

UCAS higher education exhibitions

## Visitor information pack

Venue address Westpoint Exeter  
Clyst St Mary  
Exeter  
EX5 1DJ

Event date Tuesday 19 March and Wednesday 20 March 2019

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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.

A 'near miss' is an incident that doesn't result in personal injury but is purely down to luck – next time, the person involved might not be so lucky. Research has shown there is a clear link between near misses and accidents. Reporting of near misses or unsafe conditions can help to prevent accidents occurring, as well as helping to promote a safer working environment, not just for employees, but for anyone who visits the site. Data compiled from near misses and accident reports can help to highlight trends and hazards not previously identified.

### Arrivals

On arrival, please head to the entrance of WestPoint Exeter, and have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk inside the entrance.

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 individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors stands. Anyone found to be in breach of this will be asked to leave the event and register again to gain readmittance.

## C

### Cars

There is free parking available on-site. Please follow the direction of the traffic marshals, and enter the site through the main entrance, where they'll direct you to the designated car park.

### Cash machines

There are cash machines available on-site, but there is a charge for these. Refreshments can be purchased by card, but cash is preferred.

### Catering

There will be refreshments available for visitors, near the entrance of the exhibition. The teachers and exhibitors lounge is at the back of the hall. In both areas, a variety of items are available.

## Coaches

If you're travelling by coach, please enter the site through the main entrance, and traffic marshals will direct you to the coach drop-off and pick-up area. Please ensure your students know what time and where to meet you for their return journey. Due to the expected number of visitors, please don't arrive any earlier than 15 minutes before your booked session time.

Your school will be sent a coach pass a few weeks before the event – **display this in the front of your coach**. If you have not received a pass, please contact organiser [k.flower@ucas.ac.uk](mailto:k.flower@ucas.ac.uk).

## D

### Directions

#### Directions by car and coach

Westpoint Exeter is just one mile from Junction 30 of the M5, providing direct access from London, Birmingham, Bristol, and Plymouth. For Westpoint Exeter, exit the M5 at Junction 30, and follow the A3052 Sidmouth road for one mile. Westpoint Exeter is on your left-hand side.

#### Directions by rail

Exeter St. David's provides direct rail links to all major cities in the UK. The station is six miles from Westpoint Exeter.

## E

### Emergency procedures

Please ensure you are familiar with the procedures to be followed in the event of an emergency at the venue. The emergency procedures document is at the back of this pack.

### 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

The venue has a medical room staffed by qualified first aiders. Should you require medical assistance, please contact the organisers, or visit the medical room.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate is 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

An open WiFi network is available at this event, but a reliable connection cannot be guaranteed.

## L

### Lost property

All property found at the exhibition will be handed in to the organiser's office. If items have not been claimed during tenancy, it will be passed to the venue personnel, and kept for six months. After six months, if no claim has been made by any person, venue staff shall consider the property to be abandoned and have the right to sell it.

## O

### Organisers

The organiser's office is to the left of the entrance when entering the building.

## P

### Parking

There is free parking on-site for both coaches and cars. Please follow the directions of the traffic marshals.

## R

### Risk assessment

The organiser has completed a risk assessment for the event – a copy is at the back of this pack.

## S

### Security

Security is provided for the show from 19 –20 March 2019.

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

### Seminars

Seminars will take place during the event, in the signposted pods at the back of the hall. A seminar programme can be on the [event web page](#).

### Smoking

Westpoint Exeter operates a strict no smoking policy in the venue, and asks for your full cooperation in ensuring this is complied with. This includes e-cigarettes.

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

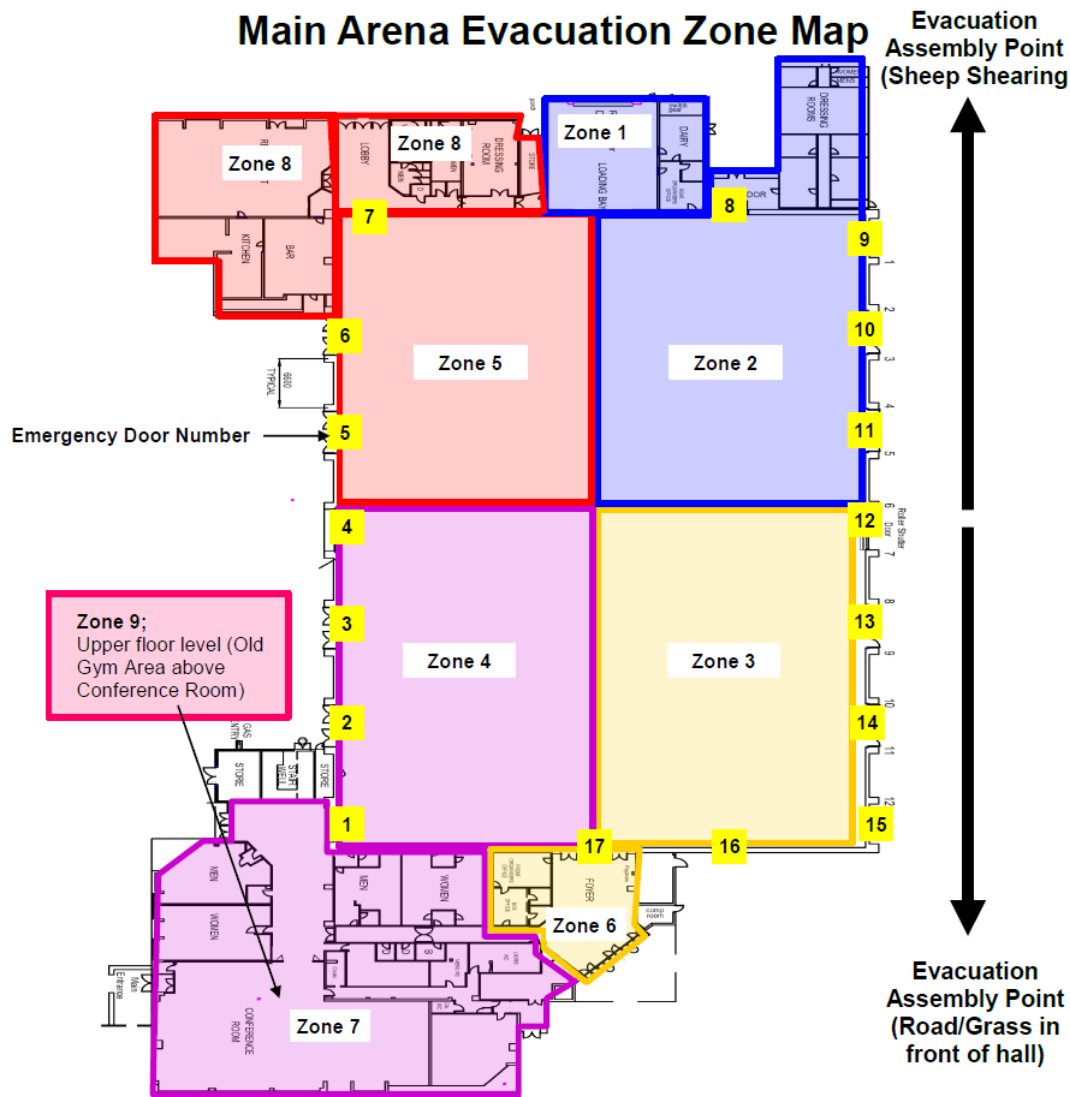


# WESTPOINT EXETER

EXHIBITIONS. EVENTS. CONFERENCES. ENTERTAINMENT.

## Evacuation Procedure:

The map below details the main arena (ancillary rooms) and Conference Room. Zones correspond with the fire alarm panel. Emergency Response Stewards are responsible for evacuating their allocated area (areas have denoted by colour). There are 2 main assembly points, one each end of the main arena, designed to hold and control those who have evacuated from the arena.



- Zone 1** - Loading Bay, Back Organisers Office & Dairy
- Zone 2** - Back right quarter of the hall, dressing rooms (inc. Corridor)
- Zone 3** - Front right quarter of the hall
- Zone 4** - Front left quarter of the hall
- Zone 5** - Back left quarter of the hall
- Zone 6** - Front Foyer, Front Organisers Office & Box Office
- Zone 7** - Conference Room, Main Hall Toilets, Corridor Toilets, Disabled Toilets & Baby Changing Room
- Zone 8** - LimeTree Cafe and Kitchen, Back Foyer and Toilets (inc. Staff) & Main Dressing Room

### Special Notes;

- Zone 7 - The Conference room (including toilets) only required to be checked if in use for current event. If in use for a private conference the organiser will evacuate and perform checks. If not in use the room will be locked.
- Zones 1,2,3,4,5,6,7 & 8 - Areas not being used for the event will be locked and checked every two hours by the Emergency Control Manager and will not require evacuating.
- Zone 9 - Emergency Control Manager to ensure the unoccupied upper floor level is cleared.
- If disabled visitors need assistance the Emergency Response Stewards responsible for the Zone should ask someone near them to assist, enabling the Emergency Response Steward to continue to evacuate their Zone. If no one is present the Emergency Response Steward should assist the disabled visitor, provided it is safe to do so.



## Emergency Procedure

1. On discovering a fire operate the nearest fire alarm and dial 999 (dial 9 for outside line).
2. Give the operator your telephone number and ask for FIRE.
3. When the emergency services replies, give call distinctly

### **FIRE AT WESTPOINT EXETER, CLYST ST MARY, EXETER, EX5 1DJ.**

4. Do NOT replace receiver until address has been repeated and confirmed by Emergency Services.
5. Notify the Emergency Control Manager of the alarm being raised and location of the FIRE.
6. If the alarm has been raised: The alarm will sound, the roof vents will open, the evacuation message will be repeatedly played, the strobe warning lights will flash and people will be evacuated from the building.
7. ***Do NOT put yourself at any risk.***
8. Commence the evacuation of the event, checking the main arena, conference room, temporary structures, offices, toilets and corridor have been evacuated, being particularly aware of those needing HELP and assist as needed.
9. Report to the Emergency Control Manager of the areas evacuated and leave the building by the nearest exit.
10. Report to the Assembly Point, contact your Westpoint Representative and carry out a register to
11. Check that everyone has been evacuated.

In the event of system failure, the person discovering fire should notify the Emergency Control Manager and shout: **PLEASE LEAVE IMMEDIATELY BY THE NEAREST EXIT POINT**

### **In the Event of a Terror Threat or Attack:**

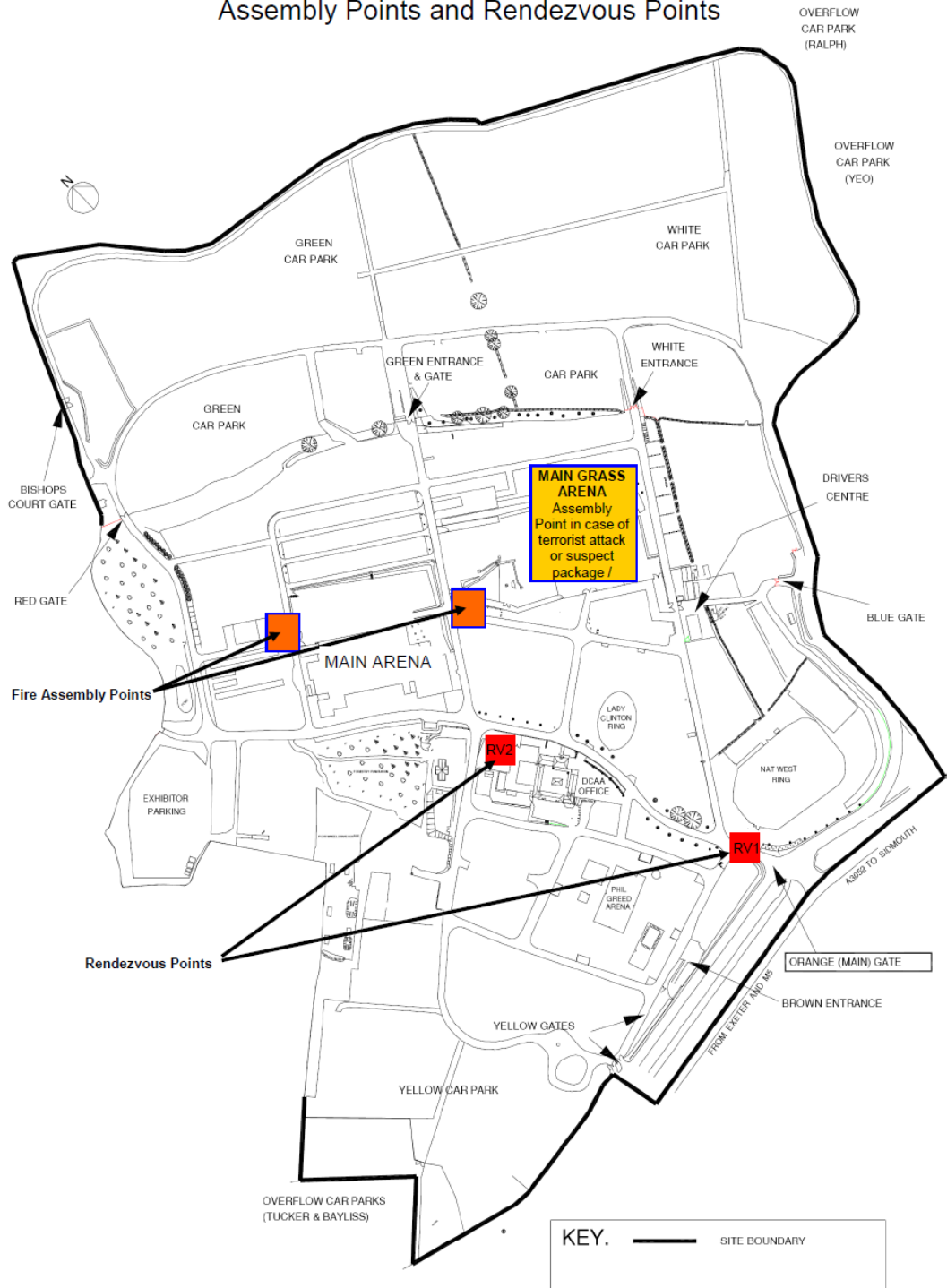
The above procedure for fire will be followed with the ADDITIONAL precaution that:


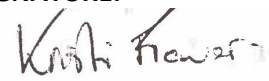
The assembly points will be positioned an additional 100 metres away from the buildings and car parks.

The Code word to be announced as a warning will be "CODE BLUE"

# SHOWGROUND PLAN

## Assembly Points and Rendezvous Points



<b>ASSESSOR (LINE MANAGER)</b>	<b>UCAS RISK ASSESSMENT 2019</b>  <b>Higher Education Exhibition at WestPoint Exeter</b>	<b>ORIGINATOR &amp; MONITORED BY THE H&amp;SE ADVISER (Jovita Milanes)</b>  
<b>NAME:</b> David Hale		
<b>SIGNATURE:</b>		
<b>DATE:</b> 08 February 2019		
<b>NAME OF STAFF:</b> Kristi Flower		
<b>SIGNATURE:</b> 		
<b>DATE:</b> 08 February 2019		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Over-crowding of event hall / stand	Public and exhibitors	2	3	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 floor managers and organisers.</li> <li>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.</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> </ul>	4	2	4

					<ul style="list-style-type: none"> <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, becomes 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>			
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	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 staff will use designated smoking areas. Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venue have to record the results of a fire drill as part of fire safety and evacuation planning.</li> </ul>	2	2	4
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	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 staff, 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> </ul>	2	2	4

					<ul style="list-style-type: none"> <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 fire safety and evacuation planning)</li> </ul>			
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>• Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored 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 event staff.</li> <li>• Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> <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>	<b>1</b>	<b>2</b>	<b>2</b>

Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	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 to section off the work area 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>	2	3	6
Stands falling over	Public and exhibitors	3	2	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 at least one month before the event.</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 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>	2	2	4
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	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>	2	3	6
Lifting equipment (FLT, cranes etc) Power tools and heat sources	Contractors	3	3	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>	2	3	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	2	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 concession 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>	1	2	2

Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	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>	2	2	4
Electricity: connections, and power to stands etc.	Exhibitors	3	3	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> </ul>	2	2	4

					<ul style="list-style-type: none"> <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>			
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	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>	2	3	6
Traffic management	Visitors and exhibitors	2	2	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> </ul>	1	2	2



Manual handling	Exhibitors and event staff	<b>3</b>	<b>3</b>	<b>9</b>	<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 event staff 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>	<b>2</b>	<b>3</b>	<b>6</b>
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>3</b>	<b>3</b>	<b>9</b>	<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 in 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, refreshment 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 enforce 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 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>	<b>2</b>	<b>2</b>	<b>4</b>
Alcohol / substance abuse	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before the 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> </ul>	<b>2</b>	<b>1</b>	<b>2</b>

					<ul style="list-style-type: none"> <li>First aid staff to manage any injury as a result of alcohol/substance abuse.</li> </ul>			
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, event staff	<b>3</b>	<b>3</b>	<b>9</b>	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care:</p> <ul style="list-style-type: none"> <li>- risk assessment requirements briefed to staff</li> <li>- PPE as identified in risk assessment</li> </ul> <p>b) Chemicals – COSHH risk assessment requirements briefed to staff:</p> <ul style="list-style-type: none"> <li>- MSDS and product guidance available.</li> <li>- Staff competence and supervision.</li> <li>- Waste storage, collection and disposal system in place.</li> </ul> <p>c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site.</p> <p>d) Venue specific details of risk and health and safety should be included within each event briefing.</p>	<b>2</b>	<b>2</b>	<b>4</b>
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>3</b>	<b>3</b>	<b>9</b>	<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 staff 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> <li>Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>
Hanging banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>3</b>	<b>6</b>	<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> <li>Separate risk assessment and method statement.</li> <li>Pockets on banners are to be stitched or vinyl welded only.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>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 on-site team and notify if any changes occur.</li> <li>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</li> <li>Staff, event staff, 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, event staff, exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security.</li> <li>If bomb threat, venue and UCAS to follow venue's emergency procedures.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'.</li> <li>Separate 'additional' risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>
Standard shell scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Shell scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employees.</li> <li>Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>
Stand electrics	Exhibitors, contractors, visitors, venue staff,	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>Stand &amp; AV electrics to be installed and uninstalled by trained Havills staff only.</li> <li>Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

	organiser staff, event staff							
Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> <li>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.</li> </ul>	2	2	4
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> <li>Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area.</li> <li>Onsite registration area to be monitored by UCAS staff and event staff assigned to registration area.</li> <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>	2	2	4

Venue/Exhibitor Specific Risks at Exeter								
ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> <li>Review of the security and stewarding costing if intelligence of a threat is shared. Extra security may be employed if possible; if not a member of the security team will be moved to the main entrance to monitor all entry to the vicinity.</li> <li>Provision for SIA trained security to be implementing bag searches.</li> <li>Point of contact with the venue event manager for further information. Local police service to liaise directly with venue and in the event of a threat, the police's recommendations would be followed.</li> </ul>	2	3	6

					<ul style="list-style-type: none"> <li>• A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates.</li> <li>• Information of situation will remain between only necessary members of staff to reduce panic.</li> <li>• Event stopped if the threat is at a critical point.</li> </ul>			
Interactive zone	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	2	4	<ul style="list-style-type: none"> <li>• UCAS staff and event staff assigned to the area to monitor visitor flow and ask visitors to move if needed.</li> <li>• All electronic appliances brought to site will bear a valid PAT test certificate.</li> <li>• Any pens/pencils to be used in the area to be non-toxic.</li> </ul>	1	2	2
Wireless Headphones	Visitors, organiser staff, event ambassadors	2	2	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 before each event season and monitored for the duration.</li> </ul>	1	2	2
Room temperature	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	1	1	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 08:00 each morning; allowing adequate time for the hall to heat up before the event opens. 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>			

Special requirements	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> <li>Heaters above pods/inflatables and any banners will be isolated prior to erection.</li> </ul>	2	2	4
Appendix	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors				<ul style="list-style-type: none"> <li>Inflatable pods. (Assemble stationary &amp; disassemble) and Seminar rooms and 360 dome is available in a separate risk assessment. Available via event organiser and tech team upon request.</li> <li>During event opening hours Armasec shall provide security and traffic control. They are on site working for UCAS on a third party basis and have own risk assessments. Available via event organiser upon request.</li> <li>When considering the possibility of bad weather and should we experience the disruption of snowfall during the event, WestPoint have a bank of salt onsite, as well as the use of a scrapper to clear the roads. If this doesn't clear, it would be a judgement call to which UCAS and the venue would liaise to decide this as part of a contingency for having to close the show. As we are unable to always pre-empt that the weather may worsen, these plans may alter depending on the situation and what we are faced with.</li> </ul>			

**KEY TO RISKS: Likelihood x Impact = Initial Risk; and Risk Control Measures = Residual Risk**

**Likelihood**

**Impact**

Level	Descriptor	Guidance	Level	Descriptor	Guidance
1	Remote	Less than 10% chance	1	Minor	Minor injury or medical issue; little threat to safety; personal inconvenience.
2	Possible	10-50% chance	2	Moderate	Injury or medical issue requiring local support; feeling unsafe; personally disruptive.
3	Likely	Greater than 50% chance	3	Significant	Injury requiring hospitalisation; loss/theft of possessions; safety threatened.
4	Almost certain	Greater than 90% chance	4	Severe	Trauma, life-threatening injury or loss of life.