

UCAS higher education exhibitions

Visitor information pack

Venue address ACC Liverpool
Kings Dock
Liverpool Waterfront
Liverpool
Merseyside
L3 4FP

Event date Friday 14 June 2019

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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 report it to the organiser's office immediately.

Arrivals

On arrival, please head to the main entrance of ACC Liverpool – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk inside the hall entrance.

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 register again to gain readmittance.

C**Cars**

Delegates can easily reach ACC Liverpool by car. Full directions can be found on the venue website at www.accliverpool.com/organising-an-event/travelling-here.

Parking is available nearby, with various car parking facilities. Parking charges do apply – see Appendix 1 for full information and tariffs.

Catering

Catering will be available from the foyer. Hot and cold food and drink will be available, although this area may be busy at times, due to the number of visitors attending. Cash and cards are accepted.

Coaches

If you're travelling by coach, there is a designated drop-off and pick-up area located on the water side of the ACC. Traffic marshals will direct your coach driver and tell you when to disembark. If you have informed UCAS you will be travelling by coach, a coach pass will be

emailed to you before the event to display. Coach parking is available at the ACC. However, charges do apply. Please see Appendix 1 for parking tariffs.

When you're ready to leave the exhibition, please make sure all your students are together and proceed along the walkway, back to the coach pick-up point. The traffic marshals will ensure your coach is ready. Due to the large number of coaches and small space available, it is essential the traffic marshals' instructions are followed at all times.

D

Directions

By road

Delegates can easily reach ACC Liverpool by car. Full directions can be found on the venue website at www.accliverpool.com/organising-an-event/travelling-here.

By rail

ACC Liverpool is a short taxi or bus-ride away from Liverpool Lime Street.

E

Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. The emergency procedure document is at the back of this information pack.

Event staff

For 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

If you require any first aid during the build-up, event, or breakdown, please go to the organiser's office. The venue also has a medical room, which is in the atrium by the organiser's office.

I

Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

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

Internet

WiFi is available at the venue, via an open network.

L

Lost property

All property found in the hall will be handed to the venue's reception desk in the foyer, and will be retained for 12 weeks. If, after 12 weeks, no claim in respect of that property has been made by any person, the venue has the right to dispose or donate the item.

O

Organisers

The organiser's office is located by the entrance of the hall and can be accessed from the hall or atrium. It is signposted by a large flag. A member of the Events Team will be in the office throughout the event.

P

Parking

Please see the information in the 'Cars' and 'Coaches' sections for details.

R**Risk assessment**

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

S**Security**

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Seminars

Seminars will be running throughout the event. These are in the seminar pods located towards the exit of the hall, They will be signposted, but please ask a member of the team for directions.

Smoking

ACC Liverpool operates a strict **no smoking** policy in the venue, and would ask for your full cooperation in ensuring this is complied with.

Social media

We will be tweeting about the event using our Twitter account, with the hashtag #ucasexhibition – please feel free to use this.



Car Parking at Exhibition Centre Liverpool

Directions to ACC Liverpool

From the North - Leave the M6 at junction 26 and follow signs for M58 Liverpool. Follow to end of M58 and then take signs for A59 Liverpool. Continue to follow Liverpool City Centre until picking up signs for Arena & Convention Centre Liverpool.

From the South - Leave the M6 at junction 21A and take the M62 to Liverpool. At the end of the M62 follow signs for Liverpool City Centre along Edge Lane, picking up and following signs for Arena & Convention Centre Liverpool.

For Sat Nav please use L3 4BX or the co-ordinates - LAT:53.396007 LONG:-2.99118

Please note that Exhibition Centre Liverpool has bike racks situated on the Riverside of the building.

Please see below details of available on-site parking and other city centre car parks in close proximity to the venue.

Car Park	Pricing & Opening Hours	Spaces	Height Restrictions
Liverpool Waterfront Car Park Monarchs Quay, Liverpool, L3 4FP	Monday – Sunday 24 Hours Up to 1 hour £2.00 Up to 2 hours £5.00 Up to 5 hours £7.00 Up to 9 hours £10.00 Up to 24 hours £15.00	530 spaces + 30 accessible spaces	Ground Floor – 2.4m Levels 1, 2 & 3 – 2.1m
Pay & Display Car Parks 1 & 2 Monarchs Quay, Liverpool, L3 4FP	Monday – Sunday 24 Hours Up to 1 hour £2.00 Up to 2 hours £5.00 Up to 5 hours £7.00 Up to 9 hours £10.00 Up to 24 hours £15.00	200	No height restrictions
Q-Park John Lewis (Liver Street) Liver Street, Liverpool, L1 8DH	Monday – Sunday 24 Hours Days (09:00 – 17:00) Up to 1 hour £2.50 Up to 2 hours £5.00 Up to 3 hours £8.50 Up to 4 hours £11.00 Up to 5 hours £12.50 Up to 10 hours £14.00 Up to 11 hours £15.00 Up to 12 hours £16.00 Up to 24 hours £17.00	281	Maximum vehicle height 2.1m

AT YOUR SERVICE...

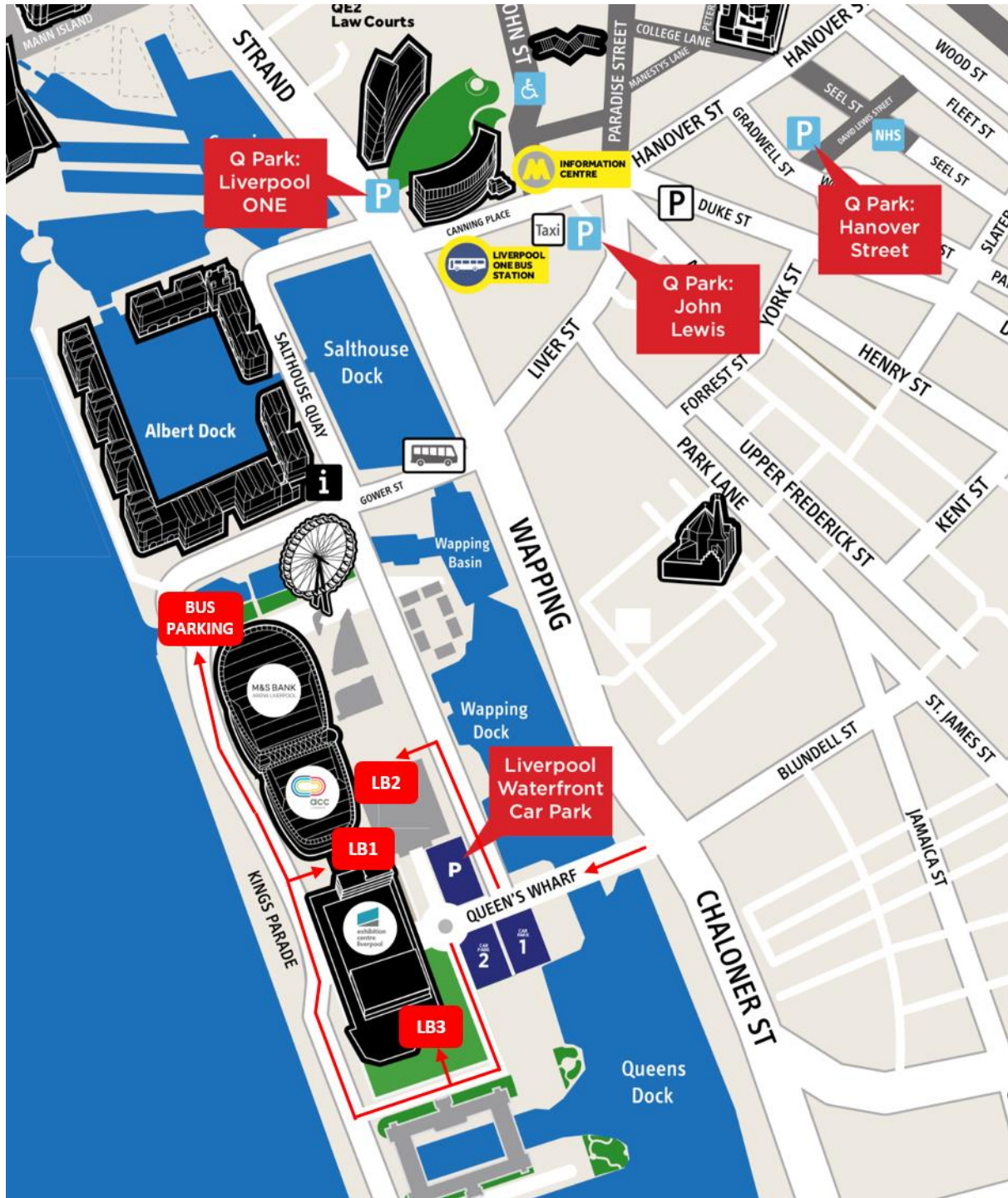
EXCELLENCE AS STANDARD



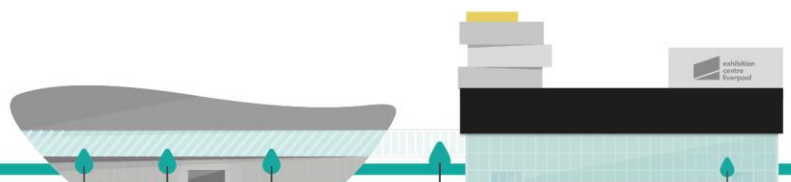
<p>Q-Park Liverpool One (Strand) The Strand, Liverpool, L1 8LT</p>	<p>Monday – Sunday 24 Hours Days (09:00 – 17:00) Up to 1 hour £2.50 Up to 2 hours £5.50 Up to 3 hours £8.50 Up to 4 hours £11.00 Up to 5 hours £12.50 Up to 10 hours £14.00 Up to 11 hours £15.00 Up to 12 hours £16.00 Up to 24 hours £17.00 Evenings (17:00-09:00) £2.50 per hour to a maximum of £7.50</p> <p>Entry before or exit after the stated evening times will result in the normal daily tariff being applied to your whole visit. Lost tickets will be charged at the full 24 hour rate for each day or part thereof of your visit.</p>	<p>1.900</p>	<p>Maximum vehicle height 2.1m</p>
<p>Q-Park (Hanover Street) Seel Street, Liverpool, L1 4AF</p>	<p>Monday – Sunday 24 Hours Days (09:00 – 17:00) Up to 1 hour £2.50 Up to 2 hours £5.00 Up to 3 hours £8.50 Up to 4 hours £11.00 Up to 5 hours £12.50 Up to 10 hours £14.00 Up to 11 hours £15.00 Up to 12 hours £16.00 Up to 24 hours £17.00 Evenings (17:00-09:00) £2.50 per hour to a maximum of £7.50</p> <p>Entry before or exit after the stated evening times will result in the normal daily tariff being applied to your whole visit. Lost tickets will be charged at the full 24 hour rate for each day or part thereof of your visit.</p>	<p>500</p>	<p>Maximum vehicle height 2.m</p>

The on-site pay & display car parks can be seen on the map below numbered 1 and 2, as well as the Liverpool Waterfront Car Park.

Please note, the on-site pay & display car parks can become very busy during events. Should the car parks be full upon your arrival to the venue, we recommend using one of the Q-Parks detailed above.

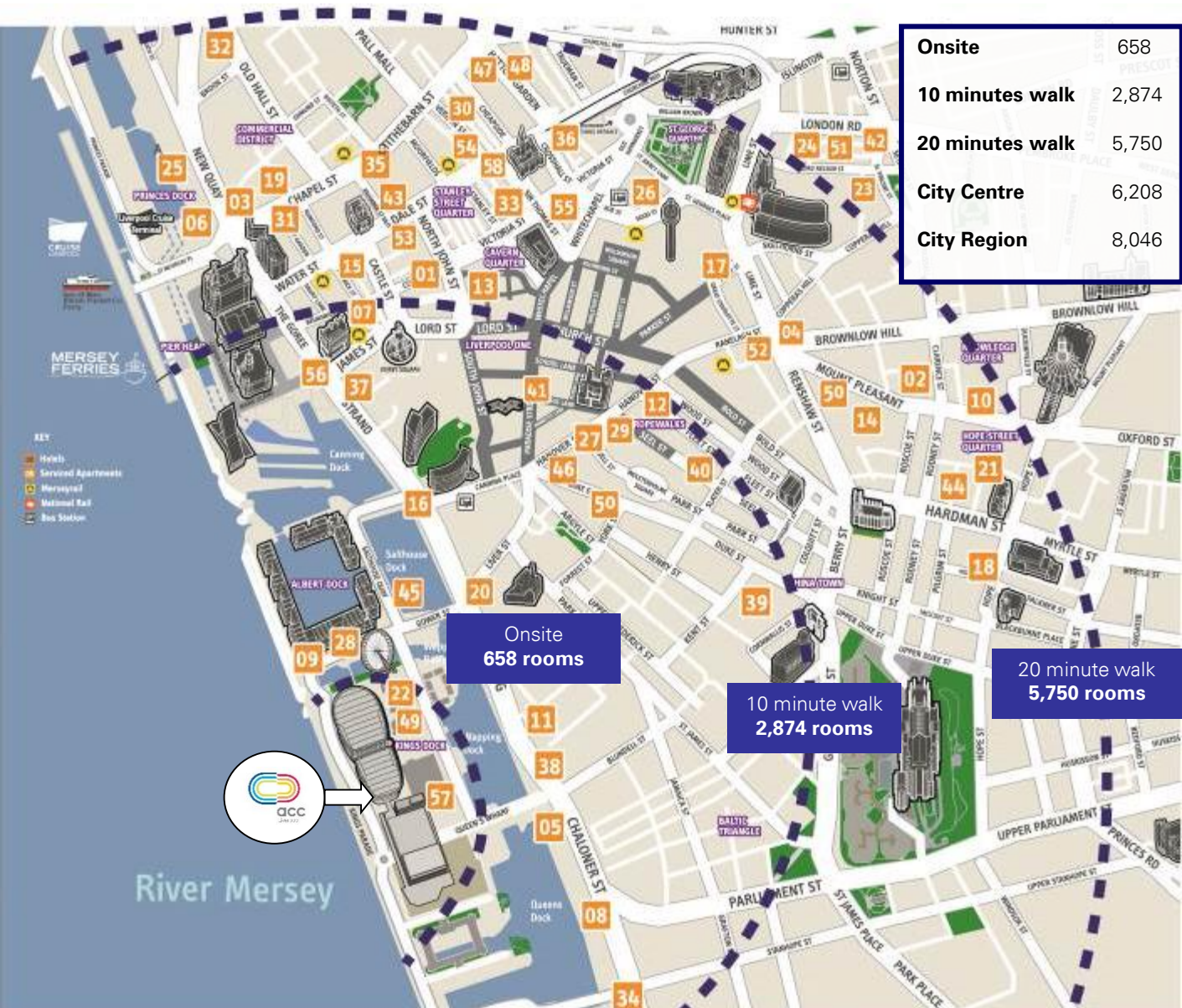


AT YOUR SERVICE...
EXCELLENCE AS STANDARD





ACCOMMODATION

Onsite	658
10 minutes walk	2,874
20 minutes walk	5,750
City Centre	6,208
City Region	8,046



01	62 Castle Street	21	International Inn/Cocoon	41	Bridge Street Liverpool ONE
02	Aachen Hotel	22	Jurys Inn *On site hotel	42	Bridpoint Apartments
03	Mercure, Atlantic Tower	23	The Liner	43	Daytripper Apartments
04	Britannia Adelphi	24	Lord Nelson Hotel	44	International Inn Serviced Apartments
05	Campanile	25	Malmaison	45	Joker Boat and Yellow Submarine
06	Crowne Plaza	26	Marriott, City Centre	46	Posh Pads Casartelli
07	Days Inn	27	Novotel	47	Premier Apartments
08	Dolby Hotel	28	Premier Inn, Albert Dock	48	Richmond Luxury Living
09	Express by Holiday Inn	29	Premier Inn, Hanover Street	49	Staybridge Suites *On site hotel
10	Hallmark Inn	30	Premier Inn, Vernon Street	50	Stayliverpool
11	Hampton by Hilton	31	Racquet Club	51	Trafalgar Warehouse Apartments
12	Hanover Hotel	32	Radisson Blu	52	Adagio
13	Hard Days Night Hotel	33	Sir Thomas Hotel	53	Aloft Hotel
14	Hatters Hostel	34	Travelodge, Liverpool Docks	54	Ibis Styles
15	Heywood House Hotel	35	Travelodge, Exchange St East	55	Signature Living
16	Hilton Liverpool	36	Travelodge, Liverpool Central	56	Titanic Hotel
17	Holiday Inn, City Centre	37	Travelodge, Liverpool Central – The Strand	57	Pullman Hotel *On site hotel
18	Hope Street Hotel	38	YHA	58	Doubletree by Hilton
19	Hotel Indigo	39	Base Serviced Apartments		
20	Ibis/Formule 1	40	The Nadler		

ASSESSOR (LINE MANAGER)	UCAS RISK ASSESSMENT 2019 Liverpool HE Exhibition 2019	ORIGINATOR & MONITORED BY THE H&SE ADVISER (Jovita Milanes) 
NAME: David Hale		
SIGNATURE: 		
DATE: 12/04/2019		
NAME OF STAFF: Danielle Swain		
SIGNATURE: 		
DATE: 12/04/2019		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Over-crowding of event hall / stand	Public and exhibitors	2	3	6	<ul style="list-style-type: none"> ▪ The floor plan has been designed to maximise aisle widths to avoid overcrowding. ▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. ▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. 	2	2	4

					<ul style="list-style-type: none"> ▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate. ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ Organisers to monitor the exhibition area. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. • All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows. 			
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	4	12	<ul style="list-style-type: none"> ▪ Fire exits to be kept clear of obstructions. ▪ Fire extinguishers to be available in the venue. ▪ Ensure all waste is collected and stored correctly. ▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area. ▪ Exhibitors, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas. 	2	2	4
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> ▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. ▪ Organisers and venue to ensure the current number of exits from the venue are adequate. ▪ Floor plan submitted to venue in advance of the event for approval. ▪ Evacuation plan to be known by organisers and communicated to event ambassadors, exhibitors and contractors. 	2	2	4

					<ul style="list-style-type: none"> ▪ 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. 			
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> ▪ Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored within the allocated stand space. ▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. ▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. ▪ Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. 	1	2	2

					<ul style="list-style-type: none"> ▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event ambassadors. ▪ Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. ▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately. ▪ Organisers and exhibitors to ensure all other waste is stored and removed safely. <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>			
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> ▪ Maximum height build of 4m. ▪ All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers to section off the work area as necessary. ▪ Exhibitors to ensure all staff required to work at height are suitably trained. ▪ Suitable personal protective equipment (PPE) clothing and footwear to be worn. 	2	3	6
Stands falling over	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> ▪ All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. ▪ Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. ▪ Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand. ▪ Stand contractor to sign off stand build on completion once satisfied that all stands are safe as per their risk assessment. ▪ Organising team to monitor structures with visual checks for the duration of the event. 	2	2	4

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> ▪ Special structure plans submitted and checked by the venue six weeks in advance of the event. ▪ Maximum height build of 4m. 	2	3	6
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	3	3	9	<ul style="list-style-type: none"> ▪ Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. ▪ Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. ▪ Appropriate signage and warning lights used, where necessary. 	2	3	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	2	6	<ul style="list-style-type: none"> ▪ All catering facilities and staffing provided by venue, and therefore at the control of venue. ▪ Reputable and known concessions units only. ▪ Hygiene regulations to be followed rigidly. ▪ Catering company to employ suitable and trained staff. ▪ Catering staff to ensure all spills are cleaned immediately. 	1	2	2
Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	6	<ul style="list-style-type: none"> ▪ Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate for tasks which are not covered by the standard Exhibitor Risk Assessment. ▪ Only experienced, reliable and approved contractors used. ▪ Organiser to be informed of any particular hazards arising prior to, and during the exhibition. ▪ Basic checks made on contractor and exhibitor risk assessments. ▪ Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. 	2	2	4

					<ul style="list-style-type: none"> ▪ Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so and be able to show proof of training if requested. ▪ Estimated staffing number of contractors is two. ▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. ▪ Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. ▪ No helium balloons allowed in the venue unless prior written consent is obtained, and safe systems of work are put in place. 			
Electricity: connections, and power to stands etc.	Exhibitors	3	3	9	<ul style="list-style-type: none"> ▪ Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. ▪ The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. ▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. ▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. ▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. ▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. ▪ Only experienced, reliable and approved contractors used. 	2	2	4

					<ul style="list-style-type: none"> ▪ All orders for electricity must be placed before the deadline, where applicable. 			
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> ▪ At least two hours set-up period for exhibitors, with any additional access time to be allowed only with pre-approval from the organiser before the build-up day. ▪ Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. ▪ No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. ▪ All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. ▪ Badges/wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. ▪ Organisers to control access into areas where major lifting and construction is taking place. ▪ Security to wear PPE only if indicated by the organiser and assist floor managers in PPE policy if required. 	2	3	6
Traffic management	Visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> ▪ Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance within the exhibitor manual on www.ucas.com/exhibitions ▪ Traffic marshals used to control flow of traffic on-site ▪ Venue contact details to be made available in advance, along with parking permits, if applicable. ▪ Traffic marshals in place in car park / unloading areas. ▪ Care to be taken when driving to and from the venue. ▪ Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'. ▪ 	1	2	2

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Manual handling	Exhibitors and event ambassadors	3	3	9	<ul style="list-style-type: none"> ▪ Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. ▪ Manual handling document to be provided in exhibitor and event ambassadors packs. ▪ All to wear appropriate footwear. ▪ Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. 	2	3	6
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> ▪ Visitors to access venue through front main entrance during event. ▪ All relevant information will be put on the floor plan – including first aid, catering, etc. ▪ Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser’s office, seminar rooms, refreshments areas. ▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. ▪ Organisers and stewards to monitor disabled guests for ease of movement around the venue. ▪ Organisers to ensure there is disabled access/egress to the venue. ▪ All height limits will be strictly enforced to enable clear view of signs and banners. ▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. ▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. 	2	2	4

					<ul style="list-style-type: none"> ▪ Security marshals in place to monitor flows of traffic and pedestrians in the venue. 			
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	2	4	<ul style="list-style-type: none"> ▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. ▪ Venue will be responsible for relevant checks, if necessary. ▪ If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified. ▪ Any offenders will be asked to leave the event. ▪ First aid staff to manage any injury as a result of alcohol/substance abuse. 	2	1	2
Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>b) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence and supervision. waste storage, collection and disposal system in place</p> <p>c) Venue specific details of risk and health and safety should be included within each event briefing.</p>	2	2	4
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> ▪ A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. ▪ Ensure that the first aid point is known to exhibitors and event ambassadors and featured on the floor plan in the Exhibition Guide. ▪ Organisers to ensure first aid post is staffed by qualified persons. ▪ UCAS organising staff to be first aid trained. 	2	3	6

					<ul style="list-style-type: none"> ▪ 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. 			
Hanging Banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> ▪ To be erected by qualified and competent riggers and signed off by qualified person. ▪ "Working at height" control measures implemented as per above ▪ Separate risk assessment and method statement. ▪ Pockets on banners are to be stitched or vinyl welded only. 	2	2	4
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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, event ambassadors and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. ▪ UCAS event organiser to alert UCAS Incident management team ▪ Staff, event ambassadors, exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security. ▪ If bomb threat, venue and UCAS to follow venue's emergency procedures 	2	3	6

Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand' <ul style="list-style-type: none"> Separate "additional" risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected 	2	3	6
Standard Shell Scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	2	3	6	Shell Scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employee Separate risk assessment and method statement – Completed and sent to venue by Formula prior to event.	2	2	4
Stand Electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	Stand & AV electrics to be installed and uninstalled by trained Havills staff only <ul style="list-style-type: none"> Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event. 	2	2	4
Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	All Complex Structures to be put through approvals staging. All plans must be submitted to UCAS then to venue for approval before building can be approved – external sign off to be enforced if required by structural engineer or appropriate professional.	2	2	4
ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk

Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. Area to be monitored by UCAS staff assigned to registration area. Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.	2	2	4
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Venue/Exhibitor Specific Risks at Liverpool								
ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> ▪ Review of the security and stewarding costing if intelligence of a threat is shared. Extra security may be employed if possible; if not a member of the security team will be moved to the main entrance to monitor all entry to the vicinity ▪ Provision for SIA trained security to be implementing bag searches ▪ Point of contact with the venue event manager for further information. Local police service to liaise directly with venue and in the event of a threat, the police's recommendations would be followed ▪ A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates. ▪ Information of situation will remain between only necessary members of staff to reduce panic 	2	3	6

					Event stopped if the threat is at a critical point			
UCAS Dome (Assemble stationary & disassemble)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	Structure to be assembled, disassembled & signed off by trained staff only <ul style="list-style-type: none"> Separate risk assessment and method statement – completed and sent to venue by organiser 	2	2	4
Inflatable pods (Assemble stationary & disassemble) and Seminar rooms	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> Maximum distance to any emergency exit in the inflatable 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 (refer to seminar seating guide) Inflatable pods – Structures to be assembled, disassembled and signed off by trained staff only Separate risk assessment and method statement – completed and sent to venue by organiser 	2	2	4
Wireless Headphones	Visitors, organiser staff, event ambassadors	2	2	4	<ul style="list-style-type: none"> Visitors to be briefed on the use of “silent seminar” headphones and how to control volume Headphones tested and charged before each event season and monitored for the duration. 	1	2	2
Water proximity to venue	Exhibitors, contractors, visitors, venue staff,	3	4	12	<ul style="list-style-type: none"> At least one member of Security team to be situated on the riverbank patrolling area to prevent anyone climbing on or over the riverbank wall/barriers Visitors to be asked not to use riverbank as a meeting point for groups to avoid overcrowding in the area. 	2	3	6

	organiser staff, event ambassadors							
Use of Forklift	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> ▪ Forklift to be used by nominated driver only, driver must have valid licence and have on hand to allow venue to validate ▪ Driver to agree to Venues Code of Practice prior to use ▪ Forklift to only be used in PPE allocated times when no visitors, event ambassadors, exhibitors or any non-authorised persons are in the halls 	1	3	3

KEY TO RISKS: Likelihood x Impact = Initial Risk; and Risk Control Measures = Residual Risk

Likelihood

Impact

Level	Descriptor	Guidance	Level	Descriptor	Guidance
1	Remote	Less than 10% chance	1	Minor	Minor injury or medical issue; little threat to safety; personal inconvenience.
2	Possible	10-50% chance	2	Moderate	Injury or medical issue requiring local support; feeling unsafe; personally disruptive.
3	Likely	Greater than 50% chance	3	Significant	Injury requiring hospitalisation; loss/theft of possessions; safety threatened.
4	Almost certain	Greater than 90% chance	4	Severe	Trauma, life-threatening injury or loss of life.

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITIES AND COLLEGES ADMISSION SERVICE AND ALL ITS SUBSIDIARY COMPANIES

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

EMPLOYERS' LIABILITY

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

PUBLIC AND PRODUCTS LIABILITY

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

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

Yours faithfully



Paul Cusition
For U.M. Association Limited