**Health & Safety**

ExCeL works to the industry best practice document for health and safety - the AEV eGuide. This is guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues.  This includes wearing a high visibility jacket and safety shoes for anyone attending the site during build and breakdown.

On arrival at the venue the organiser will issue you and your contractor with an emergency procedures guide, which you should read carefully, but you may wish to familiarise yourself with the following in advance.

* 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 immediately.
* Do not touch or move any suspicious or unattended item but report it to the Security Suite, by dialling 4444 on an internal telephone.
* If your stand is by, or on the route to an emergency exit, the aisle must be clear. Anything left there will be removed by the cleaning team. Please ensure that your team are briefed accordingly.