

Aberdeen higher education exhibition 2018

Visitor information pack

Elphinstone Hall

University of Aberdeen

Regent Walk

Aberdeen, AB24 3FX

Tuesday 25 September

09:30 – 12:00, 12:30 – 15:00, and 16:30 – 18:30



Contents

A	3
Accidents and near misses	3
Arrivals	3
C	3
Coaches	3
Cars	3
Catering	3
Cash machines	3
D	4
Directions	4
E	4
Emergency procedures	4
Event ambassadors	5
F	5
First aid	5
I	5
Insurance	5
Internet	5
L	5
Lost property	5
O	6
Organisers	6
P	6
Parking	6
R	6
Risk assessment	6
S	6
Security	6
Seminars	7
Smoking	7

A

Accidents and near misses

In the event of an accident or near miss, please contact the general information desk, where a member of the UCAS team and the local organiser will be situated.

Arrivals

Visitors who have pre-registered should bring their barcode, as these will be scanned at the main entrance to Elphinstone Hall. If you do not have a barcode, you'll be asked to fill in a registration form before entering the hall. Some universities will have scanners to collect details – a list of these will be given in the exhibition guide.

C

Coaches

Coaches can drop-off and pick-up on the High Street in front of [Elphinstone Hall](#) (number 25 on the map). Event staff will be on hand to meet students at the entrance to the hall.

Cars

If visitors are bringing a car between 09:30 – 15:00, we can issue an electronic parking permit. We require the car registration, contact name, and email address at least 48 hours before the event. Please email these details to fiona.macmillan@abdn.ac.uk.

Catering

There will be no complimentary catering available for visitors at the event, but there are many places on campus to purchase a snack. Please ask one of the Events Team for more information.

Cash machines

There are no cash machines at the venue. There is a cash machine at the Union Building, Elphinstone Road, or a TSB bank on King Street.

D

Directions

[View a map of campus.](#)

By air

The airport is located at Dyce, about seven miles from the centre of Aberdeen, approximately 20 minutes by taxi. For further information about please visit www.aberdeenairport.com.

By train

The railway station is located in Guild Street, next to Union Square ([see map](#)). This is close to the centre of Aberdeen, but you will need a taxi or bus to the Old Aberdeen campus.

By car

Access from the south

As you approach Aberdeen on the A90, follow the signs to the A92 (Fraserburgh and Peterhead). This leads round the ring road (Anderson Drive). Exit from the ring road at a roundabout on to Cairncry Road, and continue to follow the A92 signs through two further roundabouts on to St Machar Drive. After a third roundabout, the road bisects Old Aberdeen, and local signs will direct you to the main Old Aberdeen campus.

Access from the north

As you approach Aberdeen on the A96 (from Dyce and Inverness) or on the A92 (from Peterhead), follow the road signs to Old Aberdeen.

E

Emergency procedures

If you hear the fire alarm, please proceed calmly to all accessible fire exits. In the unlikely event of an emergency and evacuation, event staff will guide visitors to the nearest emergency exit.

Event ambassadors

For general queries during the event (e.g. directions to facilities), ask any of the event ambassadors, who can be identified by their red UCAS t-shirts.

F

First aid

If you sustain any personal injuries, or are present when an accident occurs, please report it to the general information desk, where a member of the UCAS team, and the local organiser will be situated.

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

Visitors will be able to connect to the Aberdeen City Connect free public WiFi on campus.

L

Lost property

If you have lost or found property, please report it to the general information desk.

O

Organisers

Should you need to contact the event organiser on the day of the event, please visit the general information desk, where the event organiser and UCAS Events Team will be on hand to answer any queries.

P

Parking

If visitors are bringing a car with them between 09:30 – 15:00, we can issue an electronic parking permit. We require the car registration, contact name, and email address at least 48 hours before the event. Please email these details to fiona.macmillan@abdn.ac.uk.

Buses will be able to drop-off and pick-up pupils on the High Street, in front of Elphinstone Hall.

R

Risk assessment

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

S

Security

The University of Aberdeen campus has security on-site 24/7.

Seminars

King's College Conference Centre – Lecture Theatre

10:15 – Applying to university through UCAS

11:15 – Applying to university through UCAS

13:15 – Applying to university through UCAS

14:15 - Applying to university through UCAS

Far Linklater Room

17:00 – Alternative routes to study

17:45 – SAAS – student finance

Smoking

In accordance with the Smoking Health and Social Care (Scotland) Act 2005, smoking is prohibited in all university buildings, including communal working areas, individual offices, university residences, stairwells, lifts etc. This policy applies equally to electronic alternatives to traditional cigarettes/cigars.

UCAS event organiser risk assessment

Date assessed: 19 July 2018	Assessor: Fiona MacMillan	Monitored by: Holly Golden
	Signature: Fiona MacMillan	<i>H. Golden</i>
Event: Aberdeen UCAS Higher Education Exhibition	Title: Senior Student Recruitment Assistant	
	Organisation: University of Aberdeen	
Venue: Elphinstone Hall, University of Aberdeen		Inclusive dates of site attendance: 24 th and 25 th September 2018

Key to worst case outcome (A):

- 4 = High – certain to cause death
- 3 = Medium – probable to cause serious injury
- 2 = Low – possible to cause first aid injury
- 1 = Very low – unlikely to cause injury / damage

Key to probability rating (B):

- 4 = Probability
- 3 = Possibility
- 2 = Unlikely
- 1 = Remotely

Key to risk level:

- 12 – 16 = high risk
- 6 – 9 = medium – high risk
- 3 – 4 = low – medium risk
- 1 – 2 = low risk

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Over-crowding of event hall / stand	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> ▪ The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding. ▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. ▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. ▪ Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. ▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ Organisers to monitor the exhibition area. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. ▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.
		3	3		
		2	2		
		1	1		
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	12	<ul style="list-style-type: none"> ▪ Fire exits to be kept clear of obstructions. ▪ Fire extinguishers to be available in the venue. ▪ Ensure all waste is collected and stored correctly. ▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area. ▪ Exhibitors will use designated smoking areas.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> ▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. ▪ Organisers and venue to ensure the current number of exits from the venue are adequate. ▪ Floor plan submitted to venue in advance of the event for approval. ▪ Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors. ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. ▪ Ensure all gangways and emergency exits are kept clear. ▪ All emergency exits maintained and kept clear for the duration of the event. ▪ Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. ▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible. ▪ If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.
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		1	1		
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> ▪ Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. ▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. ▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. ▪ Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. ▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. ▪ Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. ▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately. ▪ Organisers and exhibitors to ensure all other waste is stored and removed safely. ▪ Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum height build of 4m. All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn.
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Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.
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Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 4m.
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		2	2		
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Lifting equipment (FLT, cranes etc.) Power tools and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
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		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> All catering facilities and staffing provided by venue, and therefore at the control of venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.
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		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> ▪ Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate. ▪ Only experienced, reliable and approved contractors used. ▪ Organiser to be informed of any particular hazards arising prior to, and during the exhibition. ▪ Basic checks made on contractor and exhibitor risk assessments. ▪ Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. ▪ Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so. ▪ Estimated staffing number of contractors is two. ▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. ▪ Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. ▪ No helium balloons allowed in the venue.
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Electricity: connections , and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> ▪ Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. ▪ The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. ▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. ▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. ▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. ▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. ▪ Only experienced, reliable and approved contractors used. <p>All orders for electricity must be placed before the deadline, where applicable.</p>
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> ▪ At least two hours set-up period for exhibitors, and full day access for contractors. ▪ Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. ▪ No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. ▪ All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. ▪ Wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. ▪ Organisers to control access into areas where major lifting and construction is taking place. ▪ Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.
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Car parking during exhibition	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> ▪ Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. ▪ Traffic marshals used to control flow of traffic on-site ▪ Venue contact details to be made available in advance, along with parking permits, if applicable. ▪ Traffic marshals in place in car park / unloading areas. ▪ Care to be taken when driving to and from the venue. ▪ Observe speed limits and good driving practice: ‘no mobiles when mobile’ and ‘switch off before you drive off’.
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		1	1		
Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> ▪ Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. ▪ Manual handling document to be provided in exhibitor and student helper packs. ▪ All to wear appropriate footwear. ▪ Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.
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		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> ▪ Visitors to access venue through front main entrance during event. ▪ All relevant information will be put in the exhibition guide – including first aid, catering, etc. ▪ Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser’s office, seminar rooms, refreshments areas. ▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. ▪ Organisers and stewards to monitor disabled guests for ease of movement around the venue. ▪ Organisers to ensure there is disabled access/egress to the venue. ▪ All height limits will be strictly enforced to enable clear view of signs and banners. ▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. ▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. ▪ Security marshals in place to monitor flows of traffic and pedestrians in the venue.
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		1	1		
Seminar rooms	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> ▪ Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres. ▪ All emergency exits are to have illuminated emergency exit signs above the door. ▪ All cables must be securely fastened away to avoid trip hazards. ▪ Loud speaker stands must not protrude into gangways. ▪ Noise levels must be kept at a reasonable level. ▪ Seating runs must be clipped together, or benches used. ▪ Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc.
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		2	2		
		1	1		
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	1	<ul style="list-style-type: none"> ▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. ▪ Venue will be responsible for relevant checks, if necessary. ▪ If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified. ▪ Any offenders will be asked to leave the event.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <p>a) PPE b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height g) emergency procedures</p>	<p>Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers</p>	4	4	9	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>b) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision</p> <p>c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</p> <p>d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health & safety and emergency procedures. Audible and visible alarms and warnings suitable for danger and regularly tested.</p>
<p>Illness or injury</p>	<p>Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers</p>	4	4	9	<ul style="list-style-type: none"> ▪ A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. ▪ Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide. ▪ Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained. ▪ If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS. <p>Room temperature to be monitored throughout the event to maintain appropriate levels.</p>

Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	1	1	16	<p>Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> • Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. • UCAS event organiser to alert UCAS incident management team <p>Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.</p>
		2	2		
		3	3		
		4	4		



David Meldrum

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To Whom It May Concern

15th August 2018

Our Client: University of Aberdeen

Dear Sirs

We are Insurance Brokers to the University and, in this capacity, confirm that we have placed the undernoted covers on their behalf:

Employers Liability

<i>Insurer</i>	AIG Europe Limited
<i>Policy Number</i>	21601477
<i>Expiry Date</i>	31 st July 2019
<i>Limit of Indemnity</i>	£20,000,000 any one occurrence but restricted to £5,000,000 any one occurrence offshore

Public/Products Liability

<i>Insurer</i>	AIG Europe Limited
<i>Policy Number</i>	21601477
<i>Expiry Date</i>	31 st July 2019
<i>Limit of Indemnity</i>	£5,000,000 any one occurrence but in aggregate in respect of Products Liability

Excess Public/Products Liability

<i>Insurer</i>	QBE Insurance (Europe) Limited
<i>Policy Number</i>	YO17316QBE0118A
<i>Expiry Date</i>	31 st July 2019
<i>Limit of Indemnity</i>	£30,000,000 any one occurrence in excess of the £5,000,000 detailed above but in aggregate in respect of Products Liability



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