



UCAS higher education exhibitions

Exhibitor manual

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 easily identified by their red, UCAS-branded t-shirts.

Accommodation

Please visit www.visitnorwich.co.uk/stay for a comprehensive guide to the accommodation available in, and around, Norwich.

Arrival

On arrival, please make your way to the main entrance at the front of the Sportspark. You will be greeted by a member of the Events Team, who will show you to your stand. Please do not attempt to enter through the loading bay.

To gain entry to the venue, you must register the details of who will be attending before the event through your ENet account. Instructions on how to do this will be sent to the lead booker by email. On arrival, you will need to sign in and you will then be issued with an exhibitor lanyard, which needs to be worn at all times.

Please only use the designated entrance, which will be clearly signposted – this will enable us to keep track of all exhibitors' arrivals. Once you have registered your attendance, feel free to make your own way around the venue.

B

Build-up and breakdown

You are welcome to set up your stand from 15:00 until 17:00 on Monday 10 June. You will also be able to access the exhibition venue from 07:30 on Tuesday 11 June.

Build-up times are:

Monday 10 June	15:00 – 17:00
Tuesday 11 June	07:30 – 09:15

If you wish to set up on Monday, please park in the university's main car park (**not the Sportspark car park**). Parking will be charged at the rate of £3.00 per two hours (until 18:00). If you are setting up on Tuesday 13 June, you **must** park in our Blackdale car park (detailed on the campus map). Car parking here will be free, but you **must** display your parking permit in your front window. Event staff will be on hand to help carry your equipment on Tuesday morning.

Breakdown times are:

Tuesday 11 June, 15:00 – 16:30

You are not permitted to break down your stand until the exhibition closes at 15:00. Please ask event staff if you require assistance in taking any equipment back to your car.

Business centre

If you require printing or faxing services, please ask the event staff.

C

Car parking

Car parking on our campus is extremely limited and spaces fill up very quickly. We have reserved parking for all exhibitors in our Blackdale car park. Please follow the signs to Blackdale car park, and remember to display your permit in your front screen.

We will have a team of event staff on hand to greet you and help carry any equipment to the venue.

Please do not park in the Sportspark car park – spaces are strictly for Sportspark users only.

Catering

The exhibition **will not** be closing for lunch. We will be serving a range of snacks, and a meal deal (as detailed below) for £5.70, please look out for our snack trolley inside the exhibition arena:

- Classic sandwich
- Whole fruit
- Crisps
- Mineral water

We will be accepting payment by cash, or credit and debit card, and we can issue you with a receipt if required.

The Sportspark also has a café, which sells a range of hot and cold food, snacks, and drinks, and will be open from 07:30 on Tuesday 11 June. We also have several eating outlets on the main university campus, detailed on the campus map.

The Exhibitor and Teacher Lounge will be situated on the ground floor in the Kiff Matherson room, which is located next to the main Exhibition Hall. We will be serving complimentary tea and coffee throughout the day, and our event ambassadors will be available to help bring refreshments to your stand.

D

Deliveries

Any deliveries for the Norfolk exhibition must be clearly labelled with your full name, stand number, and venue address:

UCAS Norfolk higher education exhibition
Sportspark
University of East Anglia
Norwich Research Park
Norwich
Norfolk
NR4 7TJ

E

Electrical services and stand power

A power supply for your stand **may** be available on request via email to Victoria.gaff@uea.ac.uk. Due to time constraints with producing the exhibition guide and floor plan, it **may not** always be possible to fulfil requests.

Use of the venue's sockets is **not** permitted, and cables **must not** cross gangways.

Emergency procedures

In the event of a fire or evacuation, please make sure you follow the instructions from staff, on exiting the building.

Exhibition stands and furniture

Single exhibition stands will measure 2m x 2m, double stands will measure 4m x 2m, with the aisles measuring at least 3m.

You will be provided with one table and two chairs, if requested through your UCAS booking. If you are unsure as to whether your provider has booked furniture, you can check by signing in to your ENet account.

Please note, we are not permitted to move large amounts of furniture on the day of the event.

Event Staff

You will be assigned a member of the Events Team who will be able to assist you for the duration of your visit. Each staff member will be responsible for a block of stands, and can be identified by their UCAS-branded t-shirts or coats. Before the event starts, your assigned staff member will come and introduce themselves. Staff will be available in the Blackdale car park, and at the main entrance to the exhibition venue. They are here to help you, so if you need assistance carrying any equipment, or have questions, please ask.

F

First aid

In the event of an incident requiring medical assistance, please inform your designated event ambassador, a member of the events team, or report directly to the reception desk. First aiders will be available on-site for the duration of the event.

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

Please note that the height limit of displays is 4m. Anything over 4m is classed as 'complex' and requires independent structural sign off.

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

WiFi will be available to all exhibitors via the Cloud.

L

Lost property

Any lost property should be handed to event staff. Alternatively, you can hand it in directly to the Sportspark reception.

O

Organisers

The organisers will be located around the exhibition venue. The organisers' reception and first aid stand will be located near the main entrance, and members of staff can be identified by their red, UCAS-branded uniform.

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

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

If you have booked a scanning device for the exhibition, you will be able to collect this between 08:30 – 09:15 on Tuesday 11 June, from the UCAS general information desk.

Security

There is a Security Team located on the university campus who will help manage the traffic flow of coaches and cars at the event, and are also happy to assist or help with any issues or queries you may have.

Please take account of the following security advice:

- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so your stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not able to keep an eye on your stand.
- Remove all portable or valuable items from the stand when the show closes.
- Arrive in time for the show, and make sure your stand is staffed at least 15 minutes before the show open time each day, but remember the hall is open from 07:30 hours. If you are a victim of theft, please report it immediately.

The Sportspark is open to the public from 06:30 – 22:30. Outside of these times, the building will be locked.

Smoking

Please note, there is a strict no-smoking policy inside the exhibition venue (this includes the use of e-cigarettes). If you wish to smoke, please make sure you leave the building and head across to the opposite side of the road.

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.

Exhibitor parking permit

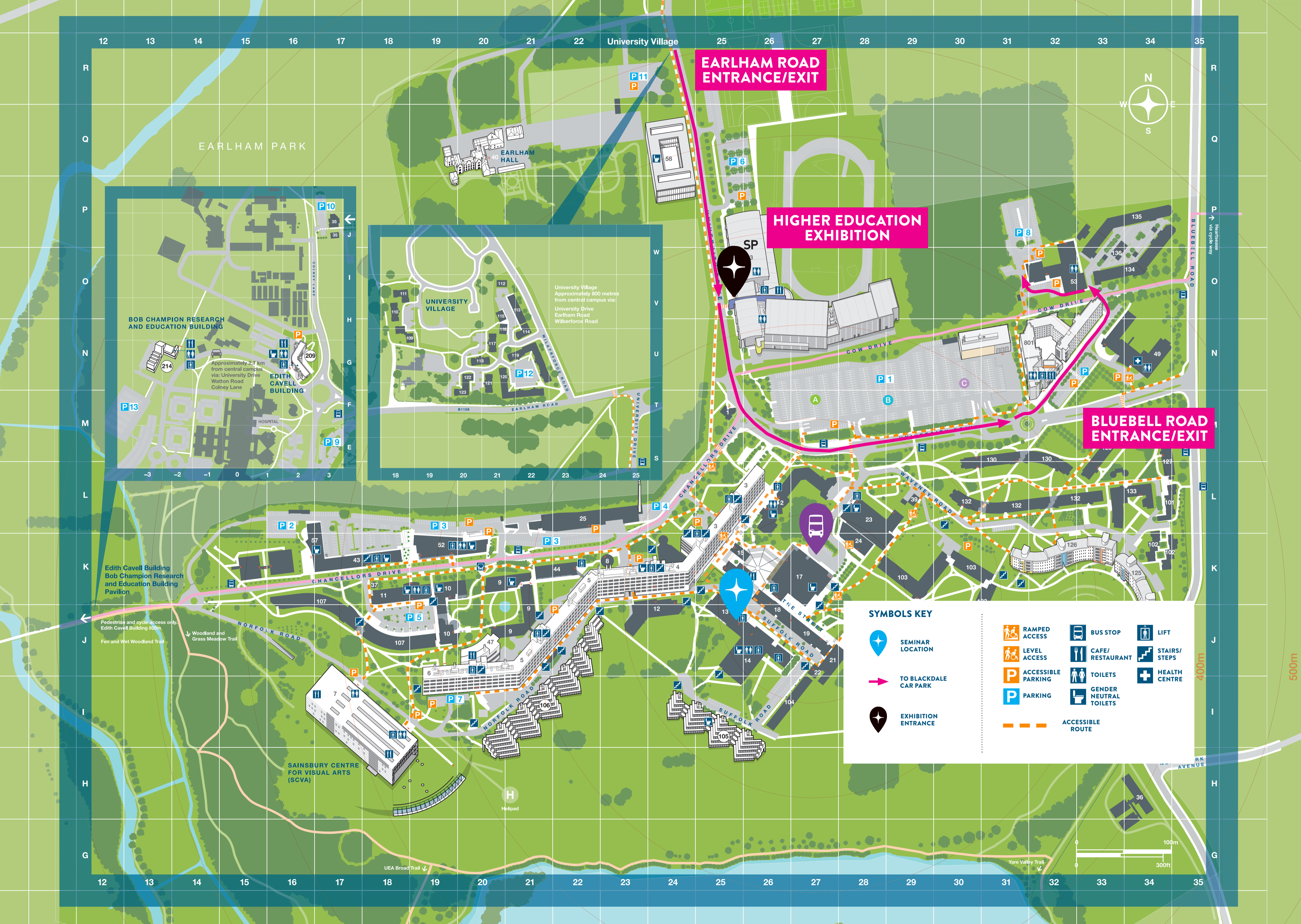
Norfolk UCAS HE exhibition 2019

Valid for parking at:

Blackdale Car Park, University of East Anglia

Date valid: Tuesday 11th June 2019

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



**EARLHAM ROAD
ENTRANCE/EXIT**

**HIGHER EDUCATION
EXHIBITION**

**BLUEBELL ROAD
ENTRANCE/EXIT**

SYMBOLS KEY

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

EARLHAM PARK

EARLHAM HALL

UNIVERSITY VILLAGE

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

BOB CHAMPION RESEARCH
AND EDUCATION BUILDING

EDITH
CAVELL
BUILDING

Edith Cavell Building
Bob Champion Research
and Education Building
Pavilion

SAINSBURY CENTRE
FOR VISUAL ARTS
(SCVA)

Helpad

400m

500m

100m
300ft



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

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

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

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	RISK CONTROL MEASURES	Likelihood	Impact	Residual 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.