



# **Site Rules and Regulations for Filming and Events**

## **Queen Elizabeth Olympic Park**

## **1. Site Rules and Regulations for Filming and Events**

### **1.1 Introduction**

The purpose of this document is to set out the rules and regulations by which people can produce filming and event activity on Queen Elizabeth Olympic Park (QEOP).

The term Organiser is defined as, but not limited to the Event Manager/ Organiser, Location Manager, Producer and Site Manager.

## **2. Site Rules and Regulations**

- 2.1. All events and filming activity will have a designated London Legacy Development Corporation (LLDC) Representative from the Events Team.
- 2.2. All staff on site should be aware of the appropriate risk assessment/method statements for the work they are carrying out on the park.
- 2.3. All staff must be trained and competent to perform the work allocated to them.
- 2.4. Report all accidents and dangerous occurrences to the LLDC Events Team as soon as reasonably possible about any RIDDOR reportable incidents.
- 2.5. The Organiser is responsible for informing their LLDC representative of any new or changed risks and any changes to the risk assessments or methods of work.
- 2.6. Where appropriate, the Organiser is responsible for ensuring that [Construction & Design Management \(CDM\) Regulations](#) are understood, and any relevant paperwork is submitted as part of the planning process.
- 2.7. Generators must be diesel, double banded and come complete with full spill kits and fire extinguishers. Petrol generators are not permitted in the park. All generators must be cordoned off from the public.
- 2.8. Any electrical equipment being plugged into the mains power on the park must hold a current PAT test certificate. All cable distribution is to be suitably protected, including the provision of suitable accessible cable ramping spanning walkways and temporary structures.
- 2.9. Use of Liquid Petroleum Gas must be carried out safely and include suitable storage.
- 2.10. Welfare arrangements must be made for all staff and volunteers, including those working overnight. Sleeping/camping is not permitted at any time on site.
- 2.11. Organisers must provide out-of-hours contact names and numbers to their LLDC representative.
- 2.12. Designated LLDC staff, as agreed with the Organiser, must be permitted access to all areas of the event site at all times.
- 2.13. Children under the age of 18 or people identified as vulnerable are not permitted

within build/break areas, plant movement areas or areas where an element of risk around their safety exists. For any activity involving child performance safeguarding plans and relevant licenses (such as a [Body of Personals Approval](#)) must be sent to the LLDC Events Team during the consultation process.

- 2.14. Working hours as agreed with LLDC must be adhered to, this includes (but is not limited to) noisy works timing restrictions.
- 2.15. Vehicles must adhere to the site wide traffic rules for the park:
  - 2.15.1 5 MPH limits within the park.
  - 2.15.2 20 MPH limits on the public highways within the park.
  - 2.15.3 vehicle movements can only occur during agreed times and on designated routes, as agreed with LLDC.
  - 2.15.4 moving vehicles on Park footpaths must be accompanied by suitably trained banksman with appropriate Personal Protective Equipment (PPE – Suitable Hi Viz jackets).
  - 2.15.5 amber beacons and/or hazard lights should be used when vehicles are moving
  - 2.15.6 vehicles that require bridge access must not exceed the weight limits advised by your LLDC representative.
- 2.16. Vehicles must not drive on the grass unless specifically agreed with your LLDC Representative.
- 2.17. Vehicles must abide by ground protection plans put in place by the Organiser and agreed with the LLDC Representative.
- 2.18. Staking in the ground is only permissible through a permit process. Please discuss with your LLDC Representative.
- 2.19. Organisers are responsible for ensuring their contractors abide by basic tree protection rules:
  - 2.19.1 do not lean anything against tree trunks.
  - 2.19.2 do not park vehicles or place equipment on the tree root zone; this roughly equates to the diameter of the tree canopy.
  - 2.19.3 do not attach anything to trees. This includes running cables through them unless specifically agreed with your LLDC representative.
  - 2.19.4 Organisers and their contractors must abide by tree protection measures put in place, for example not moving barriers/fencing around the trees.
- 2.20. Organisers are responsible for waste management. Do NOT let rubbish collect. All waste and water must be managed in line with legal and Park requirements.
- 2.21. Fires and fireworks are NOT permitted without the submission of specific Health and Safety documents. You must discuss any requests with your LLDC Representatives before coming to site.
- 2.22. Smoking is only permitted in designated areas.
- 2.23. Organisers must not dispose of any liquids/other materials by pouring them down drains, into canals or on the ground. Chemicals and other materials with the potential to harm the environment must be securely stored and disposed of.

- 2.24. The Organiser must comply with the LLDC Sustainability Policy and cascade relevant measures to staff and contractors working on site.
- 2.25. All incidents that have the potential to cause harm to the environment must be reported to your LLDC representative.
- 2.26. Inflatable gantries for runs/walks must have either a numbered PIPA tag or an ADiPs declaration of compliance (DoC). It should also have:
  - 2.26.1 written documentation from a competent inspection body to show it complies with British Standard BS EN14960;
  - 2.26.2 instructions on how to operate it safely;
  - 2.26.3 risk assessment showing wind load limits. Please visit the [HSE website](#) for further guidance.
- 2.27. The Organiser is responsible for their equipment and personal belongings, these should not be left unattended, (please do not leave any kit/items in contractor vehicles).
- 2.28. The Organiser must ensure there is adequate stewarding / security for events and filming activity.
- 2.29. **FAILURE TO COMPLY WITH ANY OF THE ABOVE MAY RESULT IN A REQUEST TO LEAVE QUEEN ELIZABETH OLYMPIC PARK.**
- 2.30. **IN THE EVENT OF AN EMERGENCY CALL 999 AND THEN INFORM THE PARK SECURITY CONTROL ROOM 0300 2012 12**