

Aberdeen higher education exhibition 2018

Exhibitor manual

Elphinstone Hall

University of Aberdeen

Regent Walk

Aberdeen

AB24 3FX

Tuesday 25 September 2018

09:30 – 15:00 and 16:30 – 18:30



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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.

Accommodation

For information on the hotels available in Aberdeen, please visit the [Visit Aberdeen webpage](#). There are also [Premier Inns](#), and a [Travel Lodge](#), in the City Centre and North Anderson Drive.

We advise you to book early, as hotel accommodation in Aberdeen is often in great demand during the week.

Please note, these hotels are a recommendation, and are not officially endorsed.

Arrival

To gain entry to the venue, you must register the details of who will be attending pre-event – this needs to be done through your ENet account – [read instructions on how to do this](#). On arrival, you will need to sign in, and will be issued with an exhibitor lanyard, which is to be worn at all times while in the venue.

B

Build-up and breakdown

Build-up times:

Monday 24 September – 14:00 – 16:00

Tuesday 25 September – 08:00 – 09:00

Breakdown:

Tuesday 25 September – 18:30 – 20:00

Please note: Visitors will be on-site until 18:30, so please don't begin breaking down your stands until 18:30, at the earliest.

Business centre

Unfortunately, there are no printing or faxing facilities available at the event.

C

Car parking

There are limited car parking spaces to the rear of Elphinstone Hall – these spaces will be on a first-come, first-served basis. You can then park elsewhere on campus. 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

Soup and sandwiches will be available for exhibitors from 12:00. Please email fiona.macmillan@abdn.ac.uk with the number of exhibitors on your stand who will require lunch, and any dietary requirements.

D

Deliveries

We will only be accepting deliveries from couriers on Monday 24 September – they should be clearly labelled with your organisation's full name, your stand number, and the venue address.

UCAS Aberdeen Higher Education Exhibition

Exhibitor Name

Exhibiting University

Elphinstone Hall

University of Aberdeen

King's College

Aberdeen

AB24 3FX

E

Electrical services and stand power

You must notify UCAS of any power requirements – please contact events@ucas.ac.uk or fiona.macmillan@abdn.ac.uk.

Emergency procedures

On the sound of the fire alarm, please proceed in an orderly manner to all accessible fire exits. In the unlikely event of an emergency and evacuation, event staff will guide visitors to the nearest emergency exit. Fire safety information sheets will be available at your stand.

Exhibition stands and furniture

Each exhibitor is allocated a 2m x 1m stand area, unless a double or triple stand has been booked. Exhibitors will only be provided with a table and two chairs if booked in advance through your ENet account.

Event staff

There will be a variety of event staff on hand throughout the day to assist exhibitors, who will be identifiable by their red UCAS t-shirts which say, 'Event Staff'. Events staff will be able to help you with the breakdown of boxes, how to locate bathrooms, tea and coffee, and any other queries you may have.

The local organiser, and some SDS staff will also be wearing UCAS branded, red polo shirts, and the UCAS Events Team can be identified by their UCAS branded, black polo shirts.

For any general queries during the event, the general information desk will be manned by both UCAS and the Local Organising Team.

F

First aid

If you sustain any personal injuries, or are present while 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.

Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals/shoes, flip-flops, and flimsy footwear are not permitted.

H

Height restrictions

There are no height restrictions, however, if your stand is above 2.5m, please let the organiser know in advance by contacting fiona.macmillan@abdn.ac.uk.

I

Insurance

It is essential you take out adequate employee and public liability insurance against personal injury, damage to, or loss of exhibits, etc.

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

Internet

As well as eduroam, there is now free public WiFi available to all visitors to the University of Aberdeen campus –this is hosted by the Aberdeen City Council. The network is Aberdeen-City-Connect.

L

Lost property

If you have lost your own property, or have found something, 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 both the event organiser and UCAS Events Team will be on hand to answer any queries.

P

Passages and gangways

Any means of ingress and egress, passageway, or gangway must remain free from obstruction, and be kept free from obstruction for the duration of the exhibition.

1. No part of any stand or exhibit is permitted to encroach on a passageway or gangway, and no door, window, or other similar facility may open outwards to project beyond the perimeter of the stand.
2. The floor around your stand shall be kept level and even, and shall not be allowed to become slippery, or a source of danger.
3. Where an exhibition stand is not provided with a platform, the space shall be clearly defined, and the exhibits shall be arranged to maintain passageways and gangways of uniform width.

R

Risk assessment

All exhibitors, by completing their booking to attend the event, have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please bring a copy of this with you and email a copy to the organisers at events@ucas.ac.uk.

S

Scanner collection

If you have booked to hire scanning device at the exhibition, you will be able to collect this between 08:30 – 09:15 on the morning of the event from the UCAS general information desk. Please ensure you bring your licence codes with you to the event.

Security

The University of Aberdeen campus has security on-site 24/7. Elphinstone Hall will be locked overnight and during lunch.

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.

T

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.

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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 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. |
| | | 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) | 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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 1 | 1 | | |
| 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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 1 | 1 | | |
| 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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 1 | 1 | | |
| 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. |
| | | 3 | 3 | | |
| | | 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. |
| | | 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) | 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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 1 | 1 | | |
| 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> |
| | | 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) | 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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 1 | 1 | | |
| 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’. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 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. |
| | | 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) | 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. |
| | | 3 | 3 | | |
| | | 2 | 2 | | |
| | | 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. |
| | | 3 | 3 | | |
| | | 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. |
| | | 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) | 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> | |
| | | 3 | 3 | | | |
| | | 2 | 2 | | | |
| | | 1 | 1 | | | |
| <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> | |
| | | 3 | 3 | | | |
| | | 2 | 2 | | | |
| | | 1 | 1 | | | |

| | | | | | |
|---------------------|-------------------------------------------------------------------------------------------------|---|---|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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

Marsh Ltd
Crown House
Prospect Road
Arnhall Business Park
Westhill
Aberdeenshire
AB32 6FE
+44 (0) 1224 577825
david.meldrum@marsh.com
www.marsh.com

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 |



Registered in England and Wales Number: 1507274, Registered Office:
1 Tower Place West, Tower Place, London EC3R 5BU. Marsh Ltd is
authorised and regulated by the Financial Conduct Authority.





UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can order furniture options when booking
 - Campus Events: 2m x 1m. Tables and chairs are available; however, these will only be provided if requested. To request furniture, please indicate your requirements on your UCAS ENet account.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should not come off their stand when trying to get visitor attention or to have a discussion with the visitor. Please ensure you are stood on your stand so that the aisles are clear.
- Information, advice and guidance must not be to the detriment of other exhibitors.
- Trolleys/cases cannot be brought onto the exhibition floor during event opening hours.

Upholding the Code of Conduct

UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Events will be jeopardised if the code of conduct is not upheld.

If concerns relate to serious health and safety issues, the UCAS Representative (or Local Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk