



UCAS higher education exhibitions

Visitor Information Pack

Venue address University of East Anglia
Sportspark
Norwich Research Park
Norwich
NR4 7TJ

Event date Tuesday 11 June

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A

Accidents and near misses

If you are involved in, or witness an accident or near miss while on-site, please inform a member of the events team or one of our event ambassadors, who can be identified by their red UCAS t-shirts.

Arrivals

The satnav reference is NR4 7TJ. If you are arriving by coach, you will be greeted as you approach the campus.

We have implemented a streamlined process for the safe arrival and departure of your students, due to the potential for congestion on the approach to campus.

Due to the large volume of students attending this event, it is crucial that your students and coach drivers follow the instructions of the Security Team and event staff, to ensure the safety of everybody involved at all times.

Please display the name of your school or college clearly in the front window of your coach, so it is visible to staff on your arrival.

We have reserved parking for minibuses in our Blackdale car park. You are welcome to make your own way to this car park, which will be clearly signposted.

Please display your parking permit at all times.

Please ensure all students have their individual registration barcode accessible and ready to be scanned. Our event ambassadors will be scanning bar codes to register attendance after disembarkation from the coaches.

C

Cars

Cars should park at the Blackdale site. Access to this is easiest via Bluebell Road – once you have entered the university, please follow the signs for Blackdale. You will need to display the parking permit provided in your windscreen – this can be found at the back of this manual.

Cash machines

There are no cash machines in the Sportspark, however, there is a selection located in the main square on campus, as well as a post office.

Catering

Snacks and a meal-deal style lunch will be available from a trolley during the event, inside the exhibition hall.

Food and refreshments will also be available to purchase from a number of catering outlets, including the venue's cafeteria, The Hive, The Blend, Zest, and Ziggys, all located on the university's main street. For the locations of all our catering venues, please see the campus map included at the back of this manual.

The exhibitors' and teachers' lounge will be in the Kiff Matherson suite on the ground floor of the building. Complimentary tea and coffee will be available here throughout the event. We will also have a small selection of snacks to purchase.

Coaches

Please enter the university via the Earlham Road entrance. On arrival, your coach driver will be asked to wait in the turnaround area at the top of University Drive. There are likely to be a large number of coaches arriving together, so if the turnaround is full, your coach driver will be asked to circle the university and come back, as we can only accommodate three coaches at a time.

You will then be directed by the Security Team, and advised when it is safe for you to travel down University Drive, to drop all visitors off in the layby outside the Sportspark.

When your coach returns to collect you and your students at the end of your session, the driver must enter via the Bluebell Road entrance only, and pick up all visitors from the LCR turnaround. Again, the Security Team will be on hand to manage the flow of coaches as it may become congested at peak times.

It is your responsibility to liaise with your coach driver regarding pick-up times. We will require your students to board the coach promptly, so it can leave the LCR turnaround in good time, and avoid unnecessary hold-ups and congestion.

In previous years, schools/colleges have found it useful to gather all their students together in the square at an agreed time before boarding the coach. We will have event staff situated in this area to assist with departure as well as security

D

Directions

The Sportspark is marked on the campus map, which is at the back of this manual.

E

Emergency procedures

In the event of an emergency, please notify the emergency services or Sportspark staff, and leave the building via the nearest fire exit.

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

In the event of an incident requiring medical assistance, please inform event staff. First aid trained staff will be available on-site for the duration of the event.

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

Internet can be accessed by signing in to the Cloud.

L

Lost property

Any lost property found should be handed to a member of the Events Team, or taken directly to the venue's main reception, where it will be stored until the end of the day. After this, the university will hold lost property for a period of three months. If you have any enquiries regarding lost property, please contact 01603 591 775.

O

Organisers

The event organisers will have a designated stand within the exhibition, located by the main entrance, and will be present at the front of the venue during arrivals and departures.

P

Parking

There will be no parking available on campus for coaches. In previous years, we have had complaints from the police about coaches blocking laybys on the A47. Please ask your driver not to wait in the laybys on the A47, and, instead, find an alternative parking area.

Minibuses and cars should park at the Blackdale site. Access to this is via Bluebell Road – once you have entered the university entrance, please follow the signs to Blackdale. You will need to display the parking permit provided in your windscreen. We will have event staff located here throughout the day.

R

Risk assessment

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

S

Security

UEA Security can be contacted on 01603 592 352. Security will be present at the event throughout the day, and will be located at the entrance to the university and outside the exhibition venue. Security will also be controlling the traffic flow and movement of coaches during the event.

Seminars

Seminars are located in lecture theatre one and two. Please see the campus map for locations.

You can find more information, and the seminar timetable, on the [Norfolk visitor webpage](#).

Smoking

The venue is a no-smoking area, please cross over the road, away from the venue, to smoke.

Visitor parking permit

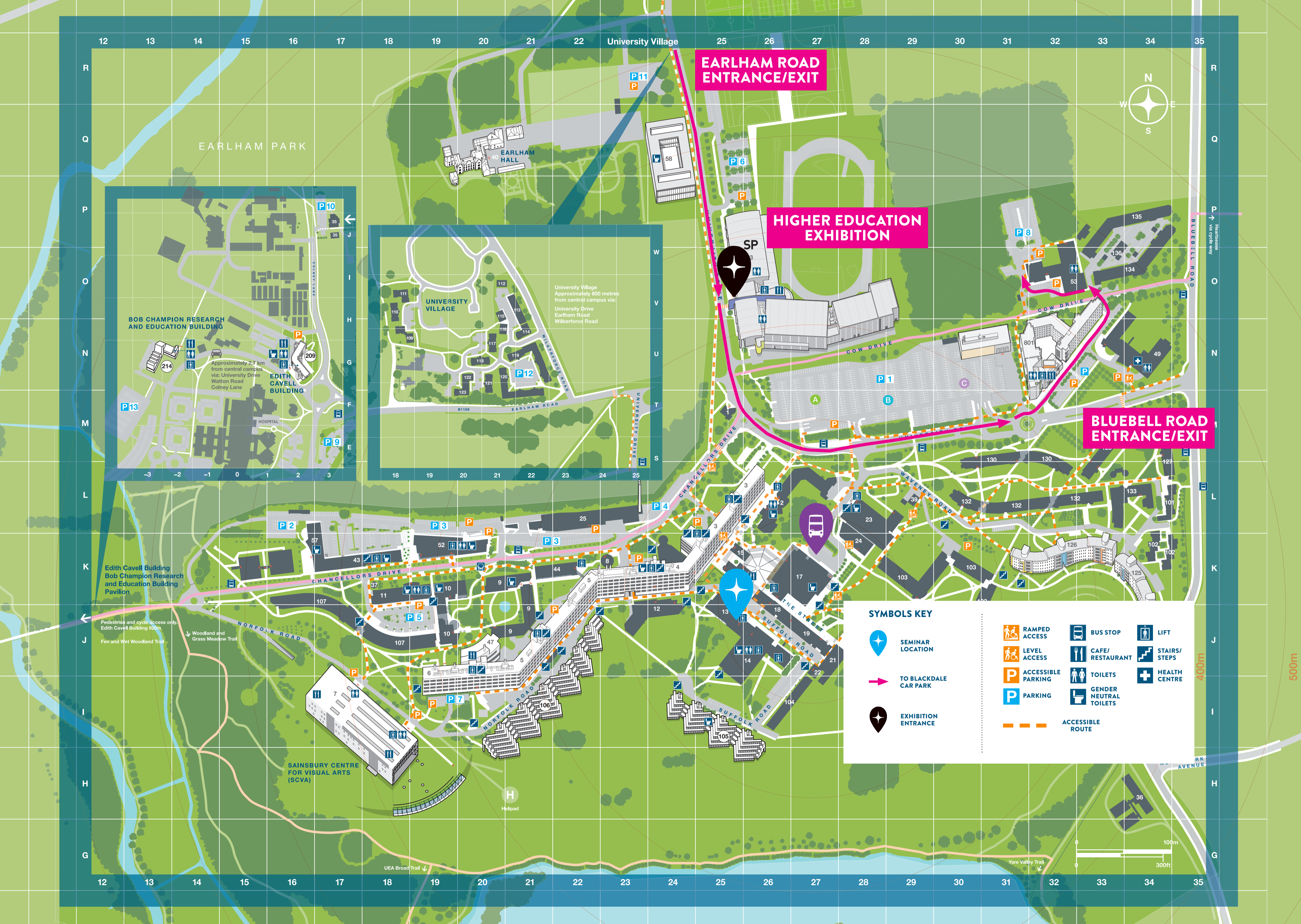
Norfolk UCAS HE exhibition 2019

Valid for parking at:

Blackdale car park, University of East Anglia

Date valid: Tuesday 11th June 2019

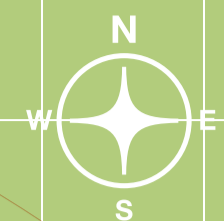
Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.



**EARLHAM ROAD
ENTRANCE/EXIT**

**HIGHER EDUCATION
EXHIBITION**

**BLUEBELL ROAD
ENTRANCE/EXIT**



12 13 14 15 16 17 18 19 20 21 22 University Village 25 26 27 28 29 30 31 32 33 34 35

R
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BOB CHAMPION RESEARCH AND EDUCATION BUILDING

Approximately 2.7 km from central campus via: University Drive, Watton Road, Colney Lane

EDITH CAVELL BUILDING

HOSPITAL

P10, P13, P9

UNIVERSITY VILLAGE

University Village
Approximately 800 metres from central campus via:
University Drive, Earlham Road, Wilberforce Road

P11, P6, P12

SYMBOLS KEY

	SEMINAR LOCATION		RAMPED ACCESS		BUS STOP		LIFT
	TO BLACKDALE CAR PARK		LEVEL ACCESS		CAFE/RESTAURANT		STAIRS/STEPS
	EXHIBITION ENTRANCE		ACCESSIBLE PARKING		TOILETS		HEALTH CENTRE
			PARKING		GENDER NEUTRAL TOILETS		
			ACCESSIBLE ROUTE				

12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

G
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R

400m

500m



UEA Broad Trail

Yare Valley Trail

Helpad

SAINSBURY CENTRE FOR VISUAL ARTS (SCVA)

**Edith Cavell Building
Bob Champion Research
and Education Building
Pavilion**

Pedestrian and cycle access only,
Edith Cavell Building 920m

Fen and Wet Woodland Trail

Woodland and
Grass Meadow Trail

NORFOLK ROAD

CHANCELLORS DRIVE

NORFOLK ROAD

SUFFOLK ROAD

THE STRAITS

WAVENEY ROAD

COW DRIVE

COW DRIVE

University Village

EARLHAM HALL

UNIVERSITY VILLAGE

BOB CHAMPION RESEARCH AND EDUCATION BUILDING

EDITH CAVELL BUILDING

SP

**BLUEBELL ROAD
ENTRANCE/EXIT**

Bluebell Road
View of the way

University Village
Approximately 800 metres from central campus via:
University Drive, Earlham Road, Wilberforce Road

EARLHAM PARK

EARLHAM HALL

UNIVERSITY VILLAGE

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Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No.	NHE-09CA01-0013
1. Name of policyholder	University of East Anglia and wholly owned subsidiary companies
2. Date of commencement of insurance policy	01 June 2019
3. Date of expiry of insurance policy	31 May 2020

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**
2. **(a)** the minimum amount of cover provided by this policy is no less than £5 million **(c)**

For Zurich Insurance plc. Authorised Insurers

Signature



Tulsi Naidu

Head of UKGI, Zurich Insurance plc (UK Branch)

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal
Zurich Municipal is a trading name of Zurich Insurance plc.
A public limited company incorporated in Ireland.
Registration No 13460.
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.
UK Branch registered in England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request. Our FCA Firm Reference Number is 203093.

ASSESSOR (Line Manager)	UCAS RISK ASSESSMENT 2019 Norfolk UCAS Exhibition at Sportspark, UEA on Tuesday 11 th June 2019	ORIGINATOR & MONITORED BY Grace Rishworth, UCAS Event Organiser <i>G.Rishworth</i>
NAME: Sally Rix		
SIGNATURE: <i>Sally Rix</i>		
DATE: 7 th May 2019		
NAME OF STAFF: Victoria Gaff		
SIGNATURE: <i>VG Gaff</i>		
DATE: 7 th May 2019		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Overcrowding of event hall/stand	Public and Exhibitors	2	3	6	<ul style="list-style-type: none"> The floorplan has been designed to maximise aisle widths (a minimum of 2.5 meters wide) to avoid overcrowding. Suitable space around the stands, this will be monitored by organisers. Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in the aisles. Organisers to reinforce this to any exhibitor deemed to be carrying out interactions away from their allocated stand space. 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 vicinity of the stand become overcrowded. 	2	2	4

Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<ul style="list-style-type: none"> • Fire exits to be kept clear of obstructions. • Fire extinguishers to be available in the building. • Ensure all waste is collected and stored correctly. • Exhibitors to ensure all waste and flammable waste material is removed from stand area. • Exhibitors will use designated smoking areas. 	2	2	4
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. ▪ If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. 	2	2	4

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. <p>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.</p>	3	2	6
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> ▪ Maximum height build of 4m. ▪ All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary. ▪ Exhibitors to ensure all staff required to work at height are suitably trained. ▪ Suitable personal protective equipment (PPE) clothing and footwear to be worn. 	1	2	2
Stands falling over	Public and exhibitors	3	3	9	<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. 	3	2	6

Catering facilities (mobile and static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<ul style="list-style-type: none"> ▪ All catering facilities and staffing provided by venue, and therefore at the control of venue. ▪ Reputable and known concessions units only. ▪ Hygiene regulations to be followed rigidly. ▪ Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately. 	2	2	4
Variety of contractors and exhibitors on-site	Contractors and exhibitors	3	3	9	<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

Electricity: connections, and power to stands etc.	Exhibitors	4	3	12	<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	3	6
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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 and traffic management and flow during exhibition	Visitors and exhibitors	4	4	16	<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'. 	2	2	4
Manual handling	Exhibitors and student helpers	2	3	6	<ul style="list-style-type: none"> ▪ Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. ▪ Manual handling document to be provided in exhibitor and student helper packs. ▪ All to wear appropriate footwear. ▪ Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. 	2	2	4

Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<ul style="list-style-type: none"> ▪ Visitors to access venue through front main entrance during event. ▪ All relevant information will be put in the exhibition guide – 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	2	4
Seminar rooms	Visitors and speakers	3	2	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. ▪ 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. 	2	2	4

Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	2	3	6	<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. <p>Any offenders will be asked to leave the event.</p>	2	1	2
<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <ul style="list-style-type: none"> a) PPE b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height <p>emergency procedures</p>	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<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) Manual handling training provided: <ul style="list-style-type: none"> 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 c) Work equipment and electricity: <ul style="list-style-type: none"> staff work equipment training. pre-shift and statutory checks in place, and checked for implementation d) Chemicals - COSHH risk assessment requirements briefed to staff. <ul style="list-style-type: none"> MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place e) Slips, trips and falls: risk assessment requirements briefed to staff <ul style="list-style-type: none"> cables and tripping hazards controlled. staff competence and supervision. f) Work at height: training and competence. g) Emergency procedures: staff training in health & safety and emergency procedures. h) Audible and visible alarms and warnings suitable for danger and regularly tested. 	2	2	4

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 and UCAS organiser 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. 	3	2	6
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	3	4	12	<p>Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>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.</p> <ul style="list-style-type: none"> • Staff, Student helpers 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, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. 	2	2	4

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.