

Edinburgh

higher education exhibition 2018

Exhibitor manual

Royal Highland Centre

Ingliston

Edinburgh

EH28 8NB

4 September 2018 09:30 – 15:00



Contents

A	3	Filming and photography	11
Accidents and near misses	3	Fire regulations	12
Accommodation	3	First aid	12
Alcohol and drugs policy	3	Footwear	12
Animals	3	Furniture hire	12
Arrival	3	H	13
B	4	Hazardous exhibits	13
Balloons	4	Height restrictions	13
Build-up and breakdown	4	I	13
Business centre	5	Insurance	13
C	5	Internet	13
Car parking	5	L	14
Carpet	5	Lost property	14
Catering	5	O	14
Children	6	Organisers	14
Cleaning	6	P	14
Contractors	6	Passages and gangways	14
D	6	R	15
Deliveries	6	Risk assessment	15
E	7	S	15
Electrical services and stand power	7	Scanner collection	15
Emergency procedures	7	Security	15
Event staff	8	Smoking	16
Exhibition stands and furniture	8	Storage	16
Exhibitors' property	11	T	16
F	11	Trolleys	16

A

Accidents and near misses

If you are involved in, or witness, an accident or near miss while on-site, please report it to the organiser's office immediately.

Accommodation

Please find below details of hotels near the Royal Highland Centre.

Holiday Inn Express, Edinburgh Airport
Hilton Hotel, Edinburgh Airport
Edinburgh Marriott Hotel
Norton House Hotel & Spa

Please note that UCAS does not recommend any hotel, or have preferential rates with any accommodation. This list is provided for your convenience only.

Alcohol and drugs policy

The consumption of alcohol is not permitted during the build-up, event opening and breakdown. The venue has a strict drugs and alcohol policy, which allows them to test or eject from the site any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol is not permitted.

Animals

Assistance dogs are permitted entry to the show. However, if you plan to have any other animal(s) on your stand, you must apply for permission from the organisers, as there are licensing implications, and the city vet's approval will be required.

Arrival

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

Balloons

Helium-filled balloons are not permitted at this event.

Build-up and breakdown

Build-up

- Monday 3 September 16:00 – 18:00
- Tuesday 4 September 08:00 – 09:15

Breakdown

- Tuesday 4 September 15:00 – 16:15

On arrival

Please arrive through gate 5a (see the attached map for location). From here, you will be directed to the north loading bay of Lowland Hall.

Once you have unloaded, you will need to remove your vehicle and park in the Lowland Hall hard standing car park. You will be able to access the hall from the West Entrance after 09:00 on the 5 September.

Parking is free of charge. You must display a parking permit, a copy of this can be found at the back of this manual.

Cars will need to be parked in the exhibitor parking area, which is in the Lowland Hall hard standing car park on Tuesday. Please see the map at the back of this manual for details. As soon as the show is clear of visitors, you will be able to bring your car round to the north loading bay.

****Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes at 15:00 on 5 September 2018. To facilitate this, and to ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall, until the venue is clear of visitors, which we expect to be by 15:10. If exhibitors do start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many students remain in the hall.****

The same principles will apply for dismantling, as accessing.

Schedule:

Monday 3 September

08:00 – 16:00

Contractor access (PPE area – no exhibitor access)

16:00 – 18:00

Exhibitor access

Tuesday 4 September

08:00 – 09:15

Exhibitor access

09:30 – 15:00

Exhibition open – please note that trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:00

Exhibition close

15:00 – 16:15

Exhibitor breakdown – please ensure all materials are removed from the exhibition and loading bay areas by closing time. It is the responsibility of the exhibitor to liaise directly with the venue, and pay any fines concerned. If any materials are left in the exhibition hall after this time, UCAS is not responsible for any items left behind.

16:00

Contractor breakdown (PPE area – no exhibitor access)

Business centre

There is no business centre on-site.

C

Car parking

Exhibitor car parking is in the Lowland Hall hard standing car park, within walking distance of the hall. Parking is free of charge. Please see the map at the back of this manual for details.

Carpet

The hall floor will be covered with a charcoal carpet to the aisles, and light grey carpet to the stands. If you have specific flooring requirements, please contact Formula Exhibitions on 01904 608 855.

Catering

There will be a catering outlet in the Strathmore restaurant within the exhibition hall.

We will provide each stand with four tea and coffee vouchers. These entitle you to a complimentary tea or coffee, and are redeemable in the exhibitor lounge. If you are on a double stand or larger, we will provide eight vouchers. Each stand will also receive a bottle of water.

Children

Children under the age of 16 are not allowed in the venue during build-up and breakdown, to comply with health and safety legislation.

Cleaning

Common areas and aisles will be vacuumed each day, and rubbish will be removed, but exhibits will not be cleaned. Please leave bags of rubbish in the gangway after the show closes.

Contractors

If you are employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. Please also let us know your contractor's company name so our security team is aware. For security reasons, all contractor staff must wear a wristband to gain entry to the venue. This will be provided on arrival at the venue, as long as we are aware they will be onsite.

D

Deliveries

Please refer to the 'Build-up and breakdown' section of this manual.

Any deliveries to your stand on show open days must be completed, and your vehicle removed from the loading areas, no later than an hour before the show opening time. The venue will not allow the show to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

Royal Highland Centre staff and UCAS staff will not be responsible for signing for deliveries.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Monday 3 September will not be accepted by the venue.

The venue address for couriers is:

UCAS Edinburgh higher education exhibition

Exhibitor name

Exhibitor contact name

Stand number

Lowland Hall

Royal Highland Centre

Ingliston

Edinburgh

EH28 8NB

Please make sure the staff manning your stand know:

- who your courier is
- what the contact details for your courier are
- what the delivery consists of

E

Electrical services and stand power

Our stand contractor, Formula Exhibitions, has a comprehensive range of electrical services for hire and installation, and offers an extensive range of light fittings and flexible power supplies, including three phase. An electrical order form is available on the [UCAS Media Exhibitions web page](#). Please complete and return the form to Formula Exhibitions, whose contact details are shown on the booking form.

Orders for additional electrical services must be completed at least 16 working days before Monday 3 September, to ensure the mains can be laid before stand building begins. Exhibitors bringing portable appliances should ensure the items have been recently PAT tested (Portable Appliance Tested) and bear the PAT test pass certificate.

The stand mains supply will be switched on half an hour before the event, and turned off half an hour after the event closes.

Emergency procedures

Please ensure you are familiar with the procedures to be followed in the event of an emergency.

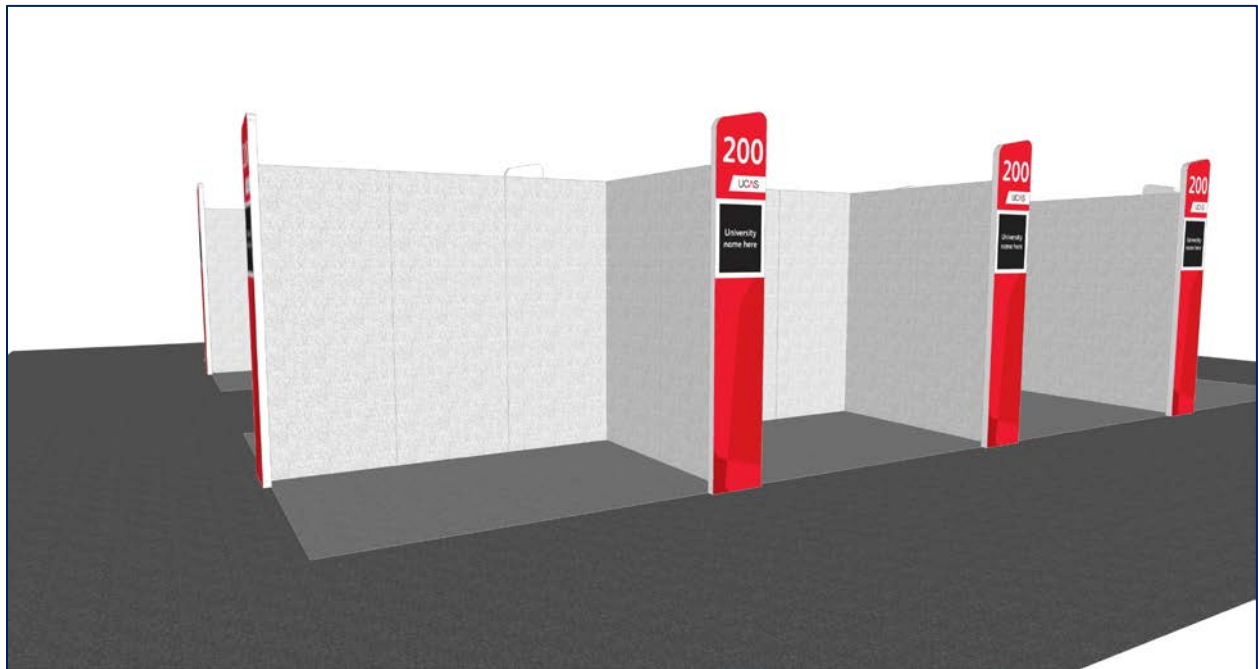
The emergency procedures document is attached to this manual, and will be provided on your stand on arrival.

Event staff

Event staff will be available throughout the day, and will be easily identifiable by their red UCAS t-shirts. They will ensure empty boxes are cleared away, aisles are kept tidy, and visitors and exhibitors are directed as necessary. Please do not hesitate to ask for their assistance. However, they will not undertake any excessive lifting.

Exhibition stands and furniture

Below is how our shell scheme stands will look once built. The name board is located to the side of the stand, with an arrow pointing into the stand.



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class one fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt jointed panelling, 2.44m high and 50mm thick, and are pre-finished in nylon loop material. Please note that 25 – 50mm may be lost from the width of your exhibition stand if you are situated in a block or as part of a row. If you are having graphics printed to fit the shell scheme walls, we would recommend contacting the organiser to double check the measurements.

The name of your organisation and stand number will be displayed on the name board of your stand, based on the details provided during your online booking. Please inform UCAS immediately if there are any amendments to be made, at events@ucas.ac.uk. Any name boards altered within ten working days of the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included on the stands. An order form is included on the UCAS Media web page for additional electrical requirements. This must be returned to Formula Exhibitions no later than 16 days prior to the event (including weekends).

Electrical sockets are **not** provided as standard with the shell scheme exhibition stands.

Space-only stands

Important note: contractors will not be allowed to commence their build-up until they have complied with all the requirements of the Health & Safety at Work Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit where necessary. All structures, materials, special designs, unusual constructions, and signs must conform to British Safety Standards and Codes of Practice, and comply with local council regulations or those of any other statutory authority (see 'Fire regulations').

Any space-only stand exhibitor must provide the event organiser with:

- a copy of a scale drawing, including plans and elevations
- a construction timetable
- a method statement
- a risk assessment
- full details of fabrics and materials used
- a third party insurance certificate showing minimum cover of £5 million

The organiser reserves the right to submit any plans to a structural engineer, who will charge a fee which is **not** pre-determinable, and must be paid by the exhibitor or their contractor prior to the commencement of works.

Space-only sites are **not** permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could prevent the stand fitting in the allotted space. All partition surfaces built above the standard 2.44m shell scheme height must be decorated.

In addition, all stands must be finished on the front and back.

Complex structures

Definition: a complex structure is any form of construction of any height, which would normally be designed by an engineer, and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structures include:

- structures over 4m in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps
- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6m high
- structures with a roof

The following details are required for complex structures:

- detailed, scaled structural drawings (including staircases, plan views, and elevations)
- calculations, specifications, and method statement, each showing event name and structure's name or number

For each complex structure, the organiser will be required to send two complete sets of the above in English. Items should **not** be sent piecemeal.

A suitably qualified and experienced person – generally a chartered engineer, with adequate professional indemnity cover – must certify all complex structures for safety.

Construction materials

- Artificial flowers and similar decorations are combustible and give off toxic fumes. They must not be used for decorations. Silk-type flowers are acceptable, provided they have been fireproofed to BS 5438 and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.
- Carpets, flooring, and other flexible floor coverings and underlays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. To fix floor coverings, all contractors and suppliers are required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but from now on, it will be mandatory for all contractors to do so, to ensure they do not incur any unnecessary dilapidation charges. The tape is readily available from Stikatak. Other forms of fixing, such as cable clips, nails, or bolts, are strictly prohibited.

- Drapes, curtains, hangings, and temporary decorations shall be kept flame-retardant, and must comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging decorations, and upholstery shall be secured a minimum of 75mm above floor level by a 75mm deep skirting, fixed taut and/or in tight pleats to a solid backing. The organiser shall produce test certificates for any materials they intend to use. If NIAC is not satisfied that any material meets the standards required, these materials shall be removed from the venue.
- Glazing must comply with current UK Building Regulations and relevant British Standards, including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be clearly indicated (for example, by warning stripes, dots, or logos) to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass or otherwise adequately protected from shattering.
- A notice of 28 days, in writing, is required for any proposed use of a paint sprayer. The sprayer shall not be used without the consent of NIAC. Paint spraying will be permitted provided:
 - only water-based paints are used
 - protective measures are undertaken to ensure no paint is spilled on floors, or sprayed or splashed on the walls or other parts of the building, structures, or equipment
 - no nuisance is caused to other persons within NIAC

Exhibitors' property

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the licensor, and exhibitors shall make their own insurance arrangements. While Royal Highland Centre/UCAS Media Events take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

Royal Highland Centre and UCAS Events also accept no responsibility for anything left on the premises, and exhibitors must make arrangements for all material to be removed from the exhibition by 20:00 on Tuesday 4 September 2018.

F

Filming and photography

If you are planning on undertaking any filming or taking any photographs at the event, you must inform the organiser prior to the exhibition at k.blindell@ucas.ac.uk.

Fire regulations

All materials used in the construction of stands, features, and displays, including signs and fascia boards, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed to perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof, in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested onsite to ensure they are compliant.

Any decorative materials, drapes, curtains, etc. must be flame-proofed. Floor coverings must be secured so as not to present a hazard.

It is understood that exhibitors will use paper-based products as part of their stand materials, (which is a combustible material). A direct 'no smoking' control measure will be in place across all venues to reduce the associated risks of fire. If any display includes a flammable product or substance, this should be considered and controlled by a separate risk assessment, subject to the approval of the event organisers (e.g. a cooking display).

First aid

Medical staff are onsite for the duration of the event. If there is a medical emergency, please report to the organiser's office, so the appropriate response can be coordinated.

Footwear

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

Furniture hire

Each stand will be supplied with the furniture hired when booking. If you wish to hire any additional furniture, or upgrade your furniture package, please contact events@ucas.ac.uk prior to the event.

H

Hazardous exhibits

No hazardous substance, object, or process is to be used, exhibited, or stored in the immediate confines of the exhibition complex. Examples of prohibited items include:

- real flame
- flammable materials, including petroleum spirits, paraffin, diesel
- flammable gases, including liquid petroleum gas
- toxic substances
- boilers, stoves, and furnaces
- moving displays
- laser beams or pyrotechnics

Height restrictions

The height limit for displays is 4m. If you have purchased a shell scheme only, the stand panels are 1m wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organiser at events@ucas.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

If you require a more reliable connection, please contact UCAS so arrangements can be made with the venue.

L

Lost property

Any property found at venue should be handed in to the organiser's office, this will be held here until the end of the event. After this, you will need to contact the Events Team on 01242 544 808 to arrange collection.

O

Organisers

The organiser's office will be situated to the side of seminar room C.

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.

- a) 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.
- b) The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- c) 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.

If you have any displays or activities which are likely to attract an audience, please ensure you plan your stand layout to allow people to gather in the stand area and not in the gangways.

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 ensure you bring a copy of this with you to the event, and also email a copy to the organisers at events@ucas.ac.uk.

S

Scanner collection

If you have booked to hire a scanning device at the exhibition, you will be able to collect this between 08:30 – 09:15 on the morning of Tuesday 4 September.

Security

Please take account of the following security advice from the organisers.

- Take home any valuable items each night if there are no secure storage facilities onsite.
- Do not leave your stand unattended at any time during build-up, the event, or breakdown.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so the stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and unable to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before opening time, but remember the hall is open from 08:00.
- Hire an alarm for your stand if you are exhibiting valuable or portable items. These should be available from the show's security company.
- If you are a victim of theft, please report it to the show's security company immediately.
- Please assist us by wearing your exhibitor pass at all times.

Smoking

The venue operates a strict no smoking policy, and would ask for your full cooperation in ensuring this is complied with.

Storage

There are limited unsecured facilities for the storage of exhibition materials, cases, and catalogues. No storage is allowed in areas behind stands, in gangways, in the loading bay area, under stairs, obstructing fire exits, etc. Please contact an organiser onsite for more details

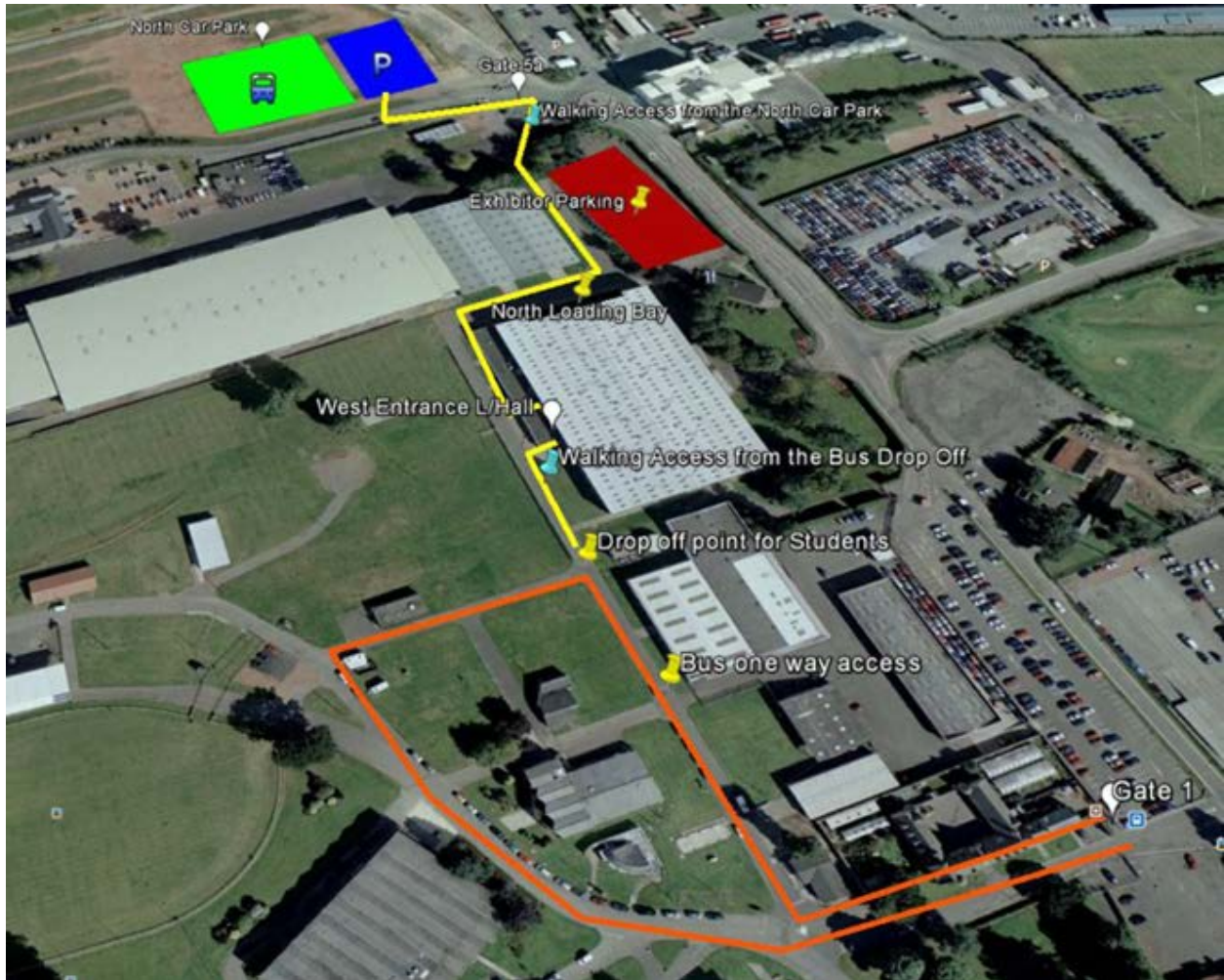
T

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.

Venue map



Exhibitor parking permit

Edinburgh UCAS HE exhibition 2018

Valid for parking at:

Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB

Date valid: Monday 3 – Tuesday 4 September 2018

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.



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 exhibitions@ucas.ac.uk

**Emergency Fire Action Plan
Lowland Hall
(Information for Event Organisers)**

In the event of a fire, all persons will follow these procedures.

Any person discovering a fire must:-

- Immediately operate the nearest fire alarm call point and exit the building.

In addition, Fire Wardens and Security Stewards must:-

- Warn people in the immediate vicinity and tell them to leave the building by the nearest available exit.
- Attack the fire with a fire extinguisher provided, without taking personal risk – of trained.

In the event of hearing the fire alarm:-

- Leave the premises by the nearest available exit.
- Close all doors behind you.
- Take instruction from the Fire Wardens and / or Security Stewards.
- Do not stop to collect personal belongings.
- Do not re-enter the building.
- If you are in charge of a vehicle or any mobile plant, turn the engine off and leave the ignition keys in the ignition.
- Do not leave any vehicle or mobile plant obstructing a fire exit or access route for the Fire and Rescue Service.

Arrangements for calling the Fire and Rescue Service are as follows:-.

The JACC (or Senior Fire Marshall if no JACC) will call the Fire and Rescue Service on 999 and provide the information as detailed below.

Information to be provided when dialling 999	
Address:	The Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB
Location of fire	Lowland Hall
Telephone Number:	0131 335 6238
The Fire and Rescue Service have a prearranged rendezvous point at the East Gate (Gate 1) on Ingliston Road.	
Any other information requested by the emergency operator.	

**Emergency Fire Action Plan
Lowland Hall
(Information for Event Organisers)**

Appendix 2 – Lowland Hall Fire Evacuation Procedure

This procedure will be circulated to all Fire Wardens, Security Stewards, bar operators and bakery operators, hall managers, cleaners, etc.

Any person discovering a fire must:-

- Immediately operate the nearest fire alarm call point and exit the building.

In the event of hearing the fire alarm:-

- Leave the premises by the nearest available exit.
- Close all doors behind you.
- Take instruction from the Fire Wardens and / or Security Officers.
- Do not stop to collect personal belongings.
- Do not re-enter the building.
- If you are in charge of a vehicle or any mobile plant, turn the engine off and leave the ignition keys in the ignition.
- Do not leave any vehicle or mobile plant obstructing a fire exit or access route for the Fire and Rescue Service.

Fire Wardens and Security Officers will:-

- Warn people in the immediate vicinity and advise them of what exit to use.
- Attack the fire with a fire extinguisher provided, without taking personal risk.
- Ensure that nobody enters or re-enters the building until the all clear has been given by the Senior Fire Officer present.

Fire Exit Routes and Arrangements

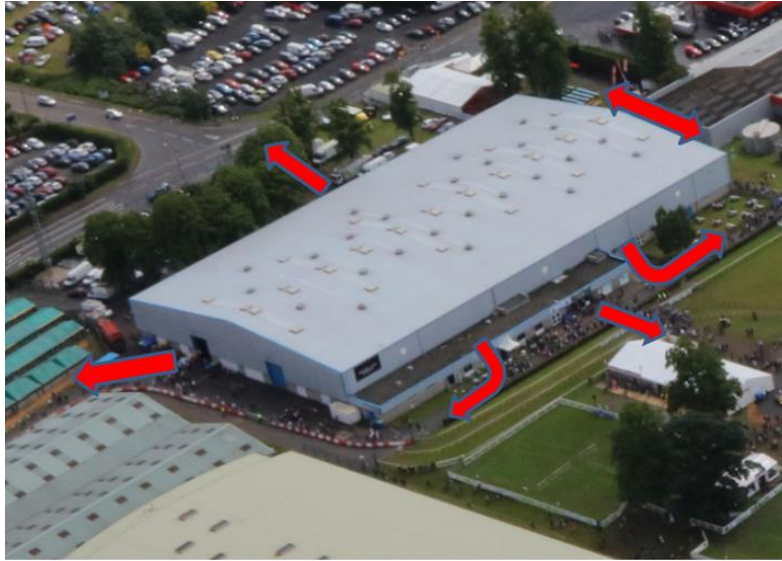
When you first arrive in the building please familiarise yourself with the layout; exit routes; nearest call point, etc. **If in doubt ask.**

Fire Alarm Test

A fire alarm test will be carried out prior to any event. The Event Duty Manager will give advance notification of the test so organisers and event staff can hear how the alarm sounds. This is the only planned test therefore if you hear the alarm at any other time throughout the Show you must evacuate the hall immediately as directed by the Fire Wardens and Security Officers

Emergency Fire Action Plan
Lowland Hall
(Information for Event Organisers)

Appendix 5 - Lowland Hall - Fire Escape Routes



There are four Fire Escape Routes:-

- a. To the East perimeter fence
- b. To the North and then to East perimeter fence or the Green
- c. To the West straight across 13th Avenue to the Green.
- d. To the South to East perimeter fence

UCAS event organiser risk assessment

Date assessed: 06/07/2018	Assessor: Kaylea Blindell	Monitored by: Angela Hill
	Signature: <i>K.A. Blindell</i>	<i>A. Hill</i>
Event: Edinburgh UCAS Exhibition	Title: Event Organiser	
	Organisation: UCAS	
Venue: Royal Highlands Centre, Edinburgh		Inclusive dates of site attendance: 3-4 September 2018

Key to worst case outcome (A):	<p>4 = High – certain to cause death</p> <p>3 = Medium – probable to cause serious injury</p> <p>2 = Low – possible to cause first aid injury</p> <p>1 = Very low – unlikely to cause injury / damage</p>
Key to probability rating (B):	<p>4 = Probability</p> <p>3 = Possibility</p> <p>2 = Unlikely</p> <p>1 = Remotely</p>
Key to risk level:	<p>12 – 16 = high risk</p> <p>6 – 9 = medium – high risk</p> <p>3 – 4 = low – medium risk</p> <p>1 – 2 = low risk</p>

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 to avoid overcrowding. ▪ Suitable space around the stands and feature areas, which will be monitored, by venue event 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, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas. ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of your fire safety and evacuation planning)
		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 event ambassadors, 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. ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of your fire safety and evacuation planning)
		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.
		3	3		
		2	2		

		1	1		<ul style="list-style-type: none">▪ 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.
		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. Stand contractor to sign off stand build on completion once satisfied that all stands are safe as per their risk assessment. Organising team to monitor structures with visual checks for the duration of the event.
		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 for tasks which are not covered by the standard Exhibitor Risk Assessment. ▪ 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 and be able to show proof of training if requested. ▪ 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 unless prior written consent is obtained, and safe systems of work are put in place.
		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. ▪ All orders for electricity must be placed before the deadline, where applicable.
		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, student helpers and UCAS staff	4	4	9	<ul style="list-style-type: none"> ▪ At least two hours set-up period for exhibitors, with any additional access time to be allowed only with pre-approval from the organiser before the build-up day. ▪ 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. ▪ Badges/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		
Traffic management	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 within the exhibitor manual on www.ucas.com/exhibitions ▪ 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’. ▪ Add in venue specific information here around traffic management. E.g. in Manchester, exhibitor vehicles are not permitted access to the venue until all coaches and visitors are gone.
		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 on the floor plan – 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.
		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. ▪ Venue specific risks should be added here depending on if the venue services alcohol. ▪ First aid staff to manage any injury as a result of alcohol/substance abuse.
		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
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.	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	Company policy, procedures and rules apply in all cases. a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment b) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence and supervision. waste storage, collection and disposal system in place c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site. d) Venue specific details of risk and health and safety should be included within each event briefing.
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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 event ambassadors, and featured on the floor plan in the Exhibition Guide. ▪ Organisers to ensure first aid post is staffed by qualified persons. ▪ UCAS organising staff 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.
		3	3		
		2	2		
		1	1		

Venue/Exhibitor Specific Risks at Edinburgh Exhibition

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
Non-conventional stand equipment or activity	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	8	General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered an 'Non conventional stand' <ul style="list-style-type: none"> Separate risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected
		3	3		
		2	2		
		1	1		
Hanging Banners	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	6	<ul style="list-style-type: none"> To be erected by qualified and competent riggers, and signed off by qualified person. "Working at height" control measures implemented as per above Separate risk assessment and method statement.
		3	3		
		2	2		
		1	1		
Stand Shell Scheme	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	6	Shell Scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employee (Chris/Iain Plant) <ul style="list-style-type: none"> Separate risk assessment & Method statement – Completed and sent to venue by Formula prior to event.
		3	3		
		2	2		
		1	1		

Stand Electrics	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	8	Stand & AV electrics to be installed and uninstalled by trained Havills staff only <ul style="list-style-type: none"> Separate risk assessment & Method statement – Completed and sent to venue by Formula/Havills prior to event.
		3	3		
		2	2		
		1	1		
Complex Structures	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	6	All Complex Structures to be put through approvals staging. All plans must be submitted to UCAS then to venue for approval before building can be approved – external sign off to be enforced if required by structural engineer or appropriate professional.
		3	3		
		2	2		
		1	1		
Onsite registration congestion	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 6000+)	4	4	9	Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. Area to be monitored by UCAS staff assigned to registration area. <ul style="list-style-type: none"> Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.
		3	3		
		2	2		
		1	1		

Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	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.</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 • Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.
		3	3		
		2	2		
		1	1		
UCAS Dome (Assemble stationary & disassemble)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<p>Structure to be assembled, disassembled & signed off by trained staff only</p> <ul style="list-style-type: none"> ▪ Separate risk assessment and method statement – completed and sent to venue by organiser
		3	3		
		2	2		
		1	1		
Inflatable pods (Assemble stationary & disassemble) Seminar rooms	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	6	<ul style="list-style-type: none"> ▪ Maximum distance to any emergency exit in the inflatable 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 (refer to seminar seating guide) ▪ Inflatable pods – Structures to be assembled, disassembled and signed off by trained staff only ▪ Separate risk assessment and method statement – completed and sent to venue by organiser
		3	3		
		2	2		
		1	1		
Wireless Headphones	Visitors, organiser staff, event ambassadors	4	4	4	<ul style="list-style-type: none"> ▪ Visitors to be briefed on the use of “silent seminar” headphones and how to control volume ▪ Headphones tested and charged before each event season and monitored for the duration.
		3	3		
		2	2		

		1	1		
Room temperature	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	2	<ul style="list-style-type: none"> ▪ Exhibitors have been notified in the Exhibitor manual to wear warm clothing during the event build as the hall can get cold when loading doors are open. ▪ The venue will monitor temperature of the hall and ensure that heating is turned on at 07:00 each morning; allowing adequate time for the hall to heat up before staff, contractors and exhibitors arrive on site at 08:00. Room temperature to be monitored throughout the event to maintain appropriate levels. ▪ Access to recycling bins is to be through double sets of doors when exhibition is open to ensure heat is retained in main hall.
		3	3		
		2	2		
		1	1		

Onsite notes:

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITIES AND COLLEGES ADMISSION SERVICE AND ALL ITS SUBSIDIARY COMPANIES

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0118A/074
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£15,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UM074/05
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£10,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully



Paul Cusition
For U.M. Association Limited