

UCAS higher education exhibitions

Exhibitor manual

Address University of Winchester
Sparkford Road
Winchester
Hampshire
SO22 4NR

Date Thursday 2 May 2019

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A

Accidents and near misses

Please make your way to the First Aid tent next to the marquee or ask a member of event staff for assistance. Please also ensure that any accidents are reported to the Event Organiser.

We have a First Aid room in the King Alfred Centre.

Accommodation

On campus guest rooms (5 available) - to book please call: 01962 827322

The Westgate (SO23 8TP) 0.6 miles from University

Hotel Du Vin (SO23 9EF) 0.7 miles from University

Winchester Royal Hotel (SO23 8BS) 0.8 miles from University

Mercure Winchester Wessex (SO23 9LQ) 1 mile from University

The Winchester Hotel (SO23 7AB) 1.2 miles from University

Premier Inn Winchester (SO23 7RT) 1.8 miles from University

This is a general list provided for information only, and is not to be treated as a recommendation from UCAS or the University of Winchester. For more details on accommodation in and around Winchester please visit: <http://www.visitwinchester.co.uk/where-to-stay>

Arrival

The event is taking place in a marquee on The Dytch and the Sports Hall, King Alfred Quarter.

When you arrive please head to the Main Car Park (situated adjacent to the Dytch) to park and unload. (Please see Appendix C for campus map.)

If you are arriving by train or other forms of public transport please make your way to Main Reception (please see Appendix C) where someone can direct you to the marquee. The train station is a 10 minute walk away or a short taxi ride, there is a taxi rank outside platform 2.

B

Build-up and breakdown

Build-up times:

Wednesday 1 May 16:00 – 18:00

Thursday 2 May 07:30 – 09:15

Break-down times:

Thursday 2 May 15:00 – 16:00

Please note, stands must not be dismantled until an announcement has been made that the venue is clear of visitors. Anyone breaking down their stand before the announcement will be reported to UCAS.

Business centre

Please visit the Organisers' Office in Stripe Studio 1 (located in The Stripe building).

C

Car parking

Parking is available on-site in our Main Car Park. This is located on Sparkford Road, SO22 4NR. There are a limited number of spaces, please try to car share where possible.

Cars must display a permit at all times when parking on campus. The parking permit can be found at the bottom of this document. Any cars parked on campus not displaying the permit will be ticketed.

Catering

In order to reduce plastic waste please bring your own water bottle where possible. These can be refilled using water fountains around campus, a map will be provided at your stand. We'll have some water available on request.

Catering will be available at the following outlets:

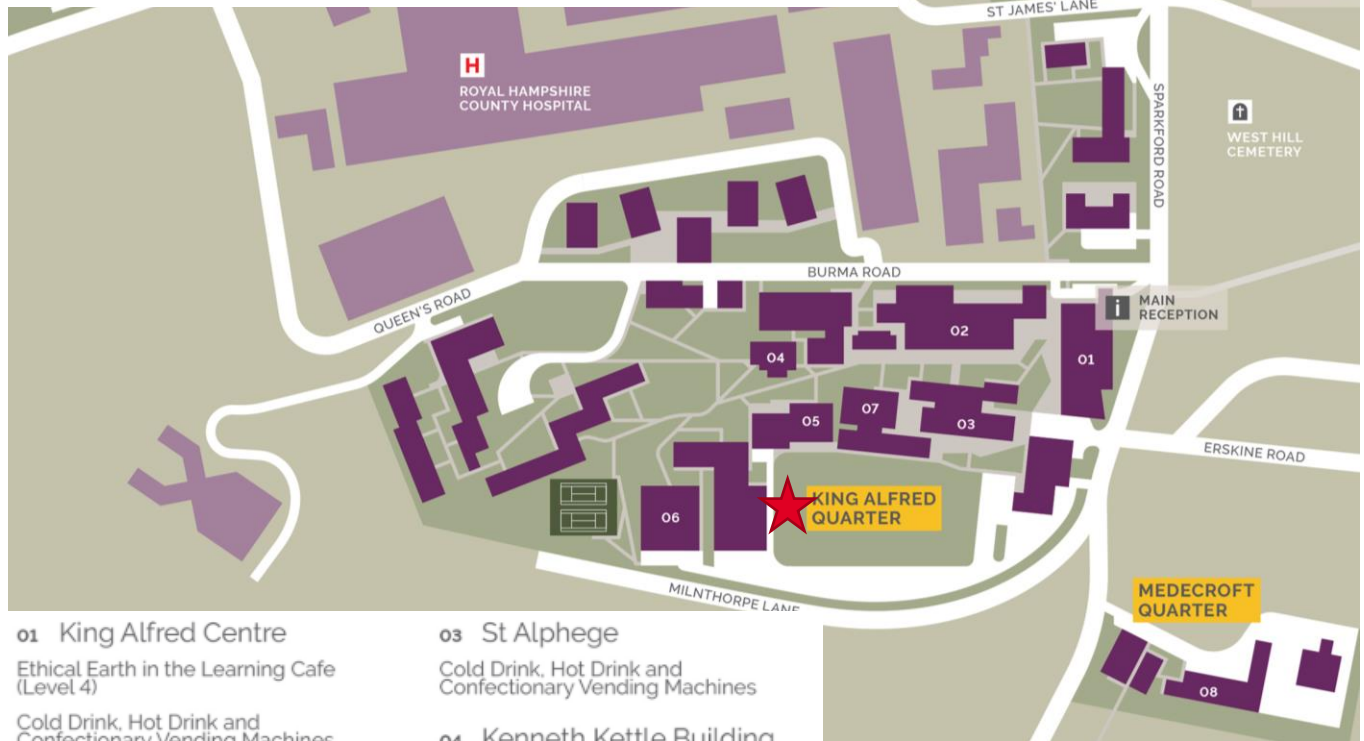
University Shop – Level 1 of the King Alfred Centre (sandwiches, drinks, snacks and confectionary).

Foodhall – Level 3 of the King Alfred Centre (hot meals, baguettes, sandwiches, salads and drinks).

Learning Café – Level 4 of the King Alfred Centre (paninis, sandwiches, wraps, hot and cold drinks).

Cyber Italia (Freshly made pizza, paninis, sandwiches wraps, toasties, hot and cold drinks).

FOOD ON CAMPUS OUTLETS AND VENDING MACHINE LOCATIONS



01 King Alfred Centre
Ethical Earth in the Learning Cafe (Level 4)
Cold Drink, Hot Drink and Confectionary Vending Machines
The Food Hall (Level 3)
Gourmet Burger Company (Level 2)

03 St Alphege
Cold Drink, Hot Drink and Confectionary Vending Machines

04 Kenneth Kettle Building
Cyber Italia
Cold Drink, Hot Drink and Confectionary Vending Machines

D

Deliveries

If you're arranging a delivery to the exhibition, please ensure that it is delivered on Wednesday 2 May between 8.30 and 16:30.

Deliveries should be addressed to:
Exhibitor Company/Institution Name
Exhibitor Contact Name
Stand Number
 The Post Room
 University of Winchester
 Sparkford Road
 Winchester
 Hampshire
 SO22 4NR

The University is not responsible for any deliveries not clearly addressed, or that arrives prior to the build-up day.

Please make sure you inform the staff manning your stand:

- Who your courier is
- What the contact details for your courier are
- What the delivery consists of

Please note: if using a delivery company, they are responsible for ensuring that your parcels are delivered safely to your stand, and that surplus materials are placed within the on-site storage area.

E

Electrical services and stand power

Electricity and stand power is available on request. Please contact the event organiser (emma.cleaver@winchester.ac.uk) as early as possible (and **no later than Friday 12 April.**)

All electrical equipment must be PAT tested prior to use on-site.

Emergency procedures

Please see attached fire evacuation document

We have 24 hour site security - they can be contacted on: 01962 827666

Exhibition stands and furniture

Stand sizes are limited to 2m x 1m, please ensure you do not exceed this stand size.

If you have requested a table and chairs at the point of booking, these will be provided.

If you require a table or chairs on the day please speak to one of our event ambassadors who will try to source these for you.

Event ambassadors

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, they will be happy to help with any queries you may have.

F

First aid

There will be a First Aider available throughout the event opening times and during break down/set up times, if you require First Aid please make a member of event staff aware. There will be a First Aid point located next to the marquee.

Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals or shoes, flip-flops, and flimsy footwear are not permitted.

H

Height restrictions

Stands should not exceed 2.4m in height.

I

Insurance

It is essential you take out adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc.

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

Internet

Eduroam is available on our campus.

For those exhibitors not on Eduroam, we can supply visitor log-ins on the day.

L

Lost property

All property found should be handed to the Organisers' Office, where it will be retained during the event or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after one month no claim in respect of that property has been made, the University of Winchester will add it to their own lost property scheme.

O

Organisers

The Organisers' Office is located in Stripe Studio 1. This is in the same building as the registration point.

P

Passages and gangways

Any means of ingress and egress, passageway, or gangway must remain free from obstruction, and be kept free from obstruction for the duration of the exhibition.

- a) No part of any stand or exhibit is permitted to encroach on a passageway or gangway, and no door, window, or other similar facility may open outwards to project beyond the perimeter of the stand.
- b) The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- c) Where an exhibition stand is not provided with a platform, the space shall be clearly defined, and the exhibits shall be arranged to maintain passageways and gangways of uniform width.

R

Recycling

Whilst on campus you can recycle a vast range of items, look out for the marked recycling bins.

Recycling bin – for paper, cardboard, glass bottles and jars, plastic bottles, plastic pots, tubs and trays, coffee cups, tetrapak, metal tins and cans, and aluminium foil. .



General waste bin - for everything else, including food (where there is no food waste bin), sweet wrappers, crisp packets, tissues, contaminated food containers, and any other plastics.

Liquids bins - look out for the **blue** Aquapod liquids bins dotted around campus. These are for tea and coffee dregs etc. Please empty your dregs into these bins first before putting your cups and bottles in the recycling.

Coffee cup recycling- these are available around campus and can be used for disposable coffee cups and lids.

Food waste bins – located in catering areas for your food waste including tea bags, banana skins, uneaten sandwich and pizza crusts.

Risk assessment

All exhibitors, by completing their booking to attend the event, have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please ensure you bring a copy of this with you to the event, and also email a copy to the organisers at events@ucas.ac.uk.

S

Scanner collection

Scanners can be collected in the marquee.

Security

24 hour security on site. Please call 01962 827666 if you have an urgent security matter.

If you're building your stand on Wednesday 1 May, The University of Winchester cannot be held responsible for any damage or loss of personal/valuable items left overnight. The marquee and Sports Hall will be on the patrol route, however it will not be continually monitored throughout the night.

Please do not leave any valuables in the marquee overnight as the marquee cannot be locked.

Smoking

The venue is a no smoking campus, please use designated smoking areas which can be found on the map in appendix A.

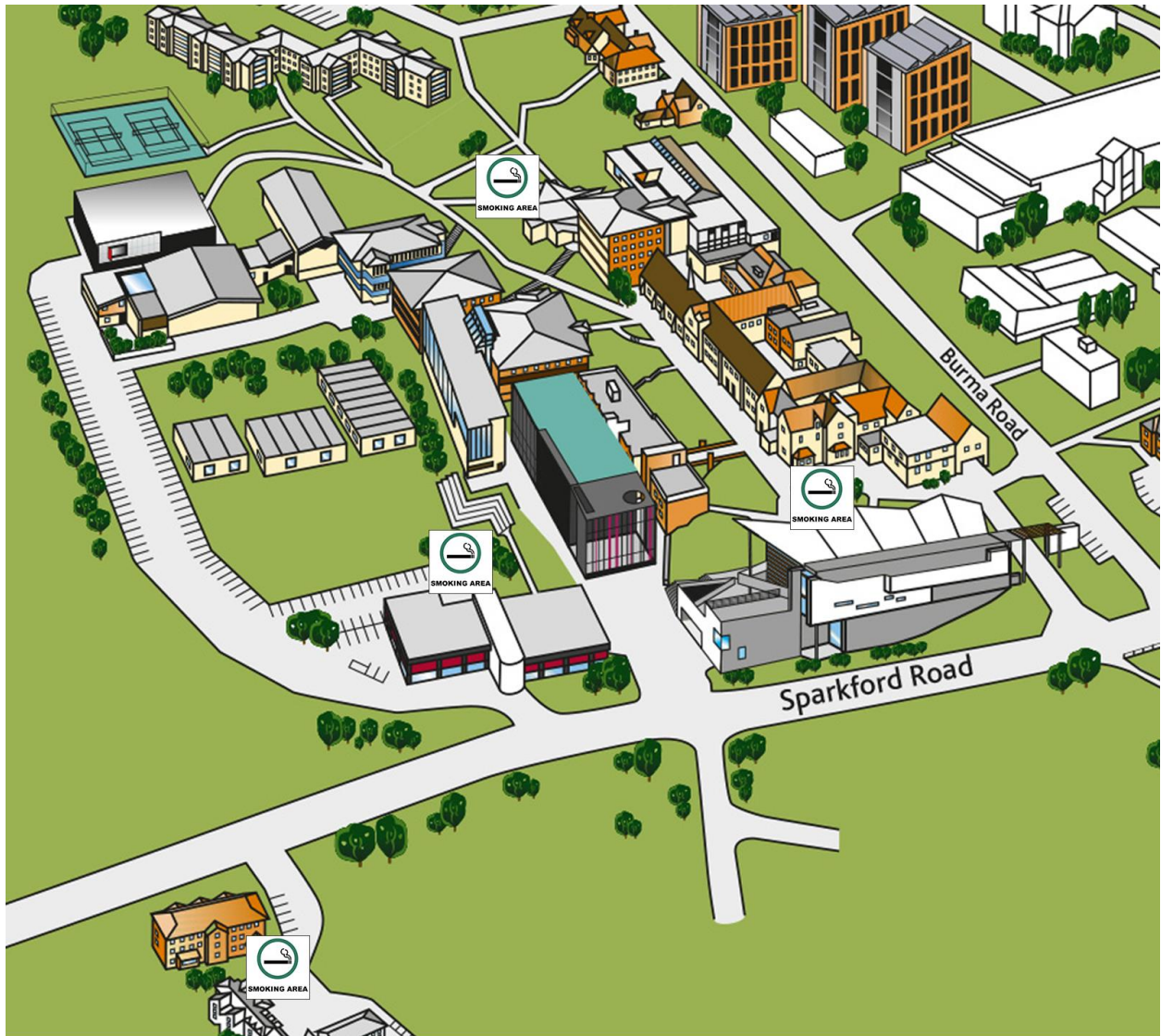
T

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.

Appendix A – Designated smoking areas on King Alfred Quarter



UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and

must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event floor during Event opening hours.

Upholding the Code of Conduct

UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Event will be jeopardised if the code of conduct is not upheld.

If concerns relate to serious health and safety issues, the UCAS Representative (or Local Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk

FINDING YOUR WAY AROUND CAMPUS



- | | | | |
|-------------------------------|------------------------------|---------------------------------|-------------------------------|
| 01 Alwyn Hall | 09 Herbert Jarman Building | 18 Queen's Road Student Village | 26 Tom Atkinson Building |
| 02 Beech Glade | 10 Holm Lodge | 19 St Alphege | 27 West Downs Centre |
| 03 Bowers Building | 11 Kenneth Kettle Building | 20 St Edburga | 28 West Downs Student Village |
| 04 Burma Road Student Village | 12 King Alfred Centre | 21 St Elizabeth's Hall | 29 Winton Building |
| 05 Centre for Sport | 13 Martial Rose Library | 22 St Gimbald's Court | |
| 06 Chapel | 14 Masters Lodge | 23 St James' Hall | |
| 07 Cottage | 15 Medecroft | 24 St Swithun's Lodge | |
| 08 Fred Wheeler Building | 16 Medecroft Annexe | 25 The Stripe | |
| | 17 Paul Chamberlain Building | | |



Exhibitor parking permit

Hampshire UCAS HE exhibition 2019

Valid for parking at:

Main Car Park (The Dytch)

Sparkford Road

Winchester




Hampshire

SO22 4NR

Date valid: Wednesday 1 May 2019 (16:00-18:00)

Thursday 2 May 2019 (7.30-16.30)

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.

ASSESSOR (LINE MANAGER)	UCAS RISK ASSESSMENT 2019	ORIGINATOR & MONITORED BY THE
NAME: Emma Cleaver		 Rebecca Jones UCAS Event Organiser
SIGNATURE: 		
DATE: 04.03.19		
NAME OF STAFF: Mary Edwards (<i>University Health & Safety and Business Continuity Manager</i>)		
SIGNATURE: 		
DATE: 28.02.19		

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 in both the marquee and the Sports Hall 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. A coach arrival schedule will be used. ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable by red T-shirts. ▪ 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, student helpers	3	4	12	<ul style="list-style-type: none"> ▪ Fire exits will be clearly signed and kept clear of obstructions. ▪ Fire extinguishers (1 foam, 1 Co2) will be sited at each exit in the venue. ▪ Waste will be collected and stored correctly away from the venue. ▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area. ▪ Exhibitors will use designated smoking areas. ▪ The fabric element of the marque is fire tested to BS 7837 and meets the performance requirements. These are detailed on the certificate, which is available on request. 	1	4	4
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Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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 student helpers, 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. All evacuation message will be preceded by the word 'fire' <p>If any evacuation announcements cannot be heard over the atmospheric noise, then security and venue staff are to go into the halls to evacuate people.</p>	2	2	4
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Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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 student helpers. ▪ 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	2	4
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. 	2	2	4

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. 	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	2	4
Lifting equipment (FLT, 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 should be battery operated wherever possible otherwise they should 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. 	2	3	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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. ▪ Food 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. ▪ 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. 	2	2	4
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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 full day access 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. ▪ 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	2	4
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 student helpers	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. <p>Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</p>	2	2	4
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<ul style="list-style-type: none"> ▪ Visitors will disembark from coaches and will access the exhibition via pedestrian routes only. Visitors to access venue through front main entrance during event. ▪ All relevant information will be put in the exhibition guide – 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 the venue. 	2	1	2

Seminar rooms	Visitors and speakers	1	1	1	<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. ▪ Seating runs must be clipped together, or benches used. Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc. 	1	1	1
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	1	1	<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><i>The significant ones are:</i></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, student helpers</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> ▪ PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment ▪ 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 ▪ Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation ▪ Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place ▪ Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision. ▪ Work at height: training and competence. ▪ Emergency procedures: staff training in health & safety and emergency procedures. ▪ Audible and visible alarms and warnings suitable for danger and regularly tested. 	<p>2</p>	<p>2</p>	<p>4</p>
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Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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 student helpers, and featured on the floor plan in the Exhibition Guide. ▪ Organisers to ensure first aid post is staffed by qualified persons. ▪ UCAS organiser to be first aid trained. ▪ Room temperature to be monitored throughout the event to maintain appropriate levels. 	1	2	2
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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.

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITY OF WINCHESTER 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/T057
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£30,000,000 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.	UMT057/13
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£30,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

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

Yours faithfully



Paul Cusition
For U.M. Association Limited

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

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Muster Point Locations

King Alfreds Campus

Muster Point A

- 10 St James Hall
- 9 St Elizabeth's Hall
- 8 St Grimbald's Court
- 22 Holm Lodge & Holm Lodge Stables

Muster Point B

- 7 Main Building
- 25 St Edburga

Muster Point C

- 11 University Centre Levels 3 and 4

Muster Point D

- 4 Kenneth Kettle Building
- 6 The Chapel
- 12 Martial Rose Library Top Floor
- 3 The Cottage
- 2 St Swithun's Lodge
- 1 Alwyn Hall
- 5 Herbert Jarman Building
- 14 Fred Wheeler Building
- 13 Tom Atkinson Building
- 26 Performing Arts Studio First Floor
- 27 Queen's Road Student Village
- 28 Burma Road Student Village

Muster Point E

- 15 Bowers Building & the Centre for Sport
- 12 Martial Rose Library ground & middle floor
- 16 St Alphege Building
- 17 The Stripe
- 11 University Centre Levels 1 and 2
- 26 Performing Arts Studio ground floor

Muster Point F

- 20 Medcroft Annex
- 18 Beech Glade
- 19 Medcroft



Building Numbers

Muster Point A	O/S	St. Elizabeth's Hall
Muster Point B	O/S	University Centre Level 2 Terrace
Muster Point C	O/S	Main Building Terrace
Muster Point D	O/S	Alwyn Hall Lawn
Muster Point E	O/S	The Dytche
Muster Point F	O/S	Medcroft Annex