

Edinburgh

higher education exhibition 2018

# Visitor information pack

Royal Highland Centre

Ingliston

Edinburgh

EH28 8NB

4 September 2018 09:30 – 15:00



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## A

### Accidents and near misses

Please report any accidents or near misses to the event organiser, who can be found in the organiser's office.

### Arrivals

The Exhibition is taking place in the Lowland Hall. The entrance to the hall is the West entrance. Whether you are arriving by car or coach will determine how you access the site so please see the information below under each relevant heading to aid you further. Please enter through the correct registration avenue and have your ticket ready for inspection. If you do not have a ticket, please report to the on-site registration desk – which will be clearly signposted.

## C

### Cars

If you are arriving by car please make your way to the North Car Park from the main road. You can park your vehicle here free of charge and make the short walk to the West Entrance of the Lowland Hall.

### Cash machines

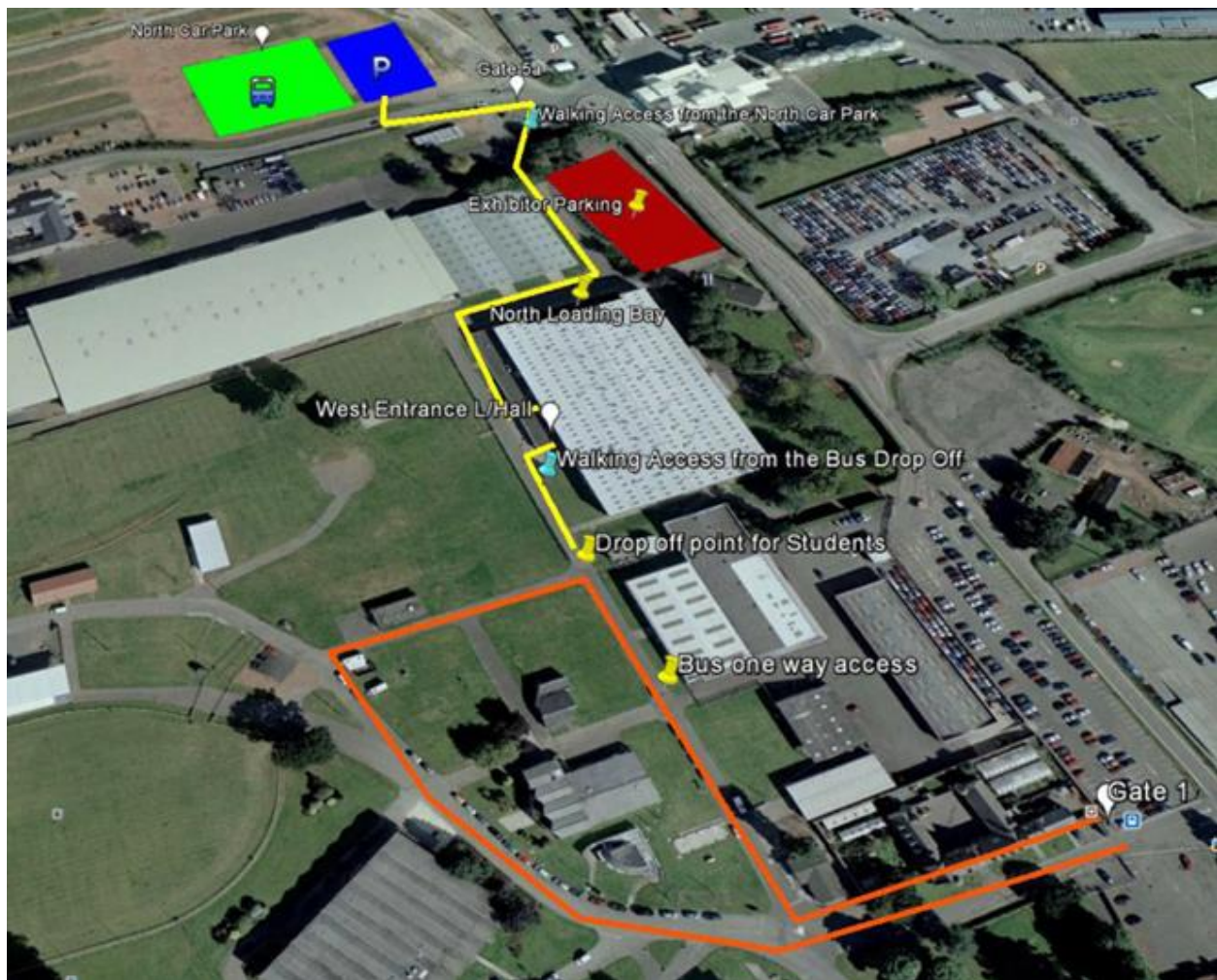
There is a cash machine available at Ingliston House, a short walk from Lowland Hall.

### Catering

There will be refreshments available for visitors in the hall at the front.

### Coaches

If you are travelling by coach please enter through gate 1 and follow the road up to the drop off point. Coaches will then need to continue around the one way route to leave via gate 1. If coaches would like to park after dropping off they will need to go to gate 5a and park in the North Car Park. To meet your coach at the end of your visit please go to the North Car Park. If your coach is not parking onsite, they will need to enter via gate 5a when they return to collect you where you and your group will meet them.



D

## Directions

The Royal Highland Centre is just outside of Edinburgh City Centre, next to Edinburgh Airport, within minutes of the M8 and M9, and in easy reach of the city centre. The Royal Highland Centre sits off Glasgow Road (A8) between Newbridge roundabout and the A8/airport roundabout, one of the main routes to the city. Whether travelling by car, bus, tram, rail or air, The Royal Highland Centre is easily accessible.

For further details please see the Royal Highlands Centre [website](#).

## E

### Emergency procedures

In the event of an evacuation, there will be an announcement over the venues PA system. Should an evacuation of the building occur, please follow the instructions of the venue stewards, and leave the building by the nearest exit.

### Event staff

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

## F

### First aid

If you require medical assistance, please contact the organisers via the organiser's office in the first instance.

## I

### Insurance

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

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

### Internet

WiFi is available at this event via an open network.

## L

### Lost property

All property found in the exhibition hall will be handed in to the organiser's office. Should any visitors lose an item, please come to the organiser's office to report it.

## O

### Organisers

The organiser's office is located at the front of the exhibition hall, next to seminar room C. There will be a member of the UCAS Events Team there at all times.

## P

### Parking

Please see cars and coaches above.

## R

### Risk assessment

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

## S

### Security

Security is provided for the show and will be onsite should you require assistance.

If you are a victim of theft, please report it immediately to the organiser's office.

## Seminars

Seminars will run throughout the event and can be found to the left of the hall in the inflatable pods. A seminar programme can be found on the [event web page](#).

## Smoking

Smoking is prohibited in all internal areas of the venue.

# 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

<b>Key to worst case outcome (A):</b>	<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>
<b>Key to probability rating (B):</b>	<p>4 = Probability</p> <p>3 = Possibility</p> <p>2 = Unlikely</p> <p>1 = Remotely</p>
<b>Key to risk level:</b>	<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"> <li>▪ The floor plan has been designed to maximise aisle widths to avoid overcrowding.</li> <li>▪ Suitable space around the stands and feature areas, which will be monitored, by venue event managers and organisers.</li> <li>▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles.</li> <li>▪ Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space.</li> <li>▪ 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</li> <li>▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable.</li> <li>▪ Organisers to monitor the exhibition area.</li> <li>▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</li> <li>▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.</li> </ul>
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Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	12	<ul style="list-style-type: none"> <li>▪ Fire exits to be kept clear of obstructions.</li> <li>▪ Fire extinguishers to be available in the venue.</li> <li>▪ Ensure all waste is collected and stored correctly.</li> <li>▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area.</li> <li>▪ Exhibitors, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas.</li> <li>▪ 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)</li> </ul>
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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"> <li>▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order.</li> <li>▪ Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>▪ Floor plan submitted to venue in advance of the event for approval.</li> <li>▪ Evacuation plan to be known by organisers and communicated to event ambassadors, exhibitors and contractors.</li> <li>▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.</li> <li>▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.</li> <li>▪ 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.</li> <li>▪ Ensure all gangways and emergency exits are kept clear.</li> <li>▪ All emergency exits maintained and kept clear for the duration of the event.</li> <li>▪ 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.</li> <li>▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible.</li> <li>▪ If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</li> <li>▪ 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)</li> </ul>
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Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> <li>▪ Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space.</li> <li>▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.</li> <li>▪ Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.</li> <li>▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers.</li> <li>▪ Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> </ul>
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		1	1		<ul style="list-style-type: none"><li>▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li><li>▪ Organisers and exhibitors to ensure all other waste is stored and removed safely.</li><li>▪ 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.</li></ul>
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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"> <li>Maximum height build of 4m.</li> <li>All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary.</li> <li>Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>Suitable personal protective equipment (PPE) clothing and footwear to be worn.</li> </ul>
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Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> <li>All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser.</li> <li>Any exhibitors with complex stands to submit their own risk assessment to UCAS Events.</li> <li>Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> <li>Stand contractor to sign off stand build on completion once satisfied that all stands are safe as per their risk assessment.</li> <li>Organising team to monitor structures with visual checks for the duration of the event.</li> </ul>
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Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> <li>Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>Maximum height build of 4m.</li> </ul>
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Lifting equipment (FLT, cranes etc.) Power tools and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> <li>Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment.</li> <li>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.</li> <li>Appropriate signage and warning lights used, where necessary.</li> </ul>
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Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> <li>All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>Reputable and known concessions units only.</li> <li>Hygiene regulations to be followed rigidly.</li> <li>Catering company to employ suitable and trained staff.</li> <li>Catering staff to ensure all spills are cleaned immediately.</li> </ul>
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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
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Only experienced, reliable and approved contractors used.</li> <li>▪ Organiser to be informed of any particular hazards arising prior to, and during the exhibition.</li> <li>▪ Basic checks made on contractor and exhibitor risk assessments.</li> <li>▪ Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.</li> <li>▪ 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.</li> <li>▪ Estimated staffing number of contractors is two.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ No helium balloons allowed in the venue unless prior written consent is obtained, and safe systems of work are put in place.</li> </ul>
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Electricity: connections , and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed.</li> <li>▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser.</li> <li>▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.</li> <li>▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.</li> <li>▪ Only experienced, reliable and approved contractors used.</li> <li>▪ All orders for electricity must be placed before the deadline, where applicable.</li> </ul>
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Control measures
Build-up and Breakdown	Exhibitors, contractors, venue, student helpers and UCAS staff	4	4	9	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.</li> <li>▪ 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.</li> <li>▪ Organisers to control access into areas where major lifting and construction is taking place.</li> <li>▪ Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.</li> </ul>
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Traffic management	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> <li>▪ Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance within the exhibitor manual on <a href="http://www.ucas.com/exhibitions">www.ucas.com/exhibitions</a></li> <li>▪ Traffic marshals used to control flow of traffic on-site</li> <li>▪ Venue contact details to be made available in advance, along with parking permits, if applicable.</li> <li>▪ Traffic marshals in place in car park / unloading areas.</li> <li>▪ Care to be taken when driving to and from the venue.</li> <li>▪ Observe speed limits and good driving practice: ‘no mobiles when mobile’ and ‘switch off before you drive off’.</li> <li>▪ <b>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.</b></li> </ul>
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Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> <li>▪ Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>▪ Manual handling document to be provided in exhibitor and student helper packs.</li> <li>▪ All to wear appropriate footwear.</li> <li>▪ Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</li> </ul>
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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
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> <li>▪ Visitors to access venue through front main entrance during event.</li> <li>▪ All relevant information will be put on the floor plan – including first aid, catering, etc.</li> <li>▪ 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.</li> <li>▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>▪ Organisers and stewards to monitor disabled guests for ease of movement around the venue.</li> <li>▪ Organisers to ensure there is disabled access/egress to the venue.</li> <li>▪ All height limits will be strictly enforced to enable clear view of signs and banners.</li> <li>▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.</li> <li>▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.</li> <li>▪ Security marshals in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>
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Seminar rooms	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> <li>▪ Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres.</li> <li>▪ All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>▪ All cables must be securely fastened away to avoid trip hazards.</li> <li>▪ Loud speaker stands must not protrude into gangways.</li> <li>▪ Noise levels must be kept at a reasonable level.</li> <li>▪ Seating runs must be clipped together, or benches used.</li> </ul>
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Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	1	<ul style="list-style-type: none"> <li>▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event.</li> <li>▪ Venue will be responsible for relevant checks, if necessary.</li> <li>▪ 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.</li> <li>▪ Any offenders will be asked to leave the event.</li> <li>▪ Venue specific risks should be added here depending on if the venue services alcohol.</li> <li>▪ First aid staff to manage any injury as a result of alcohol/substance abuse.</li> </ul>
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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
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. <b>a)</b> PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment <b>b)</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 <b>c)</b> Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site. <b>d)</b> Venue specific details of risk and health and safety should be included within each event briefing.
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Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Ensure that the first aid point is known to exhibitors and event ambassadors, and featured on the floor plan in the Exhibition Guide.</li> <li>▪ Organisers to ensure first aid post is staffed by qualified persons.</li> <li>▪ UCAS organising staff to be first aid trained.</li> <li>▪ 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.</li> </ul>
		3	3		
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**Venue/Exhibitor Specific Risks at Edinburgh Exhibition**

<b>Activity</b>	<b>Who is affected</b>	<b>Risk evaluation</b>			<b>Control</b>
<b>Hazard identified</b>	<b>Person(s) at risk</b>	<b>Worst case outcome (A)</b>	<b>Probability rating (B)</b>	<b>Hazard identified</b>	<b>Control measures</b>
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"> <li>Separate risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected</li> </ul>
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Hanging Banners	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	6	<ul style="list-style-type: none"> <li>To be erected by qualified and competent riggers, and signed off by qualified person.</li> <li>"Working at height" control measures implemented as per above</li> </ul> Separate risk assessment and method statement.
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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"> <li>Separate risk assessment &amp; Method statement – Completed and sent to venue by Formula prior to event.</li> </ul>
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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"> <li>Separate risk assessment &amp; Method statement – Completed and sent to venue by Formula/Havills prior to event.</li> </ul>
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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.
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		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"> <li>Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.</li> </ul>
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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"> <li>• Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures.</li> <li>• UCAS event organiser to alert UCAS incident management team</li> <li>• Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.</li> </ul>
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UCAS Dome (Assemble stationary & disassemble)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<p>Structure to be assembled, disassembled &amp; signed off by trained staff only</p> <ul style="list-style-type: none"> <li>▪ Separate risk assessment and method statement – completed and sent to venue by organiser</li> </ul>
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		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"> <li>▪ Maximum distance to any emergency exit in the inflatable seminar rooms must not exceed 12 metres.</li> <li>▪ All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>▪ All cables must be securely fastened away to avoid trip hazards.</li> <li>▪ Loud speaker stands must not protrude into gangways.</li> <li>▪ Noise levels must be kept at a reasonable level.</li> <li>▪ Seating runs must be clipped together, or benches used (refer to seminar seating guide)</li> <li>▪ Inflatable pods – Structures to be assembled, disassembled and signed off by trained staff only</li> <li>▪ Separate risk assessment and method statement – completed and sent to venue by organiser</li> </ul>
		3	3		
		2	2		
		1	1		
Wireless Headphones	Visitors, organiser staff, event ambassadors	4	4	4	<ul style="list-style-type: none"> <li>▪ Visitors to be briefed on the use of “silent seminar” headphones and how to control volume</li> <li>▪ Headphones tested and charged before each event season and monitored for the duration.</li> </ul>
		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"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Access to recycling bins is to be through double sets of doors when exhibition is open to ensure heat is retained in main hall.</li> </ul>
		3	3		
		2	2		
		1	1		

**Onsite notes:**

TO WHOM IT MAY CONCERN

16<sup>th</sup> 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 <sup>st</sup> August 2018 to 31 <sup>st</sup> 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 <sup>st</sup> August 2018 to 31 <sup>st</sup> 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