

UCAS higher education exhibitions

Visitor information pack

Venue address Engine Shed & Lincoln Performing Arts Centre
University of Lincoln
Lincoln
LN6 7TS

Event date Wednesday 27 March 2019

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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, or call 01522 837 100.

Arrivals

On arrival, please make your way to the Engine Shed where you will be met by event staff and student ambassadors, who will register your attendance and advise you of where to go.

All visitors will need a copy of their ticket to be permitted access to the event. Visitors without a ticket will need to go through the onsite registration system.

Your exhibition ticket is personal to you, and should not be passed on to other group members, as this would compromise the security of your data.

To comply with data protection regulations, it's essential that you use your own ticket – when you enter, and when you visit exhibitors' stands. Anyone found to be in breach of this will be asked to leave the event and re-register.

Cars

As the event is held during term time, there is no parking on site. Please use the local public pay and display car parks situated close to the university, in the city centre. These are chargeable car parks. You can view details on the on the exhibition website at www.ucas.com/news-events/events.

Cash machines

There is a cash machine across the road from the exhibition venue, and in the Minerva Building on the university campus.

Catering

There are a number of catering outlets on the campus, as well as the usual high street outlets within a ten-minute walk of the exhibition venue.

Coaches

Before the event, you will be sent coach access passes, and a site map of where to drop-off and collect. If you have not received this, please contact the University of Lincoln Events Office at events@lincoln.ac.uk. If your coach is significantly early, you will be asked to keep your students on the coach until your allocated arrival time.

Please note, there is no coach parking on site – please ensure your coach company is aware of this.

D

Directions

The university is located in Lincoln city centre, accessed via the A1 with intersections at (the South) A46 Newark and (the North) A57 Retford. AA road signs are displayed around the city once you are in close proximity, to direct you to the exhibition venue.

You can view a variety of maps online at www.lincoln.ac.uk/maps.

National Rail is currently building a new pedestrian footbridge over the level crossing at Brayford Wharf East. The public footpath (Brayford Wharf East) is currently closed, and will remain so for a few weeks. We cannot guarantee if this will be open by 27 March. Please find the level crossing diversions map at the end of this pack to help you.

E

Emergency procedures

In an emergency, the Event Manager will make the following announcement over the venue PA system:

‘Attention please. Attention please. Here is an important announcement. It is necessary to ask everyone to leave the building. Please make your way calmly to the nearest exit. Everyone will be readmitted as soon as possible.’

If you hear this announcement, please leave the venue by your nearest exit, and make your way to the assembly point in the public square – between the Engine Shed and the university library.

Do not re-enter the venue until the Event Manager tells you it is safe to do so.

Event staff

For 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. They are available for the duration of the exhibition, by the entrance of the Engine Shed, and in the exhibition hall.

F

First aid

Trained first aid staff will be on site during the event, at the entrance of the Engine Shed.

Should emergency care be required, please call 999 immediately, and then inform the Event Manager on 01522 837 100.

Fire regulations

On arrival at the event, please familiarise yourself with the nearest fire exits in the venue.

If a fire alarm goes off, please leave the venue immediately by the nearest fire exit, in a calm manner. Venue staff, student ambassadors, and university staff will direct you to the assembly point in the public square – between the Engine Shed and university library.

Please be aware, we will not be running any fire drills during the exhibition opening hours.

I

Insurance

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

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

Internet

There is visitor internet access at the exhibition. Please refer to the attached University of Lincoln Visitor WiFi document for instructions to log in.

L

Lost property

Lost property will be held by the University of Lincoln Events Office for one month following the exhibition. The Events and Conferencing Office can be contacted on 01522 837 100, or at events@lincoln.ac.uk.

Please note that any goods/materials/deliveries or miscellaneous items left on site at the University of Lincoln, without proper authority, will be treated as abandoned and disposed of accordingly.

O

Organisers

The events staff will be located in the exhibition venue, and can be identified by red UCAS branded t-shirts. If you need to speak to the organiser by phone, please call 01522 837 100.

P**Parking**

As the event is held during term time, there is no parking available on campus. These are chargeable car parks. You can view details at the end of this pack or on the exhibition website at www.ucas.com/events/lincolnshire.

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**

On-site security will be located at the entrance of the Engine Shed.

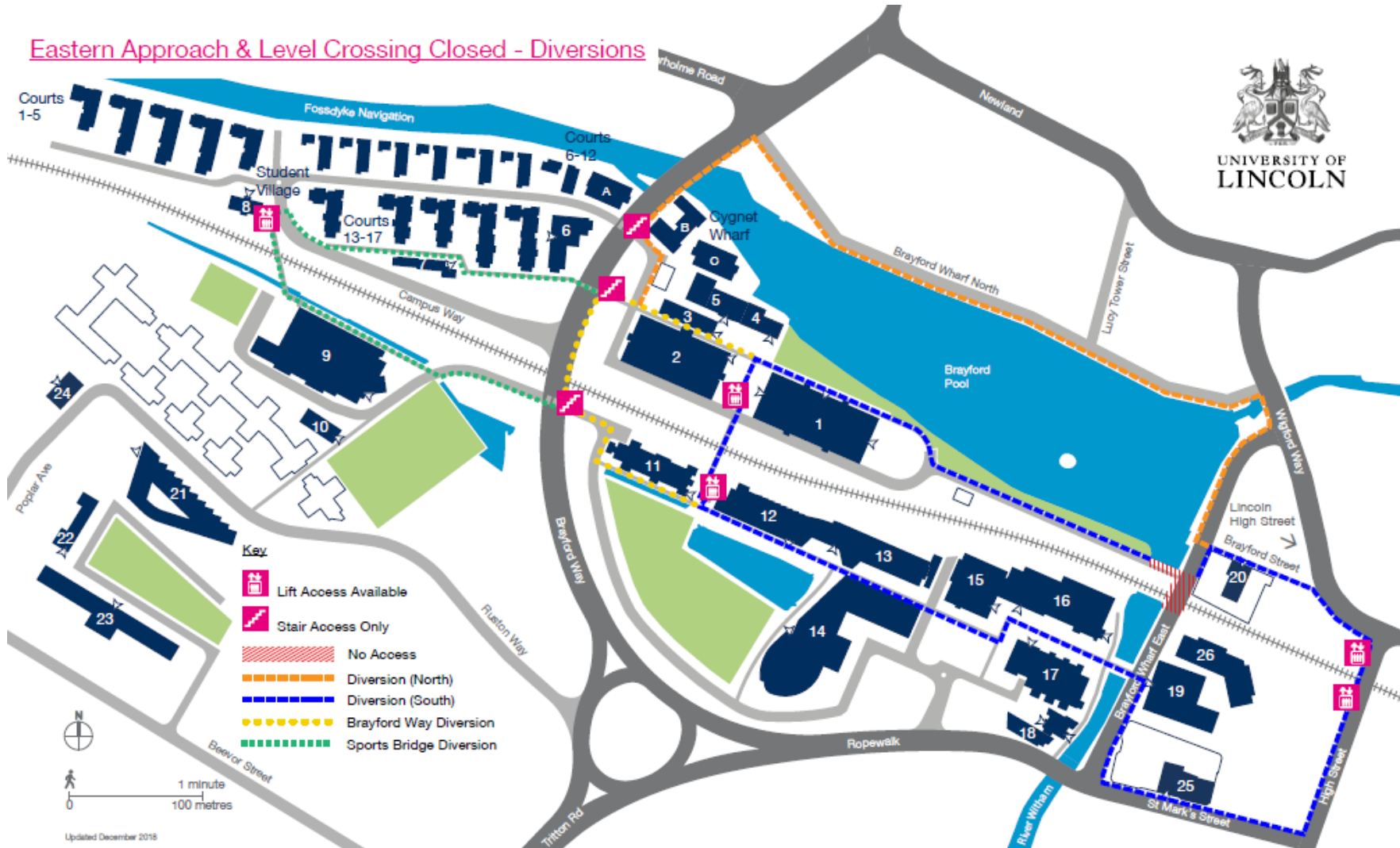
Seminars

	11:00	12:00	13:00	14:00
JUN0003			Choosing a university & Course	Exploring post-18 options
JUN0004	Student finance	Choosing a university & course		
DCB0102			Student finance	
Harvard LT	Writing a personal statement	Applying to university through UCAS	Writing a personal statement	Applying to university through UCAS

Smoking

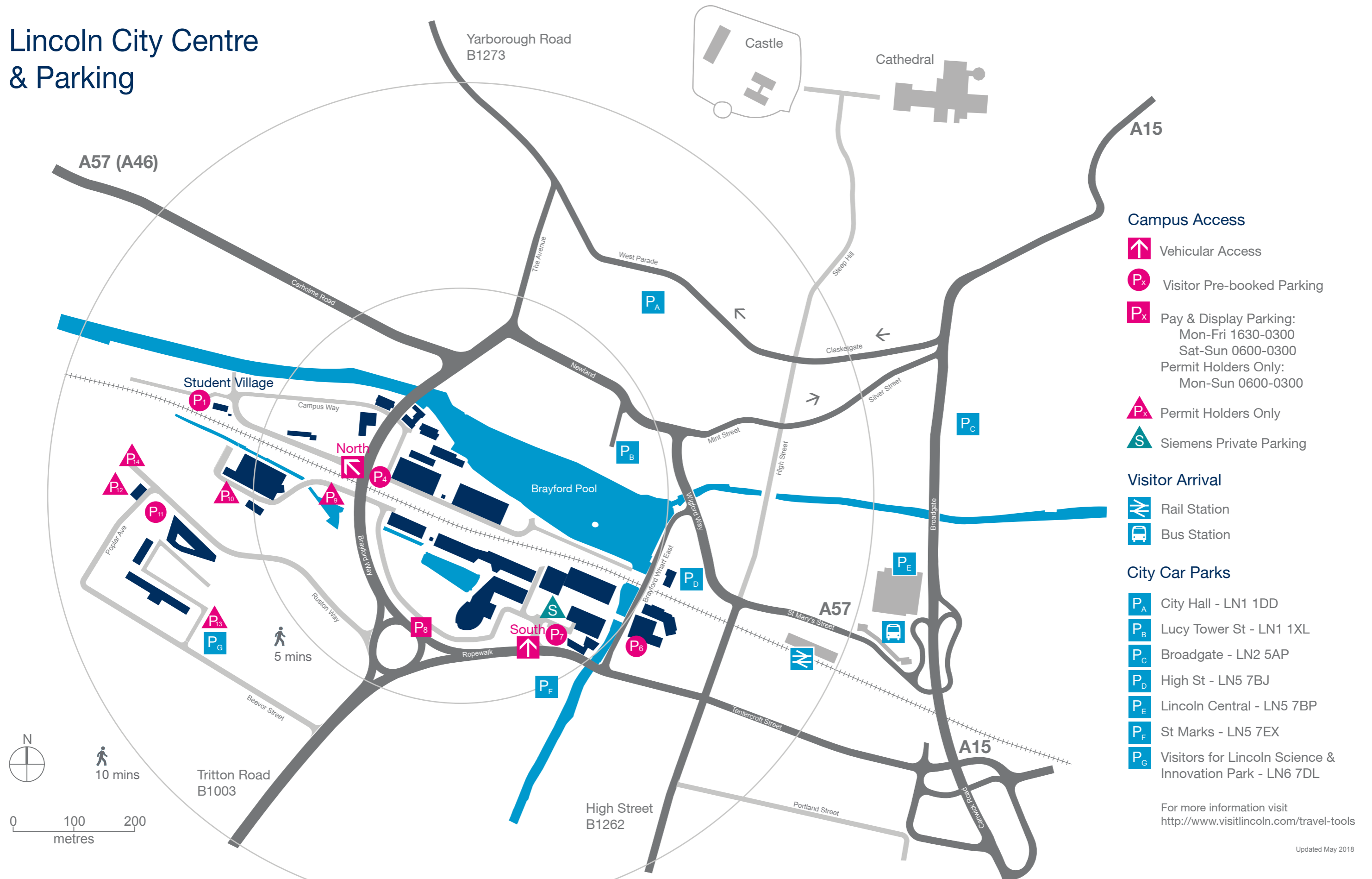
Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol inside all University of Lincoln buildings.

Eastern Approach & Level Crossing Closed - Diversions



1 (MB) Minerva Building	6 (BH) Bridge House	11 (JLC) Janet Lane-Claypon	16 (-) Students' Union	21 (THT) Think Tank
2 (ATB) Alfred Tennyson Building	7 (VH) Village Hall	12 (NDH) Nicola de la Hays	17 (UL) Library	22 (MIH) Minister House
3 (SLB) Stephen Langton Building	8 (OCW) One Campus Way	13 (PDW) Peter de Wint	18 (-) Enterprise Building	23 (JBL) Joseph Banks Laboratories
4 (-) The Swan	9 (HP) Sports Centre	14 (INB) Isaaq Newton Building	19 (DCB) David Chiddiok Building	24 (CSB) Charlotte Scott Building
5 (SS) Student Wellbeing Centre / Doctors' Health Service	10 (WH) Witham House	15 (PA) Lincoln Performing Arts Centre	20 (WIW) Witham Wharf	25 (JUN) Junxion
				26 (SSB) Sarah Swift Building

Lincoln City Centre & Parking





TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITY OF LINCOLN 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/T104
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£25,000,000 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.	UMT104/13
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£25,000,000 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


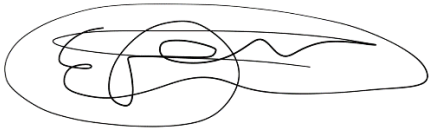
Paul Cusition
For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | www.umal.co.uk

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UNIVERSITY OF LINCOLN
UCAS HE EXHIBITION - RISK ASSESSMENT AS OF 07/01/2019

Date Assessed: 07/01/2019	Assessor: Julie Corden	Monitored by: Emily Ferber
	Signature: 	
Event: UCAS Lincolnshire HE Exhibition	Title: Assistant Director	
	Organisation: University of Lincoln	
Venue: Brayford Campus, University of Lincoln (Engine Shed & LPAC)		Dates: Tuesday 26 th March and Wednesday 27 th March 2019

Activity	Who is affected	Controlled Risk Evaluation				Exhibitor's & Contractor's Controls / Standards
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures
Fire and other imminent danger leading to evacuation	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> ▪ Venue owners to ensure fire prevention, detection and alarm systems are adequate for the venue and checked and maintained in efficient working order. ▪ Fire extinguishers to be available. ▪ Organisers and venue to ensure that the escape routes, final exits and assembly points are adequate to ensure everyone, including those with a disability, can escape to a safe place. ▪ Evacuation plan to be known by organisers and communicated to visitors, student helpers and contractors including alarm sound (e.g. bell, horn, siren) ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including positions of nearest exits and fire assembly points. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times , including
		MEDIUM – Possibly cause serious injury	3	Possibility	3	

		LOW – Possibly cause first aid injury	2	Unlikely	2	8	<p>during build up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. The Event Manager onsite will take responsibility for the safe evacuation of all attendees and staff.</p> <ul style="list-style-type: none"> 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. All escape routes maintained and kept clear for the event duration. Exhibitors to ensure all waste and flammable material is stored safely and removed from stand areas to the designated safe place. Exhibitors & Contractors must use designated smoking areas. No electric or gas heaters on stands at any time other than authorized event caterers. Building Management System is regularly maintained by the University of Lincoln estates team. Regular checks are undertaken and the system is the responsibility of the University Estates Department.
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Working at height	Exhibitors, Contractors, UoL Staff and student helpers	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Maximum build height of 4m. 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. Wear necessary and suitable Personal Protective Equipment (PPE).
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2	6	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
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	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths to avoid overcrowding. Bookings are managed by UCAS and are subject to an arrival slot and event schedule to reduce chances of overcrowding. Suitable space around the stands & feature areas, which will be monitored, by the Events Team.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		

		LOW – Possibly cause first aid injury	2	Unlikely	2	6	<ul style="list-style-type: none"> Organisers to schedule arrivals inline with venue capacities, and monitor arrivals with help from the venue, to help prevent overcrowding. Coach arrival schedule has been implemented. 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. All attendees have been given a colour coded access wristband. Historical data shows organisations bring fewer numbers than originally booked. 5 Exits from main hall in the Engine Shed & 2 exists in the LPAC, evacuation capacity is greater than attendance. Event general rules and regulations including event safety are explained during pre-event briefing for all members of Staff and Student Ambassadors.
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Illness or Injury from any cause	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> A member of the university event staff to be contacted if in need of First Aid. A member of event staff to be positioned in the arena at all times. Ensure that First Aid facility is known to Exhibitors and Student Ambassadors, and featured on the floor plan in the Exhibition Guides. Organisers to ensure First Aid post is staffed by qualified persons. 	
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Slips/trips and falls	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. 	

		MEDIUM –Possibly cause serious injury	3	Possibility	3		<ul style="list-style-type: none"> Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. Exhibitors to support organisers by flat packing empty boxes ready for collection Organisers and exhibitors to ensure all other waste is stored and removed safely. Organisers and exhibitors to ensure no trailing cables within stand area or in adjoining pedestrian walkways. Organisers and exhibitors to ensure personal belongings are stored away appropriately. Liquid spills to be cleared up and wet floors to be marked with hazard signs as soon as possible.
		LOW – Possibly cause first aid injury	2	Unlikely	2	6	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Manual Handling	Exhibitors and student Ambassadors	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Exhibitors to ensure that all stand staff are trained in the correct Manual Handling procedures. All to wear appropriate personal protective equipment particularly suitable sturdy footwear and gloves if necessary. UL Student Ambassadors assisting with set up are all trained in the correct Manual Handling procedures.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2	6	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely			
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Stands falling over	Public & exhibitors	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> All exhibitors to ensure that their stands are safe and secure, and report any problems to the organiser. Organisers to try and stop people leaning on stands. Ensure a member of staff from the stand contractor is onsite at all times. Event organisers and Student Ambassadors to make regular visual inspections of all stands throughout the Exhibition.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2	6	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	

Contractors or companies on site	Contractors & Exhibitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Exhibitors to agree to a Risk Assessment as part of their booking, and supply additional information where appropriate. Experienced, reliable and approved contractors used only. 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 for ensuring their contractors use appropriate equipment and are competent to do so. If there is any doubt about equipment being used on a particular stand, the official contractor must be used to confirm that it is safe. 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. 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 if appropriate 	
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)	Risk Level (AxB)	Control Measures	
Occupational Road Risk, and Car parking during show	Visitors and exhibitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Observe speed limits and good driving practice when driving to and from the venue. Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic Marshals used to control flow of traffic on site. 	
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2		

		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	3	<ul style="list-style-type: none"> Venue contact details to be made available in advance, along with parking permits if applicable. Traffic marshals in place in car park/unloading areas. Additional security and traffic marshals will be on site throughout the build up, operation and breakdown of the exhibition due to construction taking place at the university.
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Public address system	Organisers and venue	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Used by Organisers to announce seminars. 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 are to go into the halls to evacuate people.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	1	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Alcohol or substance misuse	Visitors	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> No Alcohol/substances permitted in the Exhibition Halls. Venues with bar facilities are clearly notified of this before event. Any offenders will be asked to leave the event. If anyone is found to be in possession of controlled drugs (Class A, B, or C) the police may be notified. Host venue operates a challenge 21 policy and is informed of the age range of the exhibition visitors.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	1	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Catering facilities	Everyone	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> All catering facilities and staffing is provided by and controlled by the venue. Reputable and known concessions units only. Food Hygiene regulations to be followed rigidly.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		

		LOW – Possibly cause first aid injury	2	Unlikely	2	4	<ul style="list-style-type: none"> Catering company to employ suitable and sufficient staff where applicable. Catering staff to ensure all spills are cleaned immediately.
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Visitor orientation	Everyone	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Visitors to access venue through front main entrance during event. All relevant information will be put in the Exhibition guide including the position of the First Aid Point etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, First Aid, 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. There is disabled access and egress at the Venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing are 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 within the venue.
		MEDIUM –Possibly cause serious injury	3	Possibility	3	6	
		LOW – Possibly cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Build-up and Breakdown	Exhibitors, Contractors, Venue and UoL Staff	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Min. 2 hrs exhibitor set up time, full day access for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Young people 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.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		

		LOW – Possibly cause first aid injury	2	Unlikely	2	6	<ul style="list-style-type: none"> Vehicles can be permitted onsite during build-up and breakdown with permission from the Organiser. All to be aware of the hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Badges 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 equipment to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE if indicated by the Organiser, and assist floor managers in PPE policy if it is required.
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Electricity: connections, & power to stands etc	Exhibitors	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets that have been supplied by the event organisers, or those that have been supplied by subcontractors appointed by the organiser. No electricity available on stands. Exhibitors to ensure equipment is used safely and for the purpose for which it was designed Exhibitors should ensure that no sockets or connections are overloaded within 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
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2	8	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Seminar Rooms	Visitors and speakers	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Maximum distance to any Emergency Exit within the theatre must not exceed 12 metres

		MEDIUM –Possibly cause serious injury	3	Possibility	3		<ul style="list-style-type: none"> 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 to a reasonable level Seating runs must be clipped together or benches used
		LOW – Possibly cause first aid injury	2	Unlikely	2	4	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Chemicals	Everyone	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> MSDS and product guidance available COSHH sheet available Waste storage, collection and disposal system in place
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2	8	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
High Noise Levels	Everyone	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> University Event Manager to monitor sound levels and throughout the event and take action if required. Bookings are managed by UCAS and are subject to an arrival slot and event schedule lowering number of guests in buildings/outdoors at one time, reducing noise levels. The University to provide appropriate PPE whilst demonstrations are running during the event. All videos on screens are silent
		MEDIUM –Possibly cause serious injury	3	Possibility	3	3	
		LOW – Possibly cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Inadequate heating, lighting or ventilation	Everyone	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Continual monitoring by event stewards and managers of heating, lighting and ventilation. Any discrepancies or concerns will be acted upon immediately in the appropriate manner.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2	4	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Bomb or terrorist threat, including general evacuation requirements	Everyone	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> All staff in attendance are required to be vigilant with regard to possible attack and physical damage to the venue. Staff to work closely with Security to ensure the event is monitored.
		MEDIUM –Possibly cause serious injury	3	Possibility	3		
		LOW – Possibly cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	4	