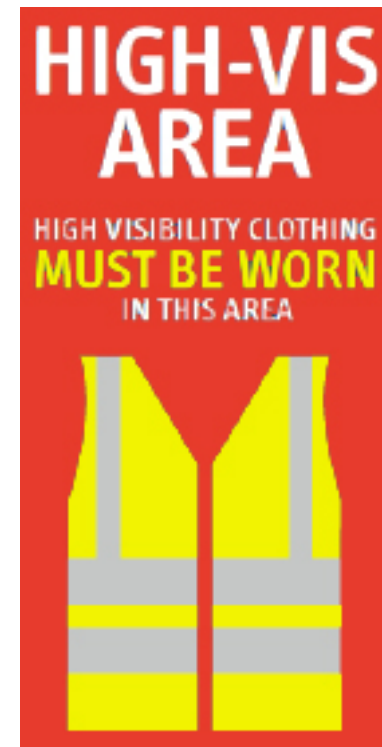
During Professional Beauty

- Whilst working at London ExCel, it is important that you're aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.
- All of your employees or contractors are required to read this presentation prior to working at, or around the venue, on an event.

During Professional Beauty

BUILD AND BREAKDOWN

- During all event builds and breakdowns at London ExCel, ALL staff and contractors are required to wear hi vis clothing in order to access and work in the event space.



During Professional Beauty

BUILD AND BREAKDOWN

- Hi vis vests are available to purchase from the business centre located at level 0 of London ExCel, but we advise you to bring your own
- Some builds may require all contractors to wear safety footwear
- Ensure all of your contractors or employees are aware of the venue rules including hi vis clothing PRIOR to working on site

During Professional Beauty

SITE RULES

- Wear your hi vis vests at all times during event build and breakdown
- Appropriate footwear should be worn whilst working in the venue
- 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

During Professional Beauty

SITE RULES

- Any areas where Working at Height is being carried out, the immediate area must be controlled
- During builds and breakdowns, you must ensure aisles are kept clear at all times
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training

During Professional Beauty

SITE RULES

- Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit. This includes fork lift truck.
- Traffic movements may take place within the hall including fork lift trucks, plant and trucks. Drivers must be competent and adhere to the designated lanes where identified. Pedestrians always take priority within halls. Banksmen must be used when and where necessary. Hi Viz vests must be worn whilst traffic movements take place within the halls

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During Professional Beauty

SITE RULES

- Smoking (including e-cigarettes) is only permitted in the designated smoking areas
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Hard hats must be worn when necessary

During Professional Beauty

SITE RULES

- No hot works can take place in the venue (including event space) without a Hot Works Permit being issued
- Activities requiring a Hot Works Permit include, but are not limited to: Soldering, Angle Grinding & Welding
- No substances are to be used in the hall which have not been pre agreed by the venue or event organiser

During Professional Beauty

FIRST AID

During builds and breakdowns a designated first aider will be present throughout. To contact first aid, you can either:

- Contact a member of the traffic team, security or the organisers who will contact first aid
- Contact the first aid team via internal telephone (dialling 4444)
- Visit the first aid room located on level 0

All accidents, incidents or near misses **MUST** be reported

During Professional Beauty

FIRST AID

When requesting first aid, you must state:

- Who you are
- Who the injured person is
- What the issue or injury is
- The location
- The patients approx. age

London ExCel

This section is split up as follows:

- Emergency Procedures
- Common area site rules
- Venue Maps

Emergency Procedures

INTERNAL TELEPHONE NUMBERS

In any emergency i.e. Medical, Fire, Security,

Unattended packages	4444
Security enquiries	4445
Medical enquiries	5556

Telephones have been installed at key locations throughout the centre i.e. Hall Entrances, Exits and Stairwells. Telephones are located at all entrance and exits from the halls. To call from an external line add the prefix **020 7069 XXXX**.

FIRE

On discovering a fire

- Break the glass on the nearest Manual Call Point (coloured red), which are located adjacent to all exits. Or contact the Security Suite by dialling 4444 on an internal telephone or 020 7069 4444 immediately.
- Only if you have been trained and it is a very minor fire and it is safe to do so, tackle the fire with the nearest suitable fire extinguisher. Always ensure there is a safe exit route before attempting to extinguish any fire.

In the event of a fire report

You will hear the following instructions broadcast over the public address system.

“ATTENTION PLEASE, 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

If an evacuation is necessary you will hear the following announcement broadcast over the Public address system, use the nearest available Emergency Exit route to the appropriate Assembly point.

“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.”

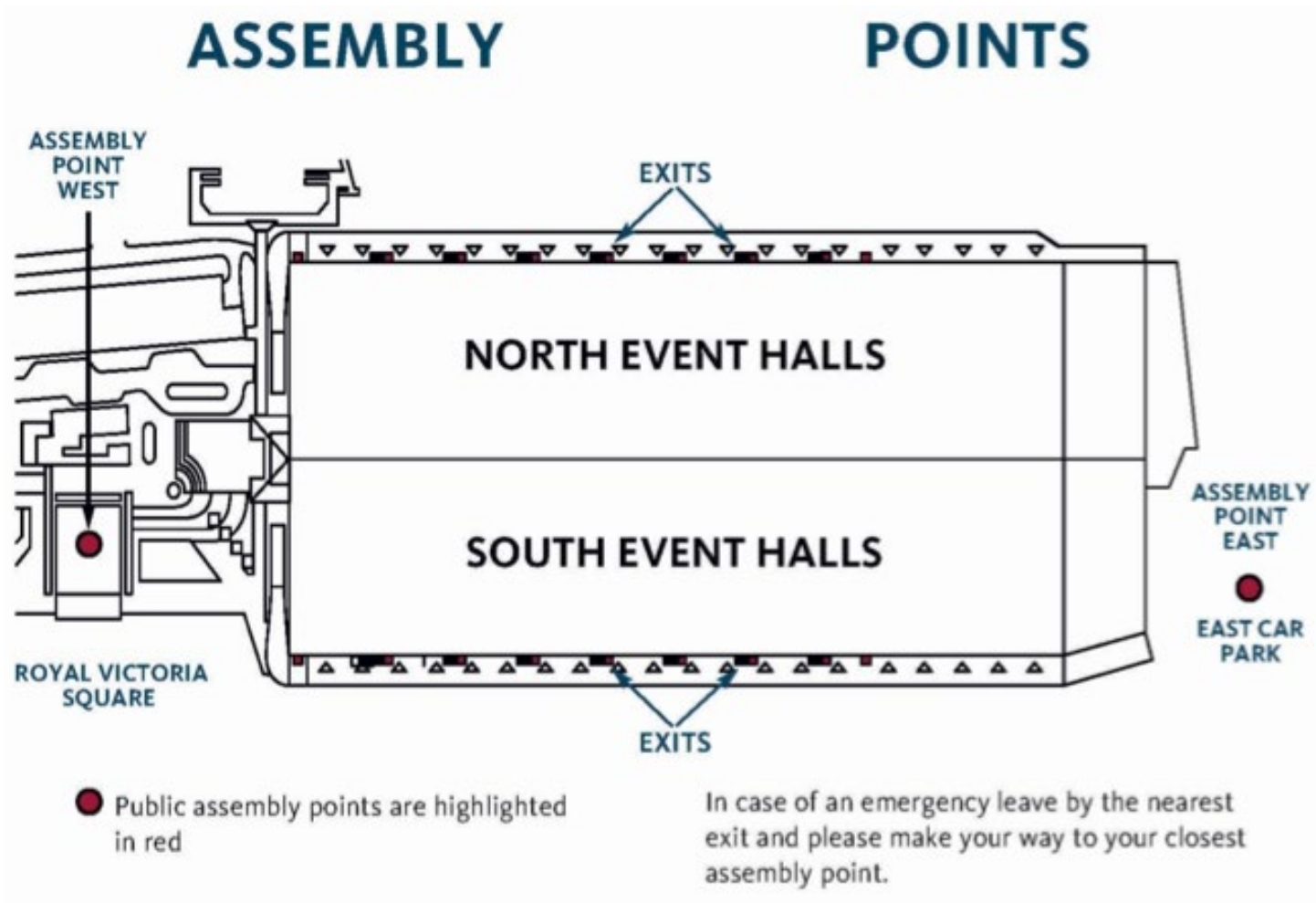
In the unlikely event that an evacuation is necessary please remember to take your visitors with you.

CANCELLATION

The fire procedure is cancelled by the following instructions broadcast over the public address system.

“ATTENTION PLEASE. ATTENTION PLEASE. MR GOODFELLOW IS NO LONGER REQUIRED”

Emergency Procedures



SECURITY INFORMATION

Unattended items

- Do not touch or move suspicious item.
- Remain vigilant at all times.
- Be aware of suspicious people, incidents and packages.
- Report them to the Security Suite, by dialling **4444** on an internal telephone or **020 7069 4444** immediately.
- Follow the instructions that you are given.

REMEMBER ALWAYS BE ALERT NEVER LOOK AFTER ITEMS BELONGING TO OTHER PEOPLE.

BOMB THREAT

In the event of a bomb threat, you will hear the following announcement:

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”

- Do not leave the building.
- Inform your colleagues, and then assist in searching for suspicious objects in your work area.
- If nothing is found, tell your Fire Warden, who should report “Area Clear” to the Security Suite immediately after the search on internal 4444 or in person if necessary.

If you find a suspicious object, do NOT touch or move it. Calmly clear the area of people and report to the Security Suite immediately on internal 4444 or in person if necessary.

- The Emergency is cancelled by the announcement:

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED.”

SECURITY INFORMATION

Telephoned Bomb Threat

- Remain calm and listen carefully.
- Write down all that is said.
- Try to discover:
 - Where is the bomb located?
 - When is it going to explode?
 - What does it look like?
 - What type of bomb is it?
 - What will cause it to explode?
 - Did the caller plant the bomb?
 - Why?
 - Any other useful information?
- Write down the exact time of call.
- Inform the Security Suite, by dialling 4444 on an internal telephone immediately

MEDICAL EMERGENCIES

The Medical First Aid room is located on level O.

- Medical enquires **5556**.
- In the event of a medical emergency dial internal telephone number **4444**.
- If possible give the following information:

The location
 The problem
 Is the patient conscious?
 Is the patient breathing?
 Their approximate age
 Do they have chest pains?
 Are they bleeding?

ExCeL London common area site rules

ExCeL London Common Area Site Rules

LORRY WAYS

- Lorry way Speed Limit is 5mph
- One way system in operation running from West to East
- No unloading permitted in any hatched area
- All fork lifts to be labelled
- Appropriate PPE to be worn at all time on the Lorry way
- No lorry way access between 2300hrs - 0500hrs
- Banksmen required for any fork lifts going against traffic








BOULEVARD

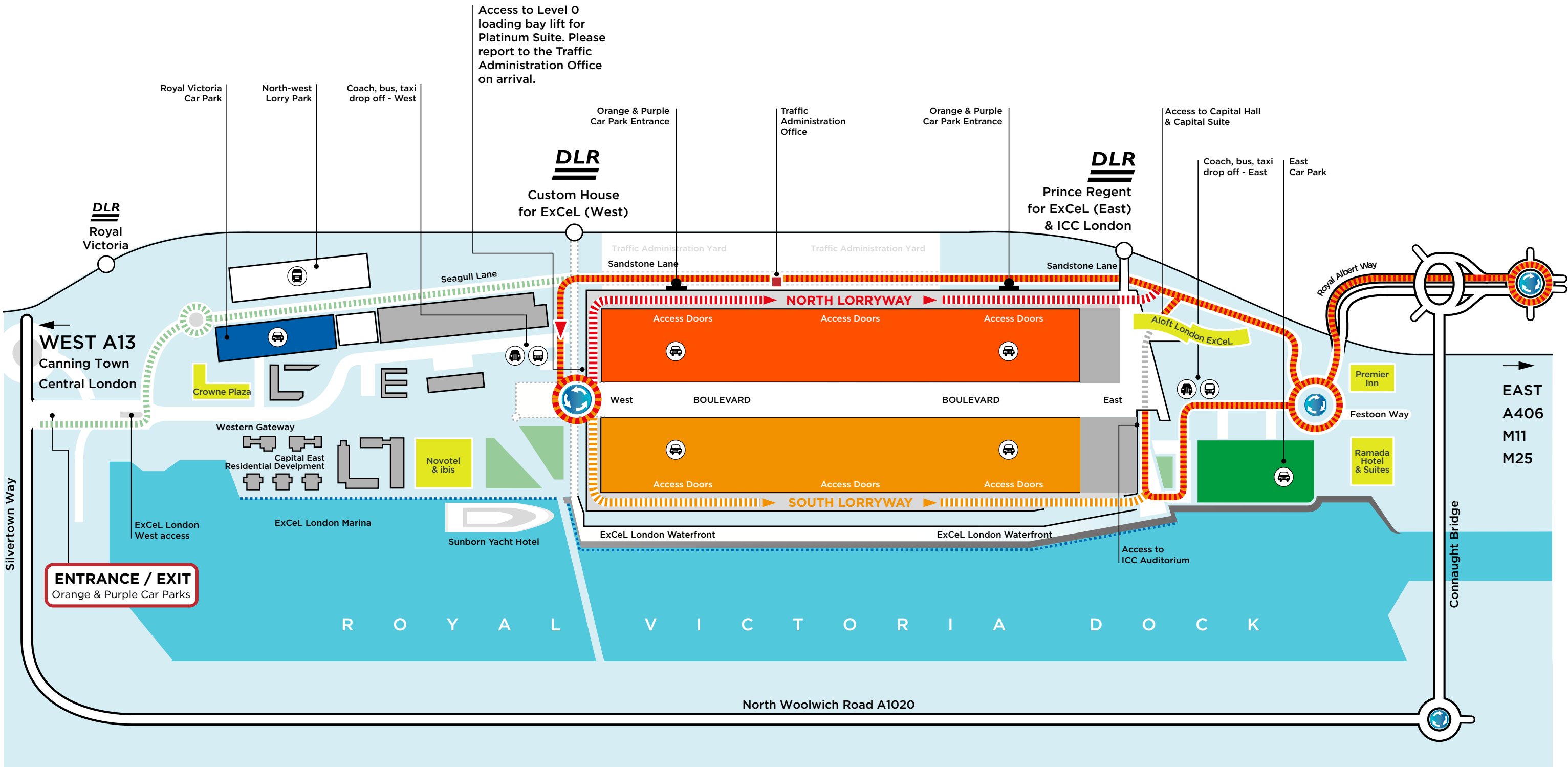
- All boulevard builds to take place outside of any event open hours
- All boulevard builds to be managed by event HS team
- 6m evacuation route must be kept clear on each side of the boulevard at all time

Venue Maps










Lorryway Access Map

Key

-  Royal Victoria Car Park
-  Orange Car Park
-  East Car Park
-  Docklands Light Rail
-  Berthing points
-  Primary access for vehicles during build-up and break-down
-  Secondary access to traffic administration - not advisable for large vehicles

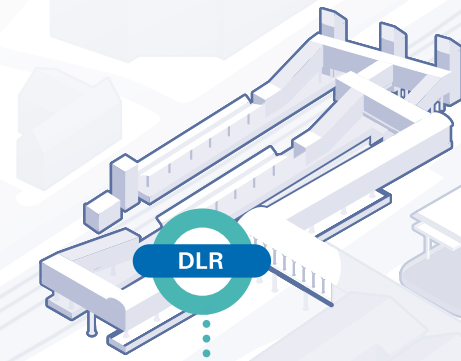


Boulevard Welfare Map






-  1 Costa Coffee
-  2 Delice de France
-  3 Prime Burger
-  4 Rotisserie
-  5 Bagel Factory
-  6 The Diner
-  7 The Cornish Bakehouse
-  8 Pop-Up Street Food
-  9 Mint Leaves
-  10 Trattoria Pizzeria
-  11 So Deli
-  12 The Bridge













Prince Regent DLR
for ICC London
Access to East Entrance

DLR



Custom House DLR
for ExCeL London
Access to West Entrance

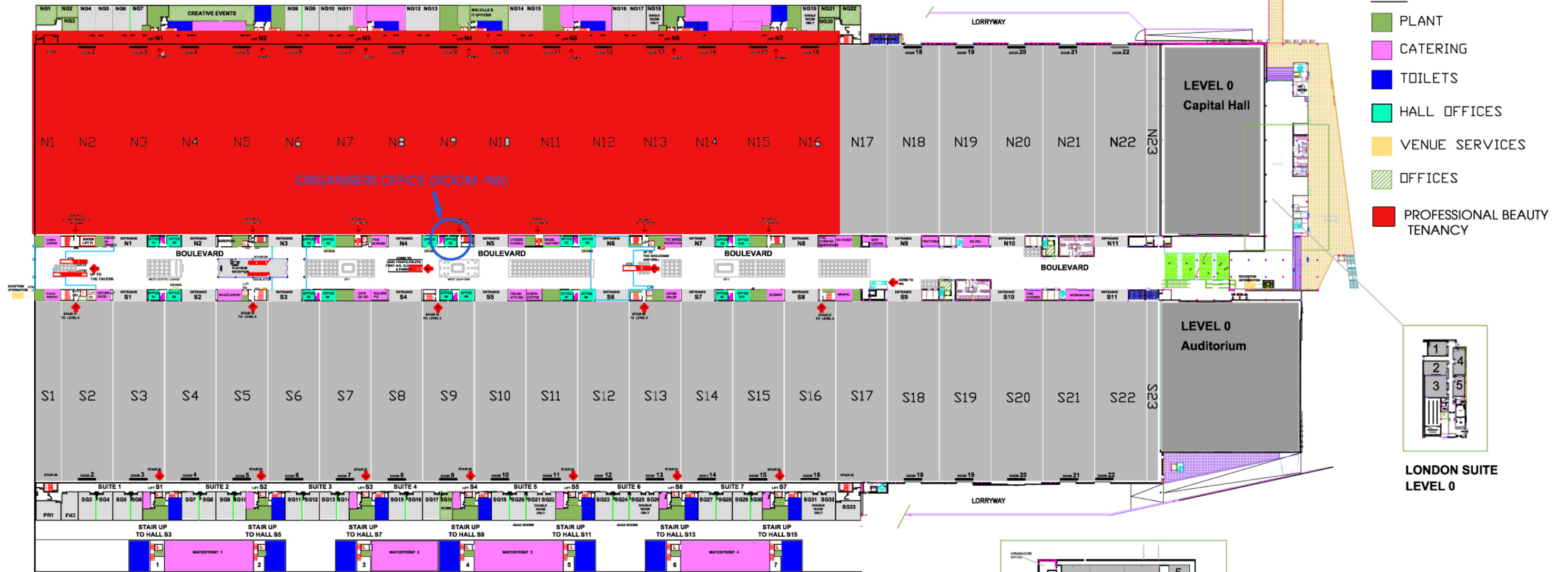
- Key:**
-  West Entrance
 -  East Entrance
 -  Flexible Seating
 -  Toilets
 -  First Aid
 -  Business Services Shop

-  13 The Tavern
-  14 Panini Pronto
-  15 Naturally Good
-  16 Whistlestop
-  17 E16 Coffee
-  18 Bake / Spice / Deli / Blend
-  19 The Italian Kitchen
-  20 Costa Coffee
-  21 Upper Crust
-  22 Subway
-  23 Wrapid
-  24 E16 Deli & Coffee

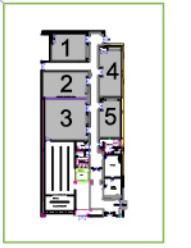
Tenancy Master Map

ExCel London

LEVEL 1



- KEY:**
- PLANT
 - CATERING
 - TOILETS
 - HALL OFFICES
 - VENUE SERVICES
 - OFFICES
 - PROFESSIONAL BEAUTY TENANCY



LONDON SUITE LEVEL 0

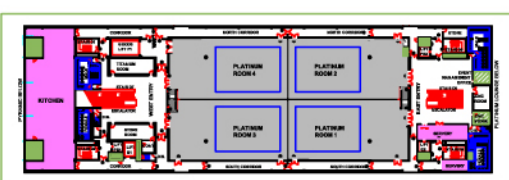
LEVEL 0 DOCKSIDE FACILITIES AT FLOOR BELOW HALLS



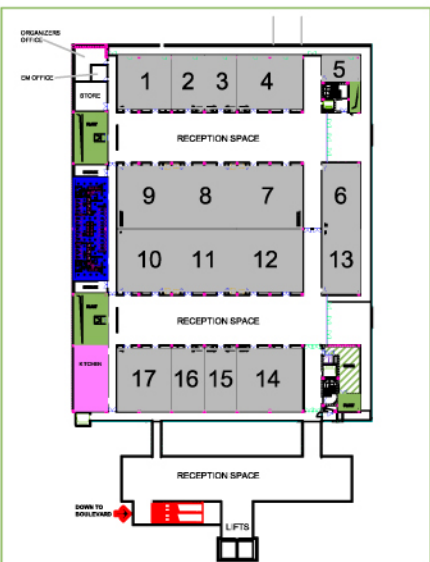
LEVEL 1 PLATINIUM SUITE



LEVEL 2 PLATINIUM SUITE



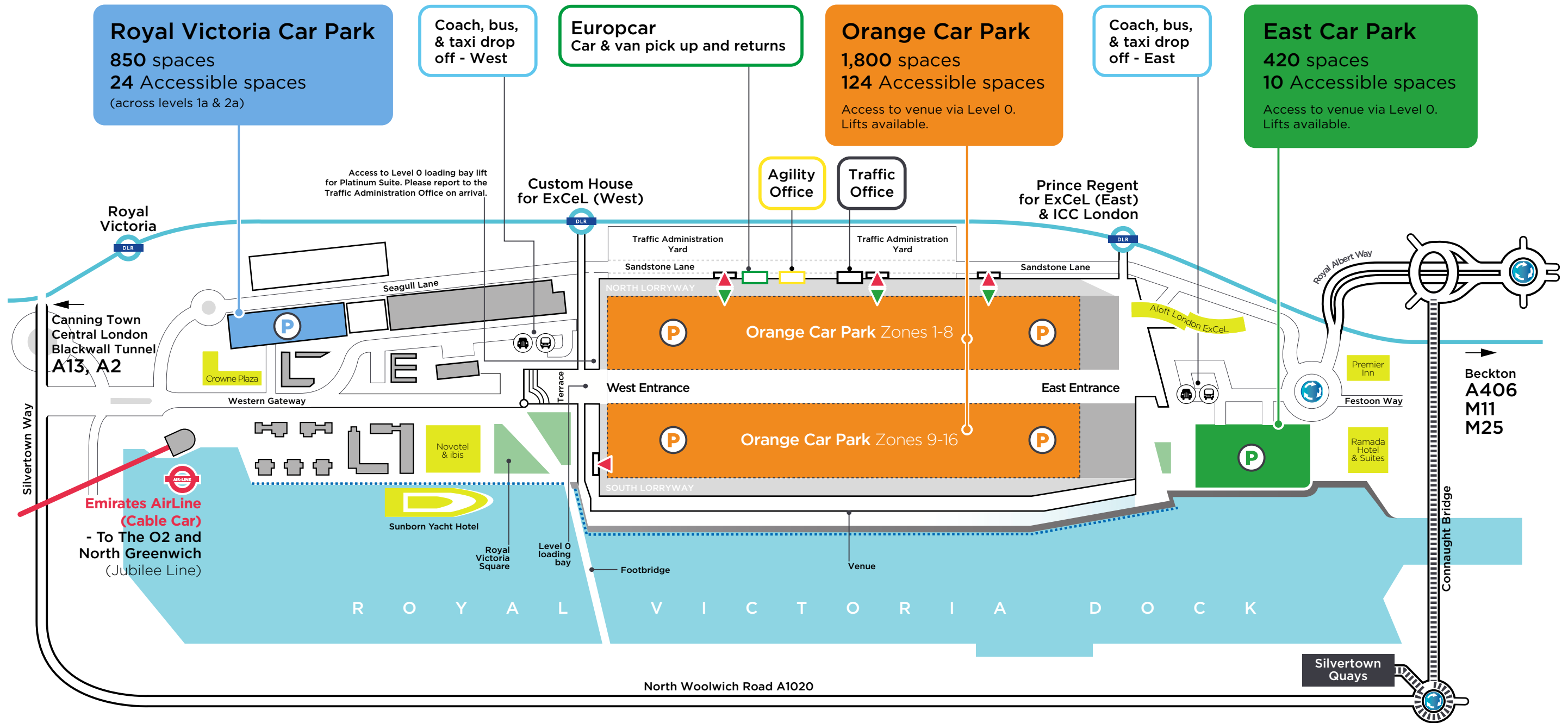
LEVEL 3 PLATINIUM SUITE



CAPITAL SUITE LEVEL 3

TENANCY PLAN 17 Feb 14

Car Parking Map



Royal Victoria Car Park
 850 spaces
 24 Accessible spaces
 (across levels 1a & 2a)

Coach, bus,
 & taxi drop
 off - West

Europcar
 Car & van pick up and returns

Orange Car Park
 1,800 spaces
 124 Accessible spaces
 Access to venue via Level 0.
 Lifts available.

Coach, bus,
 & taxi drop
 off - East

East Car Park
 420 spaces
 10 Accessible spaces
 Access to venue via Level 0.
 Lifts available.

Key

- | | | | | | |
|--|-------------------------|--|-------------------------------------|--|---|
| | Royal Victoria Car Park | | Docklands Light Rail | | Route to temporary car park at Silvertown Quays |
| | Orange Car Park | | Berthing points | | Emirates AirLine |
| | East Car Park | | Entrance / Exit for Orange Car Park | | |