



UCAS higher education exhibitions

Visitor information pack

Venue address Utilita Arena
Arena Way
Newcastle Upon Tyne
NE4 7NA

Event date 30 April 2019

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Accidents and near misses

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

Arrivals

On arrival, please head to the main entrance of the Arena – you will see our UCAS flags. Please have your ticket ready for inspection. If you do not have a ticket, please report to the registration desk, inside the foyer.

Your exhibition ticket is personal to you, and should not be passed on to other group members, as this could 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.

NB: No large bags or backpacks will be permitted into the venue. There is no storage or cloakroom available, so please make alternative arrangements. All bags must be smaller than 40cm x 35cm x 19cm, which is approximately A3 size.

Utilita Arena will be operating walk-through metal detectors, which all visitors will go through before entering the venue. Full details of the security measures and restricted items list can be found on the [Utilita Arena website](#).



C

Cars

Visitor parking is available on-site. On arrival, cars should head towards the rear of the building, and park where directed by traffic marshals.

The venue car park operates automatic number plate recognition. Therefore, anyone parking on-site must notify us of their vehicle registration to enable free parking. This can be emailed to k.blindell@ucas.ac.uk.

Car parking for disabled visitors

Please follow the directions of the traffic staff to the disabled spaces. If you require one of these spaces, please inform the organiser, at k.blindell@ucas.ac.uk, so a space can be reserved for you. These are for blue badge holders only, and available at no charge. Please note, the badge holder must be present in the vehicle.

Cash machines

There are cash machines available on-site, but these do have a charge.

Catering

There will be refreshments available for visitors to purchase, in the foyer area of the arena.

Coaches

If you are travelling by coach, there is a designated drop-off and pick-up area, located at the side of the venue. Once students are dropped off, coaches will be able to park on-site, and should return to the drop-off point once they are ready to pick up students.

The venue car park operates automatic number plate recognition. Therefore, anyone parking on-site must notify us of their vehicle registration to enable free parking. This can be emailed to k.blindell@ucas.ac.uk.

Coach passes will be sent to the group leader at least a week before the exhibition. These **must** include the coach vehicle registration, and must be printed before arriving. All coach passes will be retrieved by the traffic marshals when you arrive.

D

Directions

Car

Utilita Arena is only three minutes from the A1 North – South route. Take the A184 signposted 'City Centre', then follow the A189 over the Redheugh Bridge. When in the vicinity of the arena, follow the signs to the appropriate car parks.

Public transport

Many local bus services, Tyne & Wear Metro, and rail services stop at Central Station, which is about a five-minute walk from the arena. Buses from Hexham, Stanley, Consett, and many parts of Gateshead and Newcastle, all stop at Central Station.

Eldon Square and Haymarket bus stations are about a ten-minute walk from Utilita Arena.

Public transport information can be found at www.nexus.org.uk or by calling Traveline on 0871 200 2233.

E

Emergency procedures

In the event of an evacuation, please follow the arena stewards' instructions. If you're in the main hall, you will hear an announcement requesting that you leave the building. If you are in the foyer or backstage, you will hear an alarm.

If there is an evacuation of the building, please leave by the nearest exit.

If it is a fire evacuation, do not run or collect your personal belongings, and go to the nearest fire assembly point.

If it is a bomb threat evacuation, do not run, but unlike a fire evacuation, collect your personal belongings and take them with you.

Event staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be easily 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 go to the first aid room, in the foyer next to the entrance.

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

Internet will not be available.

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, they will be passed to venue personnel, and retained for six months. If, after six months, no claim has been made, venue staff will consider the property to be abandoned, and have the rights to offer it for sale.

O

Organisers

The organiser's office is at the rear of the exhibition. It is signposted with a large flag, and event staff can direct you.

P

Parking

Parking on-site is free for cars, coaches, and mini-buses, but you must provide UCAS with your vehicle registration number. For further information, please see the cars' and coaches' sections.

R

Risk assessment

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

S

Security

Security is provided for the show on 30 April 2019.

Please see [Utilita Arena website](#) for full details of security measures.

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 rooms in the foyer. A seminar programme can be found on the [event web page](#).

Smoking

Utilita Arena operates a strict no smoking policy in the venue, and we ask for your full cooperation in ensuring this is complied with. A dedicated smoking area is located outside, at the front of the Arena. Electronic cigarettes are not permitted for use in the venue.

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITIES AND COLLEGES ADMISSION SERVICE AND ALL ITS SUBSIDIARY COMPANIES

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

EMPLOYERS' LIABILITY

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

PUBLIC AND PRODUCTS LIABILITY




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

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

Yours faithfully



Paul Cusition
For U.M. Association Limited

ASSESSOR (LINE MANAGER)	UCAS RISK ASSESSMENT 2019 Tyneside UCAS Higher Education Exhibition Utilita Arena Newcastle Upon Tyne	ORIGINATOR & MONITORED BY THE H&SE ADVISER (Jovita Milanes) 
NAME: David Hale		
SIGNATURE: 		
DATE:		
NAME OF STAFF: Kaylea Blindell		
SIGNATURE: 		
DATE: 15/03/2019		

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.

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 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, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas. ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of fire safety and evacuation planning) 	2	2	4

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. ▪ If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. <p>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)</p>	2	2	4
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 and equipment are appropriately stacked/stored 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. 	1	2	2

					<ul style="list-style-type: none"> ▪ 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. 			
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 to section off the work area 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. 	2	3	6
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. ▪ Stand contractor to sign off stand build on completion once satisfied that all stands are safe as per their risk assessment. ▪ Organising team to monitor structures with visual checks for the duration of the event. 	2	2	4
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> ▪ Special structure plans submitted and checked by the venue six weeks in advance of the event. ▪ Maximum height build of 4m. 	2	3	6
Lifting equipment	Contractors	3	3	9	<ul style="list-style-type: none"> ▪ Only the appointed qualified contractor supplied by venue or organiser to 	2	3	6

(FLT, cranes etc.) Power tools and heat sources					<ul style="list-style-type: none"> 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. 			
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. 	1	2	2
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 for tasks which are not covered by the standard Exhibitor Risk Assessment. ▪ Only experienced, reliable and approved contractors used. ▪ Organiser to be informed of any particular hazards arising prior to, and during the exhibition. ▪ Basic checks made on contractor and exhibitor risk assessments. ▪ Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. ▪ Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so and be able to show proof of training if requested. ▪ Estimated staffing number of contractors is two. ▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. ▪ Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. ▪ No helium balloons allowed in the venue unless prior written consent is obtained, and safe systems of work are put in place. 	2	2	4
Electricity: connections, and	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 	2	2	4

power to stands etc.					<p>by the organiser.</p> <ul style="list-style-type: none"> ▪ 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. 			
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, with any additional access time to be allowed only with pre-approval from the organiser before the build-up day. ▪ Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. ▪ No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. ▪ All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. ▪ Badges/wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. ▪ Organisers to control access into areas where major lifting and construction is taking place. ▪ Security to wear PPE only if indicated by the organiser and assist floor managers in PPE policy if required. 	2	3	6

Traffic management	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 within the exhibitor manual on www.ucas.com/exhibitions ▪ Traffic marshals used to control flow of traffic on-site ▪ Venue contact details to be made available in advance, along with parking permits, if applicable. ▪ Traffic marshals in place in car park / unloading areas. ▪ Care to be taken when driving to and from the venue. ▪ Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'. 	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 event ambassadors 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 on the floor plan – including first aid, catering, etc. ▪ Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshments areas. ▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. ▪ Organisers and stewards to monitor disabled guests for ease of movement around the venue. ▪ Organisers to ensure there is disabled access/egress to the venue. ▪ All height limits will be strictly enforced to enable clear view of signs and banners. ▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. ▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. ▪ Security marshals in place to monitor flows of traffic and pedestrians in 	2	2	4

					the venue.			
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	2	4	<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. ▪ First aid staff to manage any injury as a result of alcohol/substance abuse. 	2	1	2
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 ambassadors	3	3	9	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> a) PPE training on all types of PPE, and on skin care: <ul style="list-style-type: none"> risk assessment requirements briefed to staff PPE as identified in risk assessment b) Chemicals - COSHH risk assessment requirements briefed to staff. <ul style="list-style-type: none"> MSDS and product guidance available staff competence and supervision. waste storage, collection and disposal system in place c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site. d) Venue specific details of risk and health and safety should be included within each event briefing. 	2	2	4
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. ▪ UCAS organising staff to be first aid trained. ▪ If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS. ▪ Room temperature to be monitored throughout the event to maintain appropriate levels. 	2	3	6
Emergency situation to	Exhibitors, contractors, visitors, venue	3	4	12	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	2	3	6

include fire, medical and bomb threat	staff, organiser staff, event ambassadors				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. <ul style="list-style-type: none"> ▪ 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 organiser’s office or venue security. ▪ If bomb threat, venue and UCAS to follow venue’s emergency procedures 			
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a ‘non-conventional stand’ <ul style="list-style-type: none"> ▪ Separate “additional” risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected 	2	3	6
Standard Shell Scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	2	3	6	Shell Scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employee <ul style="list-style-type: none"> ▪ Separate risk assessment and method statement – Completed and sent to venue by Formula prior to event. 	2	2	4
Stand Electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	Stand & AV electrics to be installed and uninstalled by trained Havills staff only <ul style="list-style-type: none"> ▪ Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event. 	2	2	4
Complex	Exhibitors,	2	3	6	All Complex Structures to be put through approvals staging. All plans must be	2	2	4

structures	contractors, visitors, venue staff, organiser staff, event ambassadors				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.			
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. <ul style="list-style-type: none"> ▪ Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation. ▪ Area to be monitored by UCAS staff assigned to registration area. 	2	2	4

Venue/Exhibitor Specific Risks at TYNESIDE								
ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> ▪ 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 ▪ Provision for SIA trained security to be implementing bag searches ▪ 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 ▪ A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates. ▪ Information of situation will remain between only necessary members of staff to reduce panic ▪ Event stopped if the threat is at a critical point 	2	3	6
Seminar rooms	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> ▪ Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres. ▪ All emergency exits are to have illuminated emergency exit signs above the door. ▪ All cables must be securely fastened away to avoid trip hazards. ▪ Loud speaker stands must not protrude into gangways. ▪ Noise levels must be kept at a reasonable level. 	2	2	4
Wireless Headphones	Visitors, organiser staff, event ambassadors	2	2	4	<ul style="list-style-type: none"> ▪ Visitors to be briefed on the use of "silent seminar" headphones and how to control volume ▪ Headphones tested and charged before each event season and monitored for the duration. 	1	2	2
Interactive zone / graffiti wall	Exhibitors, contractors,	3	3	9	<ul style="list-style-type: none"> ▪ UCAS staff and event staff assigned to the area to monitor visitor flow and ask visitors to move if needed. All exits to be monitored and kept clear. 	2	3	6

<ul style="list-style-type: none"> • Congestion • Blocking of exits • Wall falling over 	visitors, venue staff, organiser staff, event ambassadors				<ul style="list-style-type: none"> ▪ Any pens/pencils to be used in the area to be non-toxic. All pens/pencils to be kept with event staff to avoid being left on the floor. ▪ Graffiti wall to be secured against a shell scheme panel, to be built by qualified contractors. ▪ Event staff to monitor and prevent students from sitting or leaning on the wall. Visitors to be directed to venue tiered seating. 			
Hanging banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> ▪ To be erected by qualified and competent riggers and signed off by qualified person. ▪ "Working at height" control measures implemented as per above. ▪ Separate risk assessment and method statement. ▪ Pockets on banners are to be stitched or vinyl welded only. 	2	2	4
UCAS Dome (Assemble stationary & disassemble)	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	4	8	<p>Structure to be assembled, disassembled & signed off by trained staff only</p> <ul style="list-style-type: none"> ▪ Separate risk assessment and method statement – completed and sent to venue by organiser 	2	2	4
Access into venue	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	2	6	<ul style="list-style-type: none"> ▪ No large bags or back packs at all will be permitted into the venue. A list of prohibited items will be made available on the Utilita Arena website and communicated pre-event. ▪ All visitors and exhibitor to enter through the metal detectors. ▪ No bottles allowed into venue. ▪ Communications to go out to all visitors with restrictions. ▪ Exhibitors/contractors to wear exhibitor lanyards and wristbands through duration of exhibition build up/breakdown. 	2	2	4