

West London higher education exhibition  
2018

# Visitor information pack

Brunel University London  
Indoor Athletics Centre (IAC)  
Kingston Lane, Uxbridge  
UB8 3PH

Wednesday 14 March 2018 09:30 – 14:30

Thursday 15 March 2018 09:30 – 14:30



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## A

### Accidents and near misses

If you are involved in, or witness, an accident or near miss whilst on site, please report it to the organiser immediately. Members of the team will be located at the 'information desk' near the visitor registration area.

Should injury occur as the result of an accident, a first aid team will be on-hand to assist – also located near the visitor registration area.

### Arrivals

The exhibition will be taking place in the Indoor Athletics Centre (IAC). When you arrive on campus via the Kingston Lane entrance, you will see a long domed building ahead of you, slightly to your left – this is the IAC.

Please enter the building through the front door – there will be signage, and our event staff will be there to guide you, if needed. Once inside the venue, all visitors need to pass through the registration area, where they will have their tickets scanned, before moving into the exhibition area.

## C

### Cars

Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH. If travelling by car using a satnav, please use postcode UB8 3PN and then enter Kingston Lane.

- Parking will be available on campus in either any red dot bay or any white bay – these are available throughout the campus.
- There will be no charge, and permits are not required. However, parking will be limited and on a first-come, first-served basis.
- Please follow all directional signage.
- Parking stewards will be available to assist with directions.

## Catering

### Teachers and advisers

Complimentary tea and coffee will be available throughout the day in the teachers' and exhibitors' lounge, located near the registration area.

### Visitors

All visitors are welcome to use the facilities on campus to buy snacks/lunch/ refreshments, available in the following areas:

- **Bite** - Eastern Gateway Building, Zone E (located in the left hand white building across from the venue)

\*Please note that this outlet will be closed on Wednesday 14 March due to an event taking place\*

- **The Beldam Restaurant**, Zone E (located in the left hand white building across from the venue)
- **Whistlestop** – 1<sup>st</sup> Floor Sports Centre , Zone E (opposite the venue)
- **Lancaster Hotel** – Zone E
- **The Coffee Room** – Lecture Centre, Zone C
- **The Junction** – 1<sup>st</sup> Floor Hamilton Centre, Zone C
- **Izzis pizza** - 1<sup>st</sup> Floor Hamilton Centre, Zone C
- **Broosters** – 1<sup>st</sup> Floor Hamilton Centre – Zone C
- **Locos** – Hamilton Centre – Zone C
- **Subway** - Hamilton Centre, Zone C
- **Costcutter** - Hamilton Centre, Zone C
- **1966** - Bannerman Centre, Zone C

## Cash machines

Cash machines are in the following areas:

- Sports Centre (ground floor, next to the stairs), Zone E (opposite the venue)
- Concourse Hall, Isambard Hall, Zone A

## Coaches

**Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.**

If travelling by coach or minibus using a satnav, please use postcode UB8 3PN and then enter Kingston Lane.

We want your arrival on campus to be as smooth as possible, so please ensure your driver follows these instructions:

- When you arrive at the university from the Kingston Lane entrance, all coaches/minibuses must turn **left** onto the South Loop Road.
- Drop-off and collection areas for coaches/minibuses will be available across campus during the event.
- Limited numbers of parking bays for coaches/minibuses will be available on campus during the event – if possible, we would advise all coaches/minibuses only drop-off and collect.
- Please follow all directional signage.
- Parking stewards will be available to assist with directions.
- Charges will not apply and parking permits will not be required.

**Please ensure your coach driver has your contact number in case they need to reach you with their campus collection location.**

## D

## Directions

**Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.**

### Directions and satnav

Full instructions for reaching the campus can be found at [www.brunel.ac.uk/about/campus/directions](http://www.brunel.ac.uk/about/campus/directions).

If travelling by car, **entry to campus is via Kingston Lane only**. If using a satnav, please enter the postcode UB8 3PN (instead of the main university postcode), to ensure you're directed to the main entrance.

### Public transport

For public transport details, please refer to the travel information on Brunel University's website at [www.brunel.ac.uk/about/campus/directions](http://www.brunel.ac.uk/about/campus/directions).

All-day travel cards can be purchased in all London underground tube stations and used on tubes/buses.

Please be aware that **local buses do not accept cash** and you will need to use contactless payment or an Oyster card. Please refer to the TFL website for more details at [tfl.gov.uk/fares-and-payments](http://tfl.gov.uk/fares-and-payments).

## E

### Emergency procedures

The UCAS exhibition has been approved by the university's health and safety team, to ensure the safety and welfare of our exhibitors and visitors.

In the unlikely event of a fire evacuation, please carefully follow the instructions of the Brunel University London staff, who will lead you to the designated meeting point.

Should you require additional help or assistance during an evacuation, please ask the nearest member of staff.

### Event staff

Our event staff will be available across campus and in the venue throughout the event, to direct visitors to parking locations and the exhibition, register all visitors upon arrival, and to assist with any enquiries.

Event staff will be easily identifiable by their red UCAS t-shirts or high-vis jackets (if on parking duty).

## F

### First aid

Designated first aid staff will be on-hand at the venue for the duration of the event, located near the visitor registration area. Should medical assistance be required, please alert the first aid team or event staff.

If medical assistance is needed outside the exhibition opening hours, please contact the Brunel security team on 01895 255 786.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitors' property during an event, they are not responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

### Internet

WiFi will be accessible on campus through Eduroam – please go to [www.jisc.ac.uk/eduroam/participating-organisations](http://www.jisc.ac.uk/eduroam/participating-organisations) to check if your school, college or organisation supports this scheme.

If they do, to connect to Eduroam at the event, please go to <https://connect.brunel.ac.uk/eduroam/> and follow the instructions.

Without an Eduroam account, you will not be able to access WiFi.

## L

### Lost property

For the duration of the event, all lost property enquiries should be directed to the information desk, located near the registration area in the venue.

In the event of lost property enquiries outside the exhibition opening hours, please contact the Brunel Security team on 01895 255 786.

## O

### Organisers

The organisers will be on-hand for any enquiries at the information desk, located near the registration area in the venue.

## P

### Parking

Please see the following sections for full details:

- coaches
- cars
- directions
- 

## R

### Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this can be found at the back of this pack.



## S

### Security

Brunel security is on-hand across campus 24/7. If the security team is needed please call 01895 255 786.

### Seminars

Information about the seminar programme will be provided on the UCAS website nearer to the event.

### Smoking

The university operates a total ban on smoking (including e-cigarettes) on all premises, including catering outlets. Smoking is permitted only in open spaces well away (a minimum of four metres) from building entrances and windows.





### Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No.	NHE-01CA29-0013
1. Name of policyholder	Brunel University and Subsidiary Companies
2. Date of commencement of insurance policy	01 August 2017
3. Date of expiry of insurance policy	31 July 2018

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For Zurich Insurance plc. Authorised Insurers

Signature

Conor Brennan

Head of UKGI, Zurich Insurance plc (UK Branch)

#### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal  
Zurich Municipal is a trading name of Zurich Insurance plc.  
A public limited company incorporated in Ireland.  
Registration No 13460.  
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.  
UK Branch registered in England and Wales  
Registration No. 887985.  
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request. Our FCA Firm Reference Number is 203093.

**BRUNEL UNIVERSITY LONDON 2017/18**  
**RISK ASSESSMENT**  
**UCAS EXHIBITION**  
**AGED 14-18 YEARS**

Signed by: Kristi Flower

Full day visits held on 14 & 15 March 2018. The majority of students with school teacher/parent/guardian/representative present.

Assessed by: Amanda Hall, Student Recruitment Manager (UK)

Activity	Hazard	People affected	Severity	Likelihood	Risk (severity x likelihood)	Existing control measures	Additional actions
Registration and Exhibition	Slip/Trip/Falls & falls from height	S, P, ST, SA	Minor	Possible	2x2=4 Low	<ul style="list-style-type: none"> <li>- AV/ Computer equipment/cables set-up to reduce trip hazards.</li> <li>- H&amp;S rep to check on Tuesday before event.</li> <li>- Ensure personal belongings are stored away appropriately.</li> <li>- Surplus cardboard/rubbish to be broken down and disposed of appropriately.</li> <li>- Cable covers to be used to avoid trips.</li> <li>- Provision of dedicated first aid staff to respond to medical emergencies in the IAC</li> <li>- Contact Security on ext 66943 (01895 266943) for First Aider if required outside of IAC</li> </ul>	Vigilance by staff and Student Ambassadors
	Possibility of a confrontational visitor	S, P, ST, SA	Insignificant	Unlikely	1x1=1 Insignificant	Customer service skills and contact Security on ext 66943 (01895 266943) if necessary.	Vigilance by staff and Student Ambassadors
	Illness/injury to visitors or staff	S, P, ST, SA	Minor	Unlikely	2x1=2 Insignificant	<ul style="list-style-type: none"> <li>- Provision of dedicated first aid staff to respond to medical emergencies in the IAC</li> <li>- Contact Security on ext 66943 (01895 266943) for First Aider if required outside of IAC</li> </ul>	Vigilance by staff and Student Ambassadors
	Fire/Emergency evacuation & evacuation of disabled visitors	S, P, ST, SA	Major	Unlikely	4x1=4 Low	See attached document from the Health and Safety team.	Vigilance by staff and Student Ambassadors
	Stability of stands & banners (stands falling over, positions of stands etc)	S, P, ST, SA	Minor	Possible	2x2=4 Low	Stands to be assembled correctly and positioned in suitable locations, not to obstruct access and egress to the building or fire exit routes.	Vigilance by UCAS staff, Brunel staff and Student Ambassadors
	Manual handling issues – stands, prospectuses, flooring etc	S, P, ST, SA	Minor	Possible	2x2=4 Low	Staff and Student Ambassadors receive Manual Handling Training.	Vigilance by staff and Student Ambassadors
	Numbers of visitors	S, P, ST, SA	Insignificant	Unlikely	1x1=1 Insignificant	Flow control plan in and out of the IAC to minimise overcrowding. Staggered registration timings. Ample signage to help movement around campus.	Vigilance by staff and Student Ambassadors

Activity	Hazard	People affected	Severity	Likelihood	Risk (severity x likelihood)	Existing control measures	Additional actions
Campus Tour	Accident while walking, interference by others	S, P, SA	Minor	Unlikely	2x1= 2 Insignificant	- Student Ambassadors briefed in advance and information in clipboards, H&S guidelines in place, tour route to keep to main pathways. - Student Ambassadors and school pupils not to be left in one-on-one situation (Child Protection Policy). - Provision of dedicated first aid staff to respond to medical emergencies in the IAC - Contact Security on ext 66943 (01895 266943) for First Aider if required outside of IAC	Vigilance by supervisory staff covering route.
Refreshments and Lunch	Hot liquid spills, Student, teacher or parent allergic to food	S, P	Minor	Unlikely	2x1= 2 Insignificant	- Tea and coffee kept separate from cold drinks. - Teacher/parent/representative to hold information on pupil food allergies and medication. - Foods labelled in Refectory and where lunch is served. - Provision of dedicated first aid staff to respond to medical emergencies in the IAC - Contact Security on ext 66943 (01895 266943) for First Aider if required outside of IAC	Vigilance by staff and Student Ambassadors
Seminars by University staff	Listening activity	S, P	Insignificant	Unlikely	1x1=1 Insignificant	General lecture provisions re H&S, evacuation in case of fire, building site warning, code of behaviour, programme.	Vigilance by staff and Student Ambassadors
Throughout the day	Child protection issues & student lost or unsupervised. Awareness of Consumer Law for HE.	S, P	Insignificant	Unlikely	1x1=1 Insignificant	Registration AND Information Stand as main meeting points. Student Ambassadors training includes disclosure procedure. Send 60-second summary Higher Education Providers: Consumer Law March 2015 in staff briefing.	Vigilance by staff and Student Ambassadors

**KEY**

Staff = ST  
Students = S  
Public = P (Parents/teachers)  
Contractors = C  
Student Ambassadors = SA

**Severity**

1 = Insignificant e.g. a trivial cut or bruise.  
2 = Minor e.g. a cut or other injury requiring first aid.  
3 = Serious e.g. a burn or other injury requiring hospital treatment  
4 = Major e.g. severe burn, fracture requiring hospital admission

**Likelihood**

1 = Unlikely e.g. no more than an extremely remote possibility  
2 = Possible e.g. could occur at some time or other  
3 = Probable e.g. likely to occur and re-occur at intervals  
4 = Likely e.g. likely to occur in the near future and at frequent intervals

**Risk Evaluation Matrix**

	Insignificant	Minor	Serious	Major
Likely	4 Low	8 Medium	12 High	16 High
Probable	3 Low	6 Medium	9 High	12 High
Possible	2 Insignificant	4 Low	6 Medium	8 Medium
Unlikely	1 Insignificant	2 Insignificant	3 Low	4 Low