

UCAS higher education exhibitions

Visitor information pack

Venue address Main University Building
Bangor University
College Road
Bangor
LL57 2DG

Event date Thursday 11 April 10:00 – 13:00

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A

Accidents and near misses

If you are involved in an accident or near miss during the exhibition, please inform event staff at the registration desk in the foyer, or a member of the security team in the Main University Building Security Lodge. A staff member will help you complete the university accident and incident form. The completed form must be given to event staff at the registration desk, who will make a copy for you.

Arrivals

Prichard Jones and Powis Halls are located inside the Main University Building. When you arrive at the university, please go into the Main University Building through the main entrance, turn left and go past reception. The entrance to Prichard Jones Hall is on your left. Entrance to Powis Hall is along the corridor, down the right-hand side of Prichard Jones Hall. **Visitors must have their tickets scanned outside Prichard Jones Hall before entering the exhibition.**

C

Cars

Parking for cars will be free of charge and staff will be on hand to direct you to the designated car park.

There is a Civil Parking Notice system in place in the university car parks. Please make sure that you display the parking permit in your car, otherwise you may be fined.

Accessibility – there is a ramp to the Main University building entrance that has a slight incline. Accessible parking is available at the bottom of this ramp. If you would like to visit other areas of the building during the event, please ask event staff for assistance.

Cash machines

The nearest cash machine to the exhibition is situated in the Santander branch in the Main University Library, which is across the outer quad from Prichard Jones Hall. Please ask event staff or event ambassadors for directions.

Catering

Complimentary tea and coffee will be available in the Exhibitor Lounge for exhibitors and teachers only. The Exhibitor Lounge is located in the main foyer and will be open for the duration of the exhibition.

Visitors can purchase refreshments and snacks from Café Teras which is located adjacent to the terrace on the ground floor of the Main University Building – please ask event staff or event ambassadors for directions. For information on other catering outlets near the exhibition, see www.bangor.ac.uk/commercial-services/places-to-eat-and-drink.php.en or ask event staff or event ambassadors.

Coaches

If you are travelling to the exhibition by coach, due to the one-way system by the Main University Building, you are asked to take a specific route. Please approach the university from Holyhead Road in Upper Bangor and follow signs for the university down College Road towards the Main University Building. As the road becomes two-way, staff will be on hand to direct coaches to park on College Road, opposite the Main University Building, for students to disembark.

Please note, we are unable to provide parking for coaches during the event.

D

Directions

Prichard Jones and Powis Halls
Main University Building
Bangor University
College Road
Bangor
Gwynedd
LL57 2DG

Directions and maps can be found at www.bangor.ac.uk/tour/location.php.en.

By road

From the A55 Westbound (cars and mini buses only):

Come into Bangor using the A55 expressway westbound. Leave the A55 at junction 11, at the roundabout take the 3rd exit onto the A5, signposted 'Bangor'. Follow the A5 into Bangor and go straight over the next four roundabouts. At the mini-roundabout by M&S, take the third exit up Love Lane. At the junction at the top of Love Lane, turn left, signposted 'The University', and then as the road bears to the right, turn left onto College Road. Drive past the red brick Music building (65 on campus map) and the Main University Building (51 on campus map) on your left.

From the A5 (cars and mini buses only):

Follow the A5 towards Bangor. Approximately three miles after leaving Bethesda, take the 2nd exit on the next two roundabouts onto the A5, signposted 'Bangor', and follow the instructions above.

From the A487:

Follow the A487 out of Caernarfon and over the Felinheli bypass. At the end of the bypass, take the 2nd exit on the roundabout onto the A487, signposted 'Bangor'. Follow the A487 taking the 3rd exit on the first roundabout and the 2nd exit on the next. At the roundabout by the Menai Suspension Bridge, take the 3rd exit onto the A5 (Holyhead Road), signposted 'Bangor'. Follow this road towards Upper Bangor, going straight over another roundabout. As you enter Upper Bangor, follow signs for the university, turning left onto College Road. Just after the road becomes two-way, the first building on the right is the Main University Building (51 on map).

By train

Bangor railway station is a ten-minute walk from the university and the Main University Building (51 on campus map). Leave the station and turn left, walk up the hill on Holyhead Road. Follow the road straight over the mini roundabout, past Morrisons on your right, and take the right turn after the Belle Vue pub onto College Road. Walk down College Road and the Main University Building will be on your right. Taxis park at the back of the ticket office at the station and it should take no more than a couple of minutes to get to the university by car.

See the National Rail website www.nationalrail.co.uk for frequent train services to Bangor station, or ring National Rail Enquiries on 03457 48 49 50.

For all coach information, please see Coaches.

E**Emergency procedures**

In an emergency, or if you hear the fire alarm, please make your way out of the building via the nearest emergency exit and follow the instructions of university staff. The assembly point for the Main University Building is the front Main University Building car park.

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 first aid during the exhibition, please inform event staff at the registration desk in the foyer. They will be able to contact the security team in the Main University Building Security Lodge – 01248 382 795/333 (internal phone) for assistance.

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

WiFi access is available at the exhibition free of charge. If you require internet access during the exhibition, please connect using The Cloud network. No password or username is required.

L

Lost property

Lost property should be given to an event ambassador or event staff at the registration desk in the foyer. A visitor who loses property should also inform event staff at the registration desk.

O

Organisers

Should you wish to speak to the organiser, please go to the registration desk in the foyer. If you require general assistance, please ask event staff or event ambassadors.

P

Parking

Parking for cars and minibuses will be free of charge, and staff will be on hand to direct you to the designated car park. **We are unable to provide parking for coaches during the event.**

There is a Civil Parking Notice system in place in the university car parks. Please make sure that you display the parking permit in your car, otherwise you may be fined.

Accessibility – there is a ramp to the Main University building entrance that has a slight incline. Accessible parking is available at the bottom of this ramp.

For all coach information, please see Coaches.

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 are on site 24 hours a day and can be found in the Main University Building Security Lodge next to reception. Please ring the bell for assistance.

Seminars

We will be running seminars throughout the exhibition on a first-come, first-served basis. The seminars will take place in lecture theatres on the ground and first floor of the Main University Building. Event staff and event ambassadors will be on hand to direct you to the seminars and announcements will be made five – ten minutes before the seminars are due to start.

We will be running the following seminars:

- **Applying to university through UCAS**
- **Choosing a university or course**

- **Exploring post-18 options**
- **Information about the Coleg Cymraeg Cenedlaethol opportunities at university** (this seminar will be through the medium of Welsh)
- **Student finance**
- **Student life**
- **Studying at Oxford or Cambridge**
- **Studying medicine or dentistry**

Seminars will last no longer than 20 minutes.

Smoking

University policy states that nobody is permitted to smoke within five metres of any building, window, or doorway on university grounds (this policy also applies to e-cigarettes). The designated smoking area for the Main University Building is below the archway leading to the Main Quad.



TO WHOM IT MAY CONCERN

2nd July 2018

Dear Sir/Madam

BANGOR UNIVERSITY 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/026
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.	UM026/95
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£50,000,000 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

U.M. Association Ltd (registered in England & Wales, no. 2731799) is the Appointed Representative (FCA firm reference no. 417036) of Hasilwood Management Services Ltd (registered in England & Wales, no. 9293393) which is authorised and regulated by the Financial Conduct Authority (FCA firm reference no. 665752). Hasilwood Management Services Ltd is a wholly owned subsidiary of U.M. Association Ltd. The registered address of both companies is 5 St Helen's Place, London, EC3A 6AB. Hasilwood Management Services Ltd VAT Registration Number: 212249835.



FIRE AND EMERGENCY PROCEDURES

GENERAL FIRE SAFETY INFORMATION

The Main University Building is fitted with a fire alarm system which will automatically operate electronic sounders if activated through smoke or flame. It can also be activated by manual Call Points.

Upon activation of the Fire Alarm the Event Organisers are responsible for supervising and facilitating the immediate and safe evacuation of event personnel.

NOTE: The Prichard Jones Hall is fitted with a 'beam detector' - balloons and smoke are not allowed as they will activate the Fire Alarm.

IF YOU START OR DISCOVER A FIRE OR SEE SMOKE

- Operate the nearest Call Point.
- Evacuate the building by the nearest Fire Exit directing others as appropriate.
- Proceed to the Assembly Point.
- If you know of the cause of the Fire Alarm, make yourself known to Security Staff immediately.

IF YOU HEAR AN ALARM

- Evacuate the building by the nearest Fire Exit directing others as appropriate.
- Proceed to the Assembly Point.

ASSEMBLY POINT

- Main University Building Car Park.

EMERGENCY CONTACT NUMBER

- Call **01248 382795** for University Security Officers.

IF YOU CANNOT EVACUATE VIA THE STAIRS (SEE OVER)

GENERAL HEALTH AND SAFETY INFORMATION

All Fire Doors and corridors must be kept free of obstructions and clear gangways established for speedy access to Fire Doors / Fire Exit Routes.

There is a Policy of no smoking within 5 metres of any building. In addition, no naked lights or smoke are to be used/created within the building.


ADVICE FOR VISITORS UNABLE TO USE THE STAIRS IN AN EVACUATION

The following provides general information for any person who cannot evacuate via the stairs.

NOTE: It is important that if the alarm sounds, University staff note the visitor's location, informing University Security on ext **333** immediately.

if the alarm sounds:

1. ALWAYS EVACUATE IF POSSIBLE.
2. **NEVER USE A PASSENGER LIFT.**
3. STAY ON THE FLOOR (SOMEONE CAN WAIT WITH YOU).
4. PROCEED TO THE FLOOR'S SAFE REFUGE POINT AS DETAILED BELOW.


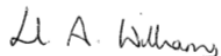
BUILDING	FLOOR	REFUGE POINT LOCATION
MAIN UNIVERSITY BUILDING, LECTURE ROOMS	1 ST FLOOR	<p>BY THE LIFT <u>AND</u> IN THE STAIRWELL AT THE OPPOSITE END OF THE CORRIDOR</p> <div></div> <p>TO THE LIFT</p>

5. OPERATE THE REFUGE POINT TO COMMUNICATE WITH UNIVERSITY SECURITY STAFF.
6. SECURITY STAFF WILL CONTACT OTHERS IMMEDIATELY AS NECESSARY.
7. WAIT AT THE REFUGE POINT FOR THE ARRIVAL OF SECURITY OR THE FIRE & RESCUE SERVICE.
8. THE REFUGE POINT WILL ACT AS AN INTERCOM SO YOU CAN TALK TO SECURITY STAFF.
9. CO-OPERATE WITH ALL INSTRUCTIONS GIVEN BY SECURITY AND THE EMERGENCY SERVICES.

DO NOT PANIC:

- The majority of alarms are false activations.

- If required, the Fire & Rescue Service will be on-site promptly to take action.

ASSESSOR (LINE MANAGER)	UCAS RISK ASSESSMENT 2019	North West Wales UCAS Exhibition Bangor University 10-11 April 2019
NAME: Amanda Smith		
SIGNATURE: 		
DATE: 01/02/19		
NAME OF STAFF: Llinos Williams		
SIGNATURE: 		
DATE: 01/02/19		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk

Over-crowding of event hall / stand	Public and exhibitors	2	3	6	<ul style="list-style-type: none"> ▪ The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding. ▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. ▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. ▪ Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. ▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ Organisers to monitor the exhibition area. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. ▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows. 	2	2	4
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	4	12	<ul style="list-style-type: none"> ▪ Fire exits to be kept clear of obstructions. ▪ Fire extinguishers to be available in the venue. ▪ Ensure all waste is collected and stored correctly. ▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area. ▪ Exhibitors will use designated smoking areas. 	2	4	8

Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> ▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. ▪ Organisers and venue to ensure the current number of exits from the venue are adequate. ▪ Floor plan submitted to venue in advance of the event for approval. ▪ Evacuation plan to be known by organisers and communicated to event ambassadors, exhibitors and contractors. ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. ▪ Ensure all gangways and emergency exits are kept clear. ▪ All emergency exits maintained and kept clear for the duration of the event. ▪ Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. ▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible. <p>If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</p>	2	3	6
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Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event ambassadors. Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. Organisers and exhibitors to ensure personal belongings are stored away appropriately. Organisers and exhibitors to ensure all other waste is stored and removed safely. Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin. 	2	3	6
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> Maximum height build of 4m. All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn. 	1	3	3

Stands falling over	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> ▪ All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. ▪ Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. ▪ Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand. 	1	2	2
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	3	3	9	<ul style="list-style-type: none"> ▪ Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. ▪ Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. ▪ Appropriate signage and warning lights used, where necessary. 	1	3	3
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	2	6	<ul style="list-style-type: none"> ▪ All catering facilities and staffing provided by venue, and therefore at the control of venue. ▪ Reputable and known concessions units only. ▪ Hygiene regulations to be followed rigidly. ▪ Catering company to employ suitable and trained staff. ▪ Catering staff to ensure all spills are cleaned immediately. 	2	2	4

Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	6	<ul style="list-style-type: none"> ▪ Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate. ▪ Only experienced, reliable and approved contractors used. ▪ Organiser to be informed of any particular hazards arising prior to, and during the exhibition. ▪ Basic checks made on contractor and exhibitor risk assessments. ▪ Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. ▪ Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so. ▪ Estimated staffing number of contractors is two. ▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. ▪ Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. ▪ No helium balloons allowed in the venue. 	2	2	4
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Electricity: connections, and power to stands etc.	Exhibitors	3	3	9	<ul style="list-style-type: none"> ▪ Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. ▪ The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. ▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. ▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. ▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. ▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. ▪ Only experienced, reliable and approved contractors used. ▪ All orders for electricity must be placed before the deadline, where applicable. 	1	3	3
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Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> At least two hours set-up period for exhibitors, and longer for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required. 	2	3	6
Car parking during exhibition	Visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic marshals used to control flow of traffic on-site Venue contact details to be made available in advance, along with parking permits, if applicable. Traffic marshals in place in car park / unloading areas. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'. 	1	2	2

Manual handling	Exhibitors and event ambassadors	3	3	9	<ul style="list-style-type: none"> Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and student helper packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. 	2	3	6
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> Visitors to access venue through front main entrance during event. All relevant information will be put in the exhibition guide. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshments areas. All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. Organisers and stewards to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. Security marshals in place to monitor flows of traffic and pedestrians in the venue. 	2	2	4

Seminar rooms	Visitors and speakers	2	1	2	<ul style="list-style-type: none"> Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres. All cables must be securely fastened away to avoid trip hazards. Loud speaker stands must not protrude into gangways. Noise levels must be kept at a reasonable level. Seating to have clear, unobstructed aisle/s. 	1	1	1
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	1	2	<ul style="list-style-type: none"> No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. Venue will be responsible for relevant checks, if necessary. If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified. Any offenders will be asked to leave the event. 	1	1	1

<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <p>a) PPE b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height emergency procedures</p>	<p>Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>b) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision</p> <p>c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</p> <p>d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</p>	<p>2</p>	<p>3</p>	<p>6</p>
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					<p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health & safety and emergency procedures.</p> <ul style="list-style-type: none"> Audible and visible alarms and warnings suitable for danger and regularly tested. 			
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. Ensure that the first aid point is known to exhibitors and event ambassadors, and featured on the floor plan in the Exhibition Guide. Organisers to ensure first aid post is staffed by qualified persons. 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. Room temperature to be monitored throughout the event to maintain appropriate levels. 	2	3	6

Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Event ambassadors (Approx 1000+)	4	4	16	<ul style="list-style-type: none"> ▪ 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. ▪ 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. ▪ Staff, Event ambassadors and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. ▪ UCAS event organiser to alert UCAS incident management team ▪ Staff, Event ambassadors, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. 	1	4	4
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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.

Visitor parking permit

North West Wales UCAS HE exhibition 2019

Valid for parking at:
Bangor University

Date valid: Thursday 11th April

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.