

UCAS higher education exhibitions

## Visitor information pack

Venue address    University of Winchester  
Sparkford Road  
Winchester  
Hampshire  
SO22 4NR

Event date        Thursday 2 May 2019

## Contents

A .....	3
Accidents and near misses .....	3
Arrivals .....	3
C .....	3
Cars .....	3
Cash machines .....	4
Catering .....	4
Coaches .....	5
D .....	5
Directions .....	5
E .....	5
Emergency procedures .....	5
Event ambassadors .....	5
F .....	5
First aid .....	6
I .....	6
Insurance .....	6
Internet .....	6
L .....	6
Lost property .....	6
O .....	6
Organisers .....	6
P .....	7
Parking .....	7
R .....	7
Risk assessment .....	8
S .....	8
Security .....	8
Seminars .....	8
Smoking .....	8

## 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.

### Arrivals

**Coach** – If you're arriving by coach, you have been allocated a designated drop off time. Please ensure that your Coach Pass is displayed clearly at the front of the. Your coach pass has been sent to you in the post, but if for any reason you've not received this, please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

The coach drop-off point is located in the Medecroft Car Park, traffic marshals will be on hand to direct you. If you arrive before your designated time you will be turned away and asked to return at your booked arrivaltime.

**Individual visitors** – Unfortunately we are unable to offer on-site parking. We suggest you use **South Winchester Park and Ride**.

**On arrival**, please make your way to Main Reception on King Alfred Quarter where a member of staff will direct you to the registration point. Please see the Cars section of this document for further information.

**Train** – the University is a 10 minute walk from Winchester Train Station. Once you arrive on campus please make your way to Main Reception on King Alfred Quarter where a member of staff will direct you to the registration point

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

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors stands. Anyone found to be in breach of this will be asked to leave the event and re-register to gain re-admittance.

## C

### Cars

Unfortunately we are unable to offer on-site parking for visitors- we suggest the following:

**South Winchester Park and Ride**

Accessed from Junction 11 of the M3 the South Winchester Park and Ride provides the best access to the University. Alight at either of the Hospital Bus Stops on Romsey Road, and walk through the hospital

grounds to the University. On arrival, please make your way to Main Reception on King Alfred Campus where a member of staff will direct you to the registration point. The cost is £3 for the whole day.

### Public Parking

There are numerous public car parks in the city centre: <http://www.winchester.gov.uk/parking/parking-and-car-parks>

We recommend Tower Street (SO23 8TA) which is a 10 minute walk to the University

### Cash machines

There are 2 cash machines available in the King Alfred Centre, please ask a member of staff for directions.

### Catering

School and College advisers are invited to join our Schools and Colleges team in the Teachers and Advisers lounge, located on level 2 of the St Alphege building. Complimentary light refreshments will be provided.

Catering will be available at the following outlets:

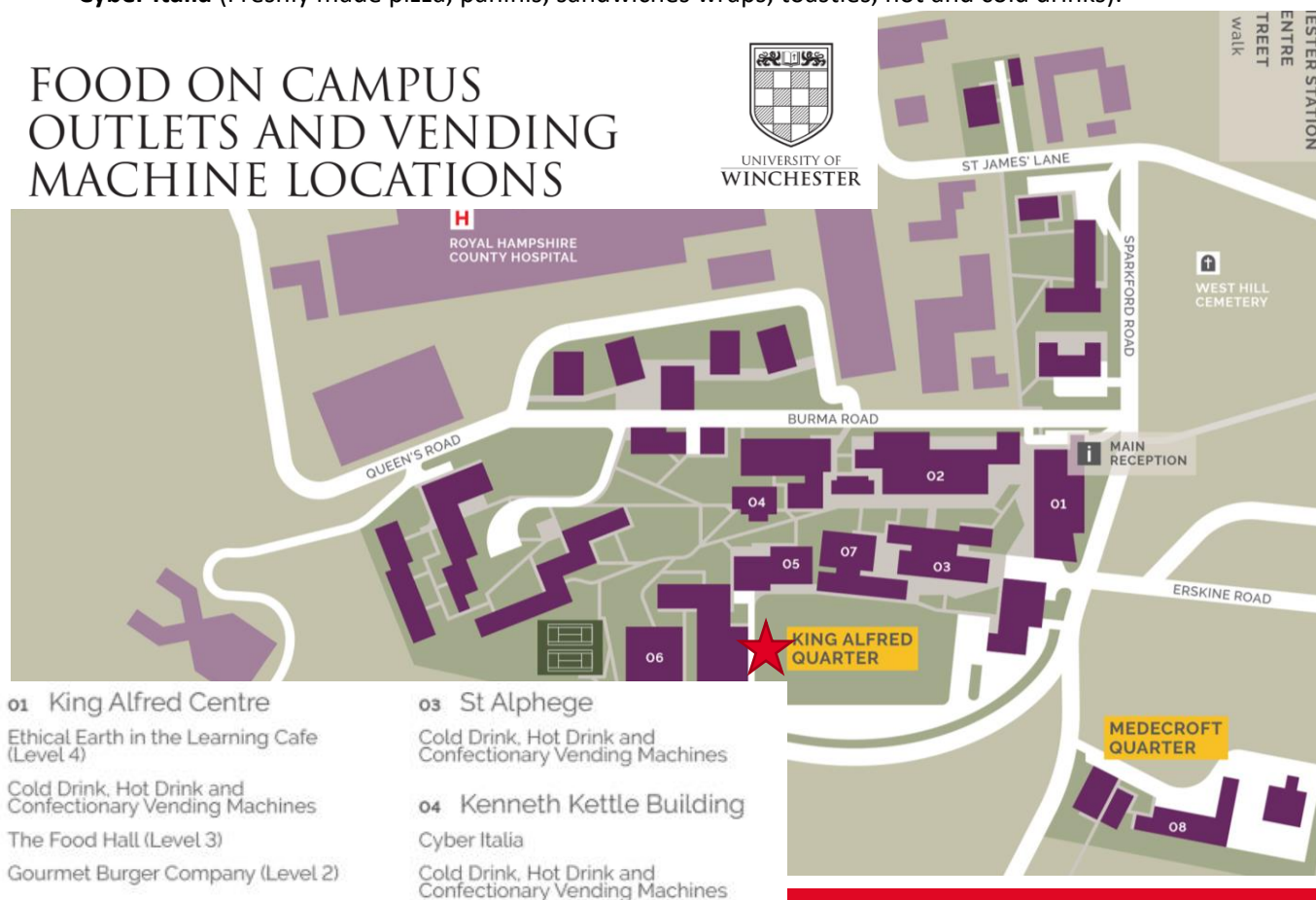
**University Shop** – Level 1 of the King Alfred Centre (sandwiches, drinks, snacks and confectionary).

**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





There will also be various outdoor catering outlets located between the marquee and the Sports Hall.

## Coaches

Coaches will be able to drop students off on campus, however there is no coach parking available on-site. Coaches should make their way to South Winchester Park and Ride or Worthy Lane Coach Park for the duration of the visit.

Coaches will be given a designated pick up time and should not arrive before this. Timings and coach passes will be given directly to the schools/colleges.

## D

### Directions

Please see the 'Cars' and 'Coaches' sections of this guide for arrivals.

The exhibition will be held in a marquee and the Sports Hall at our King Alfred Quarter, Sparkford Road, SO22 4NR.

Individual visitors please report to Main Reception when you arrive – we are unable to offer parking on site.

## E

### Emergency procedures

Please see attached fire evacuation procedures at the bottom of this manual.

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

### 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

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.

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 visitor's 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

Wi-Fi is not available for the general public.

For school and college staff - complimentary Wi-Fi is offered across campus, please visit the Teachers and Advisers Lounge to collect your log-in details.

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

### Parking

We are unable to offer coach parking on campus – please refer to the ‘Coaches’ section of this document.

Parking is not available on campus for individual visitors – please refer to the ‘Cars’ section of this document for more information.

## 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

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

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

Please ensure you do not leave any belongings unattended anywhere on campus.

## Seminars

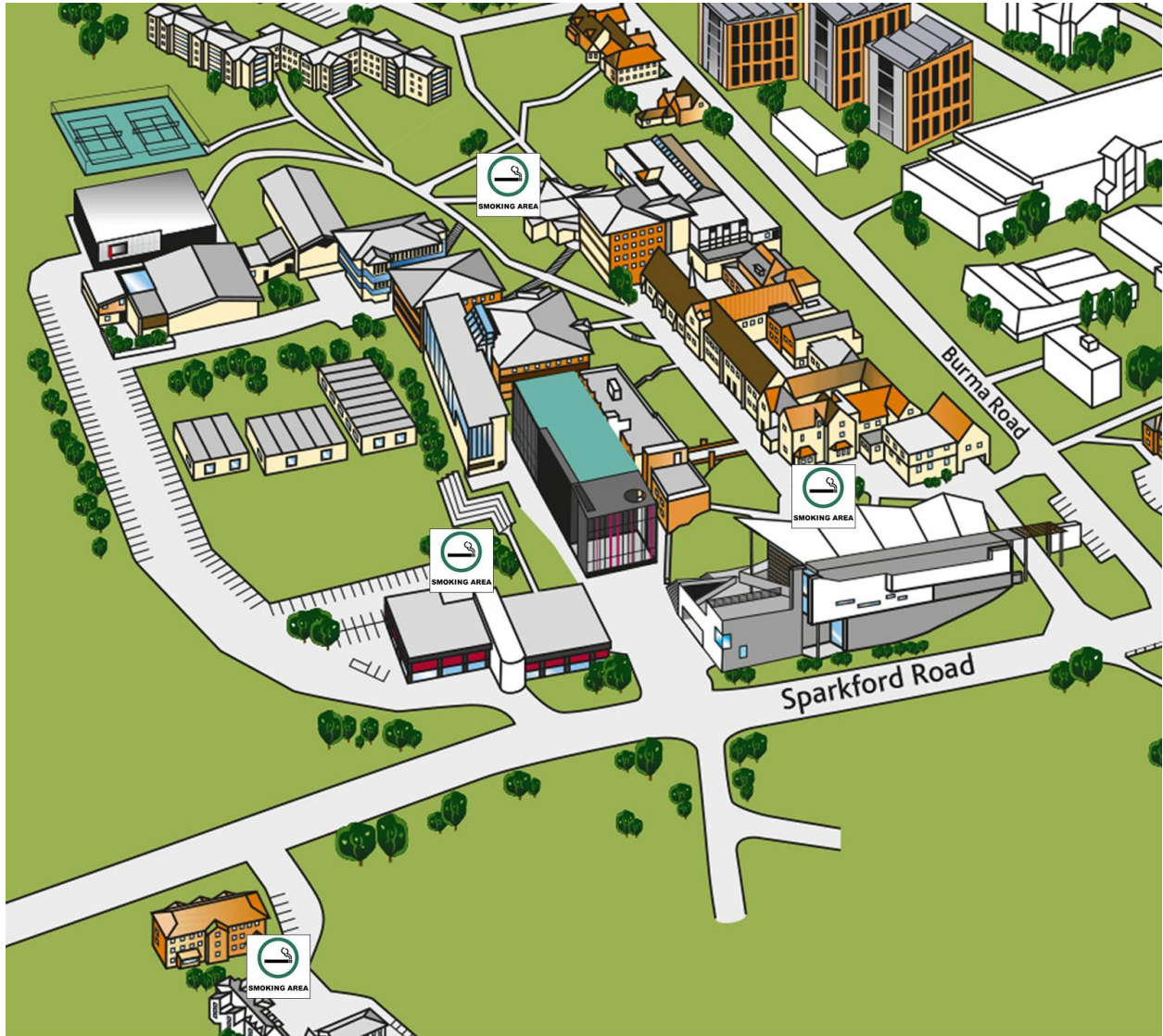
Seminars will be located in the St Alphege Building - please refer to the programme for details and timings.

## Smoking

The venue is a no smoking campus, please use designated smoking areas located on the map in Appendix A.



Appendix A – Designated smoking areas on King Alfred Quarter






Appendix B – Campus map

# 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 Grimbald'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 |                                 |                               |



<b>ASSESSOR (LINE MANAGER)</b>	<b>UCAS RISK ASSESSMENT 2019</b>	<b>ORIGINATOR &amp; MONITORED BY THE</b>
<b>NAME:</b> Emma Cleaver		 Rebecca Jones UCAS Event Organiser
<b>SIGNATURE:</b> 		
<b>DATE:</b> 04.03.19		
<b>NAME OF STAFF:</b> Mary Edwards ( <i>University Health &amp; Safety and Business Continuity Manager</i> )		
<b>SIGNATURE:</b> 		
<b>DATE:</b> 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"> <li>▪ 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.</li> <li>▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers.</li> <li>▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles.</li> <li>▪ Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space.</li> <li>▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. A coach arrival schedule will be used.</li> <li>▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable by red T-shirts.</li> <li>▪ Organisers to monitor the exhibition area.</li> <li>▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</li> <li>▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.</li> </ul>	2	2	4

Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<ul style="list-style-type: none"> <li>▪ Fire exits will be clearly signed and kept clear of obstructions.</li> <li>▪ Fire extinguishers (1 foam, 1 Co2) will be sited at each exit in the venue.</li> <li>▪ Waste will be collected and stored correctly away from the venue.</li> <li>▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area.</li> <li>▪ Exhibitors will use designated smoking areas.</li> <li>▪ 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.</li> </ul>	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"> <li>▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order.</li> <li>▪ Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>▪ Floor plan submitted to venue in advance of the event for approval.</li> <li>▪ Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors.</li> <li>▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.</li> <li>▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.</li> <li>▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate.</li> <li>▪ Ensure all gangways and emergency exits are kept clear.</li> <li>▪ All emergency exits maintained and kept clear for the duration of the event.</li> <li>▪ Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space.</li> <li>▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible. All evacuation message will be preceded by the word 'fire'</li> </ul> <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"> <li>▪ Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space.</li> <li>▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.</li> <li>▪ Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.</li> <li>▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers.</li> <li>▪ Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> <li>▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li> <li>▪ Organisers and exhibitors to ensure all other waste is stored and removed safely.</li> <li>▪ Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin.</li> </ul>	2	2	4
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> <li>▪ Maximum height build of 4m.</li> <li>▪ All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary.</li> <li>▪ Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>▪ Suitable personal protective equipment (PPE) clothing and footwear to be worn.</li> </ul>	2	2	4

Stands falling over	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> <li>▪ All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser.</li> <li>▪ Any exhibitors with complex stands to submit their own risk assessment to UCAS Events.</li> <li>▪ Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> </ul>	2	2	4
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> <li>▪ Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>▪ Maximum height build of 4m.</li> </ul>	2	2	4
Lifting equipment (FLT, cranes etc.) Power tools and heat sources	Contractors	3	3	9	<ul style="list-style-type: none"> <li>▪ Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment.</li> <li>▪ Power tools used by contractors 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.</li> <li>▪ Appropriate signage and warning lights used, where necessary.</li> </ul>	2	3	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	2	6	<ul style="list-style-type: none"> <li>▪ All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>▪ Reputable and known concessions units only.</li> <li>▪ Food hygiene regulations to be followed rigidly.</li> <li>▪ Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.</li> </ul>	1	2	2

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

Manual handling	Exhibitors and student helpers	3	3	9	<ul style="list-style-type: none"> <li>▪ Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>▪ Manual handling document to be provided in exhibitor and student helper packs.</li> <li>▪ All to wear appropriate footwear.</li> </ul> <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"> <li>▪ Visitors will disembark from coaches and will access the exhibition via pedestrian routes only. Visitors to access venue through front main entrance during event.</li> <li>▪ All relevant information will be put in the exhibition guide – including first aid, catering, etc.</li> <li>▪ Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser’s office, seminar rooms, refreshments areas.</li> <li>▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>▪ Organisers and stewards to monitor disabled guests for ease of movement around the venue.</li> <li>▪ Organisers to ensure there is disabled access/egress to the venue.</li> <li>▪ All height limits will be strictly enforced to enable clear view of signs and banners.</li> <li>▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.</li> <li>▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.</li> <li>▪ Security marshals in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>	2	1	2



Seminar rooms	Visitors and speakers	1	1	1	<ul style="list-style-type: none"> <li>▪ Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres.</li> <li>▪ All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>▪ All cables must be securely fastened away to avoid trip hazards.</li> <li>▪ Loud speaker stands must not protrude into gangways.</li> <li>▪ Noise levels must be kept at a reasonable level.</li> <li>▪ 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.</li> </ul>	1	1	1
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	1	1	<ul style="list-style-type: none"> <li>▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event.</li> <li>▪ Venue will be responsible for relevant checks, if necessary.</li> <li>▪ If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified.</li> <li>▪ Any offenders will be asked to leave the event.</li> </ul>	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><b>The significant ones are:</b></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"> <li>▪ PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</li> <li>▪ 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</li> <li>▪ Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</li> <li>▪ Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence &amp; supervision. waste storage, collection and disposal system in place</li> <li>▪ Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</li> <li>▪ Work at height: training and competence.</li> <li>▪ Emergency procedures: staff training in health &amp; safety and emergency procedures.</li> <li>▪ Audible and visible alarms and warnings suitable for danger and regularly tested.</li> </ul>	<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"> <li>▪ A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times.</li> <li>▪ Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide.</li> <li>▪ Organisers to ensure first aid post is staffed by qualified persons.</li> <li>▪ UCAS organiser to be first aid trained.</li> <li>▪ Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>	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

16<sup>th</sup> 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 <sup>st</sup> August 2018 to 31 <sup>st</sup> 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 <sup>st</sup> August 2018 to 31 <sup>st</sup> 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](http://www.umal.co.uk)

U.M. Association Ltd (registered in England & Wales, no. 2731799) is the Appointed Representative (FCA firm reference no. 417806) of Haslwood Management Services Ltd (registered in England & Wales, no. 9295343) which is authorised and regulated by the Financial Conduct Authority (FCA firm reference no. 665752). Haslwood 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. Haslwood Management Services Ltd VAT Registration Number: 212249835.



# 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