

The background of the entire page is a photograph of a busy exhibition hall. In the foreground, a young woman with long blonde hair is talking to a young man in a white shirt and tie. To their right, a young woman with a large afro hairstyle is looking towards the camera. In the background, other students and exhibition booths are visible, including one with a blue and white banner.

UCAS higher education exhibitions

Exhibitor manual

Venue address FlyDSA Arena
Broughton Lane
Sheffield
S9 2DF

Event date Friday 21 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.

Accommodation

In the vicinity of the venue, there are hotels and serviced apartments to suit every budget. A comprehensive list of local hotels and accommodation can be found on the [FlyDSA Arena web page](#).

This is a general list provided for information only, and is not to be treated as a recommendation from UCAS.

Alcohol and drug policy

The consumption of alcohol is not permitted during build-up and breakdown. The venue has a strict drugs and alcohol policy, which allows them to offer to test, or eject from site, any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol will not be permitted.

Animals

Assistance dogs are permitted entry to the show. However, if you plan to have any other animal(s) on your stand, you must apply for permission via the organisers, as there are licensing implications, and the city vet's approval will be required.

Arrival

When arriving at FlyDSA Arena, the traffic marshals will direct vehicles to the appropriate loading bay to unload into the hall. Please go to gate A, where you will see two large iron gates – the loading bay is through these gates. Please note, you can only drop off at this point, after which you will need to park in the main carpark.

To gain entry to the venue you must register the details of who will be attending before the

event – this needs to be done through your ENet account, and you can find [instructions on how to do this online](#). Please print off your pass and bring this with you to the event. On arrival, you will need to sign in by presenting your pass, or collecting an exhibitor’s lanyard. This will be available for you to collect from the exhibitors’ registration desk, located at the entrance to the loading bay.

B

Balloons

Helium-filled balloons are not permitted in the venue.

Badges and passes

All exhibitors will be provided with an exhibitor’s lanyard – you will need this to gain entry to the venue and it must be worn at all times – lanyards will be available to collect when you arrive.

Please see the ‘Arrival’ section for more details.

Build-up and breakdown

Build-up times:

Thursday 20 June	16:00 – 18:00
Friday 21 June	08:00 – 09:15

Event open times:

Friday 21 June	09:30 – 15:00
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Breakdown:

Friday 21 June	15:00 – 16:15
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There is no vehicle access to the loading bay after 09:00 on Friday 21 June. The loading bay doors will close, without exception, at 09:00. All vehicles must be removed from the loading bay by 09:10.

Build: On Thursday 20 June, exhibitors will have access to the exhibition hall from 16:00 – 18:00 to begin setting up. On Friday 21 June, access for exhibitors is from 08:00 – 09:15. Please note, the loading bay area will be closed from 09:00 for health and safety purposes. Should you arrive

after this time, you will be directed straight to exhibitors' parking, where you will have a short walk with your goods. All vehicles must be removed from the loading bay by 09:10.

Trolleys are not provided, and **will not** be allowed on the hall floor once the exhibition has opened.

Breakdown: Exhibitors must remain on their stands, and refrain from dismantling them until the exhibition closes at 15:00 on Friday 21 June. To help facilitate this, and ensure health and safety is maintained, the loading bay doors will remain closed until the venue is clear of visitors, which we expect to be by 15:10. Vehicle access to the loading bay for breakdown will not be permitted until all visitors have vacated the hall and returned to their coaches (which will be on the loading bay), and it is safe to allow vehicles into the pedestrian areas.

If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors remain in the venue. This is because stands which are broken down while visitors are still in the hall pose a health and safety risk. As stated, in the exhibitor code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles will apply for dismantling as accessing.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:30, or they may be turned away. After 16:15, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stand, they must wear a hi-vis vest.

When leaving the venue, please make sure any waste is removed – this includes literature that is not in a box and is not being collected by your courier.

Business centre

FlyDSA Arena does not have a business centre.

C

Car parking

Once exhibitors have unloaded, they should move their vehicles and park in the exhibitors' car park. Car parking is free of charge, and a pass is not required – traffic marshals direct you to the correct area.

The car park is located in the backstage compound, shown as 'truck park' on the map.

Carpet

The hall floor is already carpeted in charcoal carpet in the aisles, and light grey carpet on the stands. If you have specific flooring requirements, please contact Formula Exhibitions on 01904 608 855.

Cash machine

There is no cash machine at this venue.

Catering

The event will not close for lunch. If you are alone on your stand, please contact a member of the Events Team, who can be easily identified by their red UCAS branded t-shirts.

Refreshments are available in the exhibitors' lounge, located in the Arena club. We provide each stand with four tea and coffee vouchers, or eight vouchers for double or larger stands. These entitle you to a free tea or coffee, and are redeemable in the exhibitors' lounge. Please come to the organiser's office to receive your vouchers.

Children

Children under the age of 16 are not allowed into the venue during build-up and breakdown.

Cleaning and recycling

Common areas and aisles will be vacuumed each day, and rubbish will be removed. However, stands will not be cleaned. Please leave bags of rubbish in the gangway after the event has closed for collection.

Cloakroom

There are no cloakroom facilities at this venue.

Contractors

If you are employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. Please also let us know your contractor's company name, so the Security Team are aware.

For security reasons, all contractor staff must wear a lanyard to gain entry to the venue. This will be provided on arrival, as long as we are aware they will be on-site.

Please ensure you (or your contractor) send the stand's risk assessment, method statement, and stand plans to events@ucas.ac.uk, at least five weeks before the event.

D

Deliveries

Please refer to the build-up and breakdown section.

Any deliveries to your stand on Friday 21 June must be completed, and your vehicle removed from the loading areas, no later than an hour before the show opens. The venue will not allow the show to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

The address for deliveries is:

UCAS Sheffield higher education exhibition

Exhibitor Company/Provider Name

Exhibitor Contact Name

Stand Number

FlyDSA Arena

Broughton Lane

Sheffield

S9 2DF

Any deliveries which are not clearly addressed, or arrive prior to build-up, are likely to be lost or returned to the sender.

Please make sure you inform the staff manning your stand:

- who your courier is
- what the contact details for your courier are
- what the delivery consists of

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

E

Electrical services and stand power

Our stand contractor, Formula Exhibitions, has a comprehensive range of electrical services for hire and installation, and offers an extensive range of light fittings and flexible power supplies, including three-phase. An [electrics order form](#) is available on the [UCAS Media exhibitions 2019 web page](#). Please complete and return the form to Formula Exhibitions, whose contact details are on the form.

Orders for additional electrical services must be completed at least 16 working days before 21 June, to ensure the mains can be laid before stand building begins. Exhibitors bringing portable appliances should make sure the items have been recently Portable Appliance Tested (PAT) tested, and bear the PAT test pass certificate.

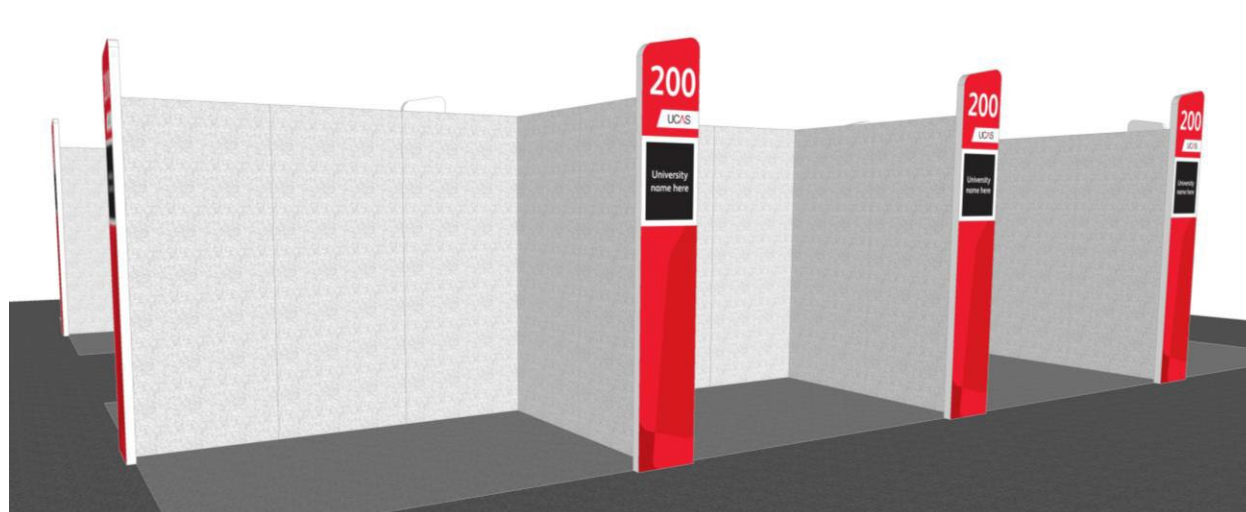
The stand mains supply will be switched on half an hour before and after the event.

Emergency procedures

Please familiarise yourself with the procedures to be followed in the event of an emergency at the venue. The emergency procedure document will be provided at your stand, and is also at the back of this manual.

Exhibition stands and furniture

An example of what the exhibition stands look like is below:



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class 1 fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt-jointed panelling, 2.44m high and 50mm thick, and are pre-finished in nylon loop material. **Please note that 25 – 50mm may be lost from the width of your exhibition stand if you are situated in a block, or as part of a row.** If you are having graphics printed to fit the shell scheme walls, we would recommend contacting the organiser at events@ucas.ac.uk to double-check the measurements.

The name of your organisation and stand number will be displayed on the name board of your stand, based on the details provided during your online booking. Please inform UCAS Media immediately if there are any amendments to be made, at events@ucas.ac.uk. Any name boards altered within ten working days prior to the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included on the stands. An order form is included on the [UCAS Media exhibitions web page](#) for additional electrical requirements. This must be returned to Formula Exhibitions no later than 16 days prior to the event (including weekends). Please note, electrical sockets are not provided as standard, as part of the shell scheme exhibition stands.

Space-only stands

Important: Contractors will not be allowed to start their build-up until they have complied with all the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit where necessary. All structures, materials, special designs, unusual constructions, and all signs, must conform to British safety standards and codes of practice, and comply with local council regulations or those of any other statutory authority (see 'Fire regulations').

Complex structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer, and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structure includes:

- structures over 4m in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps

- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6m high
- structures with a roof

The following details are required for complex structures:

- Detailed, scaled, structural drawings (including staircases, plan views, and elevations).
- Calculations, specifications, and method statement, each showing the event name and the structure's name or number.
- For each complex structure, the organiser will be required to send two complete sets of the above in English – items should not be sent piecemeal.
- A suitably qualified and experienced person, generally a chartered engineer, with adequate professional indemnity cover, must confirm the design is safe for its purpose, and certify all complex structures.

Space-only

Any space-only stand exhibitor must provide the event organiser with:

- copy of a scale drawing, including plans and elevations
- construction timetable
- method statement
- risk assessment
- full details of fabrics and materials being used
- third-party insurance certificate, showing minimum cover of £5 million

The organiser reserves the right to submit any plans to a structural engineer, who will charge a fee which is **not** pre-determinable, and must be paid by the exhibitor or their contractor prior to commencement of the works.

Space-only sites are not permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could mean the stand will not fit in the allotted space. All partition surfaces built above the standard 2.44m shell scheme height must be decorated. If in doubt, please email events@ucas.ac.uk, and we'll advise you.

In addition, all stands must be finished both front and back.

Construction materials

- Artificial flowers and similar decorations are combustible and give off toxic fumes. They must not be used for decorations. Silk-type flowers are acceptable, providing they have

been fireproofed to BS 5438, and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.

- Carpets, flooring, and other flexible floor covering and underlays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. For fixing of floor coverings, all contractors and suppliers will be required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but from now on, it will be mandatory for all contractors to use this, to ensure they do not incur any unnecessary dilapidation charges. The tape is readily available from the manufacturer, Stikatak. Other forms of fixing – such as cable clips, nails, or bolts – are strictly prohibited.
- Drapes, curtains, hangings, and temporary decorations shall be flame-retardant, and comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging decorations, and upholstery shall be secured a minimum of 75mm above the floor level by a 75mm deep skirting, fixed taut, and/or in tight pleats to a solid backing. The organiser shall produce test certificates for any materials they intend to use. If the venue is not satisfied that any material meets the standards required, they shall be removed from the venue.
- Glazing must comply with the current UK building regulations and relevant British standards, including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be indicated, so as to be readily apparent (for example, by warning stripes, dots, or logos), to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass, or be otherwise adequately protected from shattering.
- Paint spraying – a notice of 28 days in writing of any proposed use of a paint sprayer must be provided, as the sprayer shall not be used without the consent of the venue. Paint spraying will be permitted, provided:
 - only water-based paints are used
 - protective measures are undertaken to ensure no paint is spilt on floors, or sprayed or splashed on the walls, or other parts of the building, structures, or equipment
 - no nuisance is caused to other persons in the venue

Event staff

Event staff will be available throughout the build-up time and opening times – they are easily identified by their red, UCAS-branded t-shirts. They will make sure empty boxes are cleared away, aisles are kept tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance. However, they will not undertake any excessive lifting, and are not allowed on the lorry way.

Exhibitors' property

Exhibitors' stands and exhibits are not accepted into the custody or control of the licensor, and exhibitors shall make their own insurance arrangements. While FlyDSA Arena and UCAS Media take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

FlyDSA Arena and the UCAS Events Team also accept no responsibility for anything left on the premises, and exhibitors must make arrangements for all material to be removed from the exhibition by 20:00 on Friday 21 June. Any items left on the premises after the tenancy has expired will be kept by FlyDSA Arena, and it will endeavour to contact exhibitors prior to disposal, but cannot guarantee contact.

F

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably seven working days prior to the exhibition, at events@ucas.ac.uk.

Fire regulations

All materials used in the construction of stands, features, and displays, including signs, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed to adequately perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British standards are the minimum acceptable for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure they comply. Any decorative materials, drapes, curtains, etc. must be flameproofed. Floor coverings must be secured in place, so as not to cause a hazard.

It is understood exhibitors will use paper-based products as part of their stand materials (which is a combustible material). A direct 'no smoking' control measure will be in place across all venues, to reduce the associated risks of fire. If any display includes a flammable product or

substance, this should be considered and controlled by a separate risk assessment, subject to the approval of the event organisers (e.g. a cooking display).

First aid

Medical staff are onsite for the duration of the event. The first aid room is located on the green concourse. Should you require medical assistance, please report to the organiser's office, so the appropriate response can be coordinated.

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.

Furniture hire

Each stand will be supplied with the furniture hired when booking. If you wish to hire any additional furniture, or upgrade your furniture package, please do so through your ENet account, at least two weeks prior to the exhibition date.

H

Hazardous exhibits

No hazardous substance, object, or process is to be used, exhibited, or stored within the immediate confines of the exhibition complex. Examples of prohibited items are:

- real flame
- flammable materials, including petroleum spirits, paraffin, and diesel
- flammable gases, including liquid petroleum gas
- toxic substances
- boilers, stoves, and furnaces
- moving displays
- laser beams or pyrotechnics

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. If you are planning to build a stand which you believe may be a 'complex' stand, please contact the organiser at events@ucas.ac.uk.

If you have purchased a shell scheme only stand, please be aware that the stand panels are 1m wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organiser at events@ucas.ac.uk.

High-vis policy

During the hazardous parts of build-up and breakdown (when shell scheme is being built and forklift trucks are moving around the venue), FlyDSA Arena operates a high-vis policy. Anyone in the hall must wear a high-vis vest. UCAS aims to have all hazardous work completed by the time exhibitors have access, but sometimes it may be necessary for this policy to be put into action.

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

Internet

Free WiFi is available to all – more information can be found in your on-site pack at your stand.

UCAS

UCAS can offer a TV AV hire package – for more information and to book, please sign in to your ENet account. The items will be on your stand during build-up day, and onsite technical support will be available. If you require further information, please call the Events Team on 01242 544 645.

L**Lost property**

All property found should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner claims it. If no owner is found for the duration of the event, the property will be left with the venue. Lost property will remain at the venue for approximately two months.

M**Music**

Exhibitors requiring music to be broadcast, whether live or from devices on stands or other areas, will require a licence for the performance of music from the Performing Rights Society Limited, which has rights under The Copyright Act 1988.

O**Organisers**

The organiser's office is located in the corridor behind the red tiered seating, this is the same corridor as the seminar rooms, and will be signposted. The main organiser contact is Grace Rishworth. During the exhibition, Grace can be contacted on 07788 464 540. Prior to the exhibition, please contact Grace on 01242 544791 or at g.rishworth@ucas.ac.uk.

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 is 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 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 to hire a scanning device at the exhibition, you will be able to collect this between 08:30 – 09:15 on Friday 21 June

The scanners must be returned at the end of the exhibition.

Security

Security is provided for the show at all times. Please assist us by wearing your exhibitor's lanyard at all times – entry to the hall will not be permitted without a pass.

Smoking

FlyDSA Arena operates a strict no-smoking policy on-site, and asks 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 and #igniteyourfuture. Please feel free to use this hashtag and help us share details of the event.

Storage

There are limited unsecured facilities for the storage of exhibition material, cases, and catalogues. No storage is allowed to obstruct fire exits, or in areas behind stands, in gangways, in the loading bay area, etc. Please contact an organiser or event staff on-site for more details.

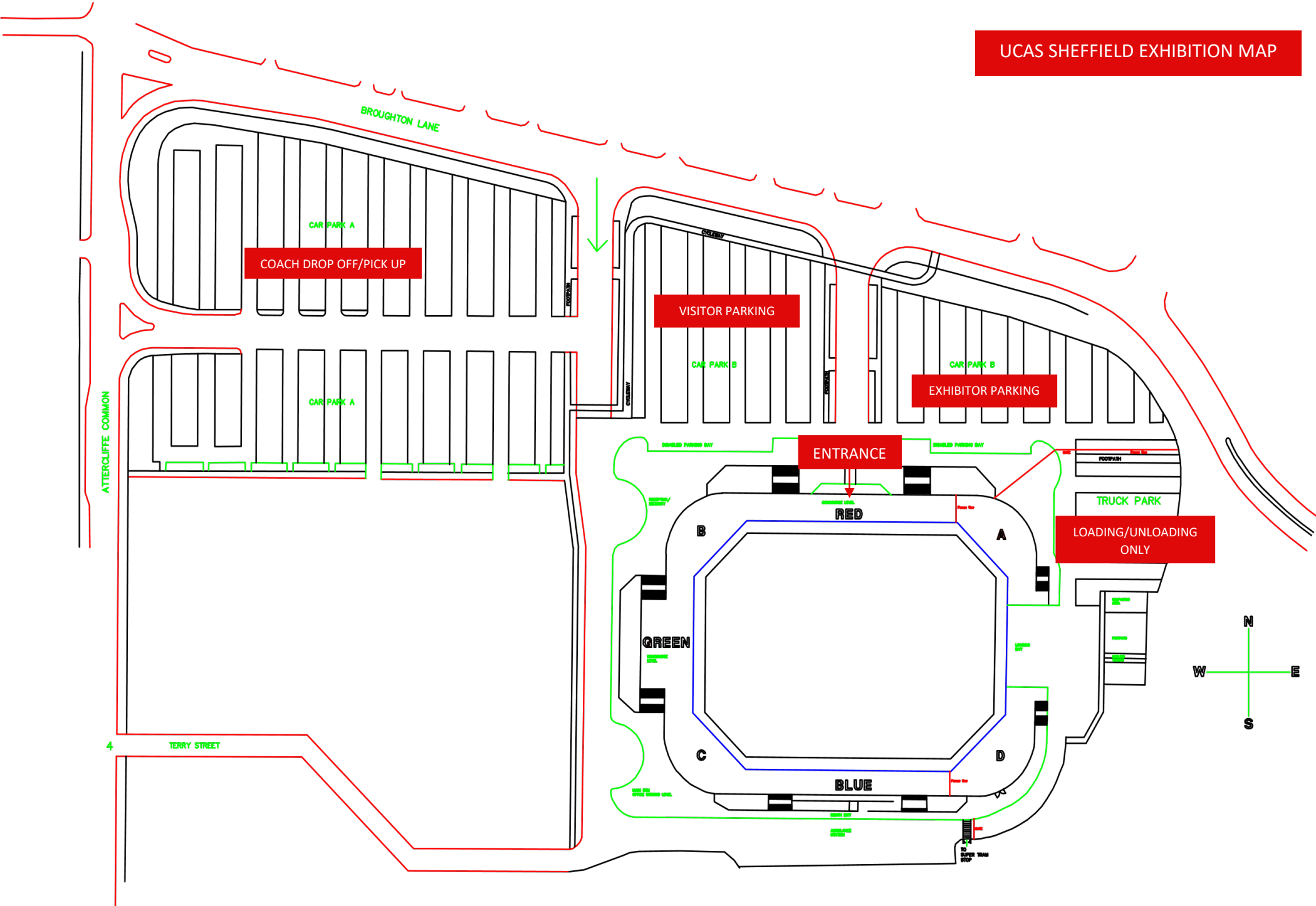
T

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.

UCAS SHEFFIELD EXHIBITION MAP



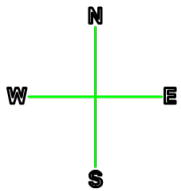
COACH DROP OFF/PICK UP

VISITOR PARKING

EXHIBITOR PARKING

ENTRANCE

LOADING/UNLOADING ONLY



4



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

ASSESSOR (LINE MANAGER)	UCAS RISK ASSESSMENT 2019 UCAS Sheffield Higher Education Exhibition <u>Build-up:</u> Thursday 20 June <u>Event:</u> Friday 21 June <u>Venue:</u> FlyDSA Arena, Sheffield	ORIGINATOR & MONITORED BY THE H&SE ADVISER (Jovita Milanes)
NAME: David Hale		
SIGNATURE: 		
DATE: 08/05/2019		
NAME OF STAFF: Grace Rishworth		
SIGNATURE: 		
DATE: 08/05/2019		

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.

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Over-crowding of event hall / stand	Public and exhibitors	2	3	6	<ul style="list-style-type: none"> ▪ The floor plan 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. Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. ▪ 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. 	2	2	4
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. 	2	2	4

					<ul style="list-style-type: none"> ▪ Exhibitors, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas. ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of fire safety and evacuation planning) 			
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. ▪ 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. 	2	2	4

					<ul style="list-style-type: none"> ▪ 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. ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of fire safety and evacuation planning) 			
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. ▪ 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. ▪ 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. 	1	2	2

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
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, 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. ▪ 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. 	2	2	4

Electricity: connections, and power to stands etc.	Exhibitors	3	3	9	<ul style="list-style-type: none"> ▪ Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. ▪ The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. ▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. ▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. ▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. ▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. ▪ Only experienced, reliable and approved contractors used. ▪ All orders for electricity must be placed before the deadline, where applicable. 	2	2	4
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 	2	3	6

					<p>to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary.</p> <ul style="list-style-type: none"> ▪ 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. 			
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
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	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. 	2	2	4

	staff, event ambassadors				<ul style="list-style-type: none"> ▪ 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. <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	Exhibitors, contractors, visitors, venue staff, organiser	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.</p>	2	2	4

assessments for the above hazards and risks.	staff, event ambassadors				waste storage, collection and disposal system in place c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site. d) Venue specific details of risk and health and safety should be included within each event briefing.			
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. ▪ 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. 	2	3	6
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. 	2	3	6

					<ul style="list-style-type: none"> ▪ 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 			
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	<p>General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'</p> <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	<p>Shell Scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employee</p> <p>Separate risk assessment and method statement – Completed and sent to venue by Formula prior to event.</p>	2	2	4
Stand Electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	<p>Stand & AV electrics to be installed and uninstalled by trained Havills staff only</p> <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	2	3	6	<p>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.</p>	2	2	4

	staff, event ambassadors							
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

Venue/Exhibitor Specific Risks at Sheffield exhibition

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. A member of the security team will be located at 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 	2	3	6

					<p>with venue and in the event of a threat, the police's recommendations would be followed</p> <ul style="list-style-type: none"> ▪ 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 ▪ Event stopped if the threat is at a critical point 			
UCAS Dome (assemble stationary & disassemble)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	2	8	<p>Structure to be assembled, disassembled & signed off by trained staff only.</p> <ul style="list-style-type: none"> ▪ Separate risk assessment and method statement – completed and sent to venue by the organiser 	2	2	4
Hanging banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	2	6	<ul style="list-style-type: none"> ▪ To be erected by qualified and competent riggers and signed off by a qualified person ▪ “Working at height” control measures implemented as per above ▪ Separate risk assessment and method statement 	2	2	4
Access into venue	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	2	6	<ul style="list-style-type: none"> ▪ Organiser to communicate to visitors to not bring a bag larger than a small clutch and where possible to bring no bag at all or leave them in coach/car. ▪ Any visitor who brings a bag into the venue will be searched. ▪ External queue management in place to manage the ingress and egress, to be staffed by the venue. 	2	2	4
Interactive zone/graffiti wall	Exhibitors, contractors,	3	3	9	<ul style="list-style-type: none"> ▪ UCAS staff and event staff assigned to the area to monitor visitor flow and ask visitors to move if needed. All exits to be monitored and kept clear. 	2	3	6

<ul style="list-style-type: none"> • Congestion • Blocking of exits • Walls falling over 	<p>visitors, venue staff, organiser staff, event ambassadors</p>				<ul style="list-style-type: none"> ▪ Any pens/pencils to be used in the area to be non-toxic. All pens/pencils will be kept with event staff to avoid being left on the floor. ▪ Graffiti wall to be secured against a shell scheme panel, to be built by qualified contractors ▪ Event staff to monitor and prevent students from sitting or leaning on the wall. 			
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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