



Olympic information sheet

There is lots of information on the website www.london2012.com/traveladviceforbusiness but we have summarised this information for you and have included an Olympic policy.

Key Dates

Olympic Games	27 July–12 August 2012
Transition period	13–28 August 2012
Paralympic Games	29 August–9 September 2012

Key facts

- 10.8 million tickets have been put on sale for the London 2012 Games
- 20 million extra trips will be made within London during the Olympics.
- 80% of spectators attending events in Greater London will travel by rail (including the Underground)

Affected areas

The games events will be happening across the whole of London and across the UK, not just in east London. Venues around the capital include Hyde Park, Horse Guards Parade, Lord's Cricket Ground, Earls Court, Wembley Stadium and Greenwich Park. Public transport and roads will be busier than usual at different times and on different days. Changes to roads may affect access to your business.

The Games could impact your business in four main areas:

- journeys to and from work for you and your staff;
- business travel;
- travel for your customers or other visitors; and
- Deliveries/collections and other suppliers.

Olympic plan for businesses before finalising and communicating a policy to staff (All information can be found at www.london2012.com.)

1. Find out if your business is near any venues, stations.
2. For the latest competition dates see the sports pages.
3. Find out if your business is located on or near the Olympic Route Network or Paralympic Route Network.
4. Decide on whether the company will offer flexible hours, home working to some staff during the games to minimise travel problems.
5. Decide on whether the company will offer additional facilities for staff i.e. Additional cycle spaces or pool bikes or temporary shared facilities with neighbouring businesses.
6. Could you:
 - Enable staff to work from home?
 - Alter working hours?
 - Utilise other premises within your business?
 - Help staff plan alternative travel routes or modes?
 - Allow staff to take leave?
 - Encourage staff to walk or cycle?



7. To help you work out the impact the Games will have on staff travel, there is a sample survey. Visit www.london2012.com/traveladviceforbusiness.

Priority 1 – Reduce non-essential journeys

Avoiding travel wherever possible will help your business run smoothly during the Games. There are many suggested ways to reduce travel. These include:

- encouraging and managing annual leave;
- working from home;
- temporarily relocating staff to other locations, as appropriate;
- using alternative meeting methods, such as conference calls or videoconferencing;
- rescheduling meetings;
- offering alternative supply methods; or
- Stockpiling goods prior to the Games.

Priority 2 – Manage essential journeys

If travel cannot be avoided, managing journeys associated with your business will make moving around London much easier and less stressful. Options to consider include:

- scheduling trips to avoid busy periods;
- re-routing trips to avoid busy locations;
- using less busy methods of travel;
- altering working/opening hours;
- promoting alternate outlets;

It may be much harder for customers and visitors to get to your premises at usual times. Could you:

- Offer alternative supply methods?
- Promote alternative outlets?
- Change opening hours?
- Help customers to plan their visits?
- Suggest alternative routes for accessing your premises?
- Communicate changes to access during the Games to enable visitors and customers to pre-plan their visit?
- Re-schedule meetings, appointments and events before or after the Games?
- sharing and consolidating deliveries; and
- receiving and collecting goods at less busy times.
- Video conferencing or Skype meetings can be used.

Creating an Olympic Plan and Policy

Each business is different and will require an individual approach. Once you have decided which options are the most appropriate for your business, creating a plan may help you prioritise and implement your arrangements. Some plans may be very simple and involve one or two changes, such as encouraging staff to work from home or changing



the day you have stock delivered. Others may be more complex. We have included a sample policy for you to adapt as needed after you have determined exactly what affect the games may have on your business.

Testing your Plan

When you have completed your plan, it is advisable to check the new arrangements to see if they work. Some actions, such as using alternative routes to reach your premises, can be trialled in the weeks running up to the Games to highlight any potential issues and address them in a stress-free environment.

Communicating your Plan

Your plan will obviously be more useful if it is successfully communicated to your staff, customers, visitors and suppliers.

The best way to keep up to date with the latest information on the Olympics is to register on 'Keep on running' website, sign up to receive the e-newsletter at www.london2012.com/traveladviceforbusiness



Olympic Policy for you to adapt as needed for your business. To be communicated to all staff.

Whilst we appreciate as a Company the importance of the Olympic Games we need to keep the business running as usual and with careful planning feel this can be achieved. Please be aware that consistent lateness or any unauthorised absence during the games will be dealt with in line with normal disciplinary procedures.

Managing annual leave

We appreciate staff may want to take leave to take part in the Games as a spectator or volunteer or when the transport network is most congested, Please therefore put in all holiday requests for July and August by the end of February 2012 so that we can plan and manage leave across the company.

Working from home

Where possible we will allow extra flexibility to enable staff to work remotely where possible, this needs to be discussed and agreed with your Manager as for some roles this is not feasible.

We will need to manage requests to work from home so if you are interested in this, please discuss this with your manager by the end of February and we can then look at feasibility of these requests.

Temporary relocation of employees to other workplaces (If your company has offices in locations less likely to be affected by the Games)

You may be asked to relocate to another office during the Game period; full details of these arrangements will be given to you by the end of June.

Altered working hours

Reducing travel on the transport system will be particularly important during peak competition periods, when many people will be travelling to and from events. Altered working hours can help staff, customers, visitors and suppliers avoid congestion at these times. There are a number of possibilities, which include:

- changing core hours of operation, while ensuring customers' needs are met;
- allowing you to work compressed weeks (for example, the same number of hours over four longer days); and
- staggering your staff start and finish times to provide flexibility, while ensuring the organisation has full coverage.

Any change to your working week will be confirmed to you by the end of June and if you have any suggestions regarding these please speak to your manager.

All changes to working hours will be communicated before the games start and if staff experience problems due to travelling when the games start they should keep their manager informed and alternative arrangements need to be agreed.

Alternative ways of travelling

Travelling via a different mode of transport or route could make the journeys for you much easier. If you are able to walk or cycle to work please do so during the Olympic period. Please car share if you can especially during the games.