



IISC INTERNATIONAL
SPORTS CONVENTION
17-18 JUNE 2020 | LONDON

THFC VISITOR BRIEF
SEASON 2019/20

1. INTRODUCTION

- 1.2. Tottenham Hotspur are committed to the highest standards regarding Health & Safety and employ a don't walk by policy on site where we encourage everybody being employee – visitor - contractor to report any H&S issues they see rather than walking by.
- 1.3. To that end, we fully expect all staff, operatives and visitors to uphold these standards at all times.
- 1.4. Please assist us by following all H&S signage – instructions and guidance given during your visit.
- 1.5. The following induction is aimed at providing you with a suitable level of information in order to keep you free from injury during your visit to our venue.

THE INFORMATION BRIEF IS FOR VISITORS/STAFF ONLY. YOU ARE NOT PERMITTED TO UNDERTAKE PHYSICAL WORKS OF ANY KIND WITHOUT A WORKS INDUCTION FROM THE HEALTH, SATEY AND RISK TEAM AND APPROPRIATE PERMITS.

2. SIGNING IN / SECURITY

- 1.2. You will have had your vehicle registration taken upon entering site please stop at the barrier before entering, a member of the Security team will authorise your entry.
- 2.2. Box holder Visitor's will be required to sign in daily to maintain a fire register for their duration.

3. ESCORTED/EVENT HOSTS

- 3.1. EVENT hosts will be escorted to their respective areas of event or box by a member of the events team or security and must remain within their designated area at all times, follow any instructions given by security or the safety team and must be instructed to; **NOT WANDER OFF**

4. FIRST AID

- 4.1. First Aid/Incident – Tottenham Hotspur Football Club employee first aiders to engage with the requirements of employees. Your first point of contact will be the 24-Hour security office and can be contacted on 0203 946 4051 which will get you through to the shift supervisor and able to contact the THFC First Aid Emergency response team. First aid provisions are positioned throughout the stadium

5. FIRE

- 5.1. In the event of a fire or upon hearing the alarm; you will be escorted from the building or area you are in immediately by a member of the security team dependant on the instruction given and taken to the muster point where you will await further instructions. A member of the events team will advise you of the muster point location associated with your event and will be dependant on where you are within the building. The Host must familiarise themselves with the egress routes before the events starts.

6. WELFARE

- 6.1. Toilets; ladies and gents' toilets are located on every level and you will be advised by the events team which areas will be open to cover your event.
- 6.2. Smoking and vaping is strictly forbidden within the venue and this must be briefed to your guests on arrival. Please ask a member of the events team to agree a designated smoking area outside of the stadium.

7. RISK / CURRENT ACTIVITIES

- 7.1. You will be advised by a member of the events team of any significant risks / hazards that you may encounter during your event.
- 7.2. Please obey all signage and any restrictions or instruction given.

8. DRIVING

- 8.1. If your visit involves driving within any of our car parks, please adhere to the site speed limit of 5 mph.
- 8.2. Parking - only park in the main car park and in the designated parking bays you have been given. Do not park on yellow hatched areas or accessible bays unless advised to do so.

9. PLANT

- 9.1 Please be aware of heavy plant and other vehicle movements on site. Do not approach any item of plant /machinery unless your visit requires you to.

ALWAYS ASSUME THE DRIVER HAS NOT SEEN YOU, WE USE A THUMBS UP APPROACH WITH THE VEHICLE DRIVER AND THEN ONLY APPROACH WHEN THE PLANT / MACHINERY HAS BEEN STOPPED AND IT HAS BEEN CONFIRMED AS BEING SAFE TO APPROACH.

10. PEDESTRIANS

- 10.1 The events team will escort you through the pedestrian routes applicable to your event, there is to be no movement outside of these routes unless specific to your visit and only then under guidance by the events team or security.

11. UNSAFE PRACTICE / NEAR MISSES

- 11.1. Should you see anything you believe to be unsafe, hazardous or witness a near miss please raise it immediately with the 24-Hour security office on 0203 946 4051 so remedial action can be undertaken to address the issue.
- 11.2. In the unlikely or unfortunate event that you suffer an injury of any nature, please ensure you report this immediately to the events team, to allow the appropriate response to the event. Please ensure details of any injury are formally recorded in the accident book, located within the 24-hour security office.

12. HYGIENE

12.1. Due to the nature of the site & works being carried out, it is vital individuals observe high standards of hygiene. Poor hygiene can increase the possibility of illness due to ingesting bacteria / germs. Please ensure you wash your hands thoroughly prior to eating / drinking / smoking.

13. OCCUPATIONAL HEALTH

13.1. You are required to inform the events team of any medical condition and /or impairment which can or may affect your guests during your visit. Any such information will be dealt with in the strictest confidence and passed onto our first aid team.

13.2. You will not be permitted on site if it is suspected that you are under the influence of either alcohol or drugs (illegal or otherwise). If you are on medication that could affect your visit, please inform a member of the events team.

13.3. Drugs other than prescribed medication is strictly forbidden on site at any time.

14. RESTRICTIONS

14.1 You are only permitted to access routes and buildings that are appropriate to your event and have been authorised by the events team. Do not enter barriered off areas or access areas outside of your event.

ACKNOWLEDGEMENT

Please sign below to confirm acknowledgement of visitor induction and acceptance to comply with the requirements laid out by Tottenham Hotspur Football Club.

Name (print)

Signature:

Reason for visit:

Date:

Company:

Copy to be emailed to the Health, Safety and Risk Team prior to each event start.