

UCAS higher education exhibitions

## Visitor information pack

Address University of Hull  
Cottingham Road  
Hull  
HU6 7RX

Date Tuesday 18 June 09:30 – 14:30

## Contents

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

## A

### Accidents and near misses

If you need to report an accident or near miss, please contact the event staff. First aid trained staff are based in all buildings.

### Arrivals

Registration will take place in the reception area of the University of Hull's Sports and Fitness Centre. We kindly request that visitors use the footpath for queuing.

School groups and individual visitors are asked not to arrive at the exhibition earlier than fifteen minutes before their entry time.

Please have your ticket ready to be scanned.

## C

### Cars

Car parking is available for visitors in the **Wilberforce multi-storey car park** (F2 on the map). To access this, please use the **entrance on Inglemire Lane (for satnav, use postcode HU6 7DF)**. The campus map can be found at: [www.hull.ac.uk/editor-assets/docs/campus-map.pdf](http://www.hull.ac.uk/editor-assets/docs/campus-map.pdf)

On entering the car park, visitors will receive a parking ticket. For **free parking**, please bring this ticket with you to the Sports and Fitness Centre reception, and we will exchange it for a ticket that will allow you to park free of charge.

Please note, this car park is a short walk from the venue and anyone with physical difficulties should contact the organiser before the day of the event, to organise alternative parking arrangements.

### Cash machines

Cash machines are located on the wall outside Student Central, and inside the building.

### Catering

There will be a large variety of food stalls on campus, open from 09:30 – 14:30. Please note, the food stalls do not accept credit or debit cards and can only accept cash.

Alternatively, there will be other outlets on campus, including the Student Central shop, selling sandwiches, snacks, and drinks, and Zucchini's café in the Wilberforce building.

Students are not allowed in the university's bars.

## Coaches

In the interests of health and safety, please use the official coach drop off and collection points for your students. These are located at the Cottingham Road entrance, as shown on the campus map in the Exhibition Guide (post code **HU6 7RX**).

There is no parking for coaches on campus. Parking for coaches has been reserved off campus at our student accommodation – The Lawns, Harland Way, Cottingham, HU16 5SQ.

There are a limited number of parking spaces that can be reserved for mini buses. Please contact the organiser of the event to obtain a parking permit and further information on the use of these spaces.

## D

### Directions

For visitors travelling by train, there is a taxi rank at the railway station.

For visitors travelling by bus – the EYMS 103, 105, and 115 all leave from the transport interchange and stop immediately outside the university, on Cottingham Road. It is then a short walk through the campus to the exhibition and seminars.

The Hull campus map can be found at: [www.hull.ac.uk/editor-assets/docs/campus-map.pdf](http://www.hull.ac.uk/editor-assets/docs/campus-map.pdf)

Event staff will be on hand to guide you through the campus to the exhibition venue.

Please see the Cars and Coaches sections for parking direction information.

## E

### Emergency procedures

If you discover a fire, or other similar emergency, you should raise the alarm by activating the nearest fire alarm point, and then leave the building by the nearest exit.

If you hear the fire alarm, which is a continuous high-pitched sound, visitors should immediately leave the building by the nearest exit.

Go to the nearest assembly point. These are located outside the Sports and Fitness Centre building. Staff will direct you, if necessary, to the nearest assembly point.

You should not re-enter a building until told to do so. Please do not leave the assembly point until the building has been checked.

Fire doors and portable extinguishers are crucial elements in fire prevention and should not be misused or, in the case of fire doors, wedged open.

## Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be easily identified by their red, UCAS-branded t-shirts.

## F

### First aid

All security staff are first aid trained and able to provide first aid assistance if needed.

In the event of an accident or mishap, please contact an organiser or the event staff. First aid trained staff are also available in all buildings on campus – please contact the nearest porter's office for assistance.

## I

### Insurance

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

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

### Internet

Guests can connect to the 'UoH-Guest' WiFi network via eduroam. Once connected, open a browser and submit your contact details to gain full access. Please be aware that connection in the marquees is likely to be weak and will be stronger nearer to, or inside, the buildings nearby.

## L

### Lost property

All property found at the venue will be handed in to the lost property department there, and will be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the venue shall receive the rights to offer that property for sale. Should you find a lost item, please hand this in to event staff in the Sports and Fitness Centre.

## O

### Organisers

The organiser will be on hand in the exhibition areas throughout the day.

Contact: Amy Newton  
Email: Amy.Newton@hull.ac.uk  
On-site tel: 07976 703 826

Please note, this number is only available during the set-up, opening, and breakdown times for this exhibition.

## P

### Parking

Please see the information in the Cars and Coaches sections.

## R

### Risk assessment

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

## S

### Security

Security will be available on campus all day. In case of an emergency, please contact the Security Team on 01482 465 555.

### Seminars

A large number of seminars and subject taster sessions will take place at the exhibition.

For subjects and times, please refer to the exhibition guide which will be available on the exhibition website in June. These will also be in the exhibition guide available to visitors at the exhibition reception on the day.

## Smoking

Smoking, including e-cigarettes, is not allowed inside any building on campus. Smokers are also asked to stand away from doorways and windows.

To Whom It May Concern

Our ref: TK/IND

24 September, 2018

Zurich Municipal Customer: University of Hull

This is to confirm that University of Hull has in force with this Company until the policy expiry on 25 October 2019 Insurance incorporating the following essential features:

Zurich Municipal  
Zurich House  
1 Gladiator Way  
Farnborough  
Hampshire  
GU14 6GB

Telephone: 0800 335500  
E-mail:  
harry.dyne@uk.zurich.com

Zurich Municipal  
Zurich Municipal is a trading  
name 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.

**Policy Number:** NHE-03CA04-0013

**Limit of Indemnity:**

**Public Liability:** £ 25,000,000

**Products Liability:** £ 25,000,000

**Pollution:**

any one event  
for all claims in the  
aggregate during  
any one period of  
insurance

**Employers' Liability:** £ 25,000,000

any one event  
inclusive of costs

**Excess:**

**Public Liability/Products Liability/Pollution:**

£ 10,000 any one  
event

**Employers' Liability:**

Nil any one  
claim

**Indemnity to Principals:**

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

**Full Policy:**

The policy documents should be referred to for details of full cover.

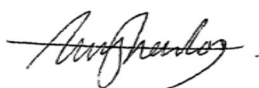

Yours faithfully



Underwriting Services  
Zurich Municipal

MSTDNA01



<b>ASSESSOR (LINE MANAGER)</b>	<p align="center"><b>UCAS RISK ASSESSMENT 2019</b></p> <p align="center"><b>Humberside UCAS Exhibition</b>  <b>Sports and Fitness Centre, University of Hull</b></p> <p align="center"><b>Sunday 16<sup>th</sup> June – Tuesday 18<sup>th</sup> June 2019</b></p>	<b>ORIGINATOR &amp; MONITORED BY</b>
<b>NAME: Amy Newton</b>		<b>NAME: Emily Bibby</b>
<b>SIGNATURE:</b> 		<b>SIGNATURE:</b> 
<b>DATE: 06/05/2019</b>		<b>DATE: 07/05/2019</b>

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Over-crowding of event hall/stands	Exhibitors, Event Staff, Student Helpers, Visitors.	3	2	6	<ul style="list-style-type: none"> <li>▪ The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding.</li> <li>▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers.</li> <li>▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles.</li> <li>▪ Organisers to schedule arrivals in line with venue capacities: coloured wrist bands sent out to schools and colleges to enable entry at allocated times only.</li> <li>▪ Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space</li> <li>▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable.</li> <li>▪ Organisers to monitor the exhibition area.</li> <li>▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</li> <li>▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.</li> <li>▪ Exhibition staff to monitor flow of students in both marquees and liaise with staff at entry point to restrict numbers of necessary.</li> <li>▪ Separate entrance and exit to ensure no overcrowding in these areas.</li> </ul>	1	2	3

Fire and possible emergency evacuation	Exhibitors, Event Staff, Student Helpers, Visitors.	4	2	8	<ul style="list-style-type: none"> <li>▪ No smoking or naked flames in the building: all visitors will use designated smoking areas.</li> <li>▪ Ambassadors and exhibitors to remove all waste including flammable materials from stand areas and marquees throughout the day.</li> <li>▪ Floor plan ensures ease of movement around venue to fire exits.</li> <li>▪ All event staff and student ambassadors aware of evacuation procedures and assembly areas.</li> <li>▪ Evacuation information provided to exhibitors and visitors in event handbook and on stand.</li> <li>▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.</li> <li>▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate.</li> <li>▪ Ensure all gangways and emergency exits are kept clear.</li> <li>▪ All emergency exits maintained and kept clear for the duration of the event.</li> <li>▪ Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. Event staff and ambassadors to alert all visitors in event of emergency evacuation.</li> </ul>	2	2	4
--	---	---	---	---	---	---	---	---

Slips / trips and falls	Exhibitors, Event Staff, Student Helpers, Visitors.	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>▪ Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space.</li> <li>▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.</li> <li>▪ Empty, flat-packed, and broken boxes to be removed from stand by student helpers.</li> <li>▪ Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> <li>▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li> <li>▪ Organisers and exhibitors to ensure all other waste is stored and removed safely.</li> <li>▪ Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin.</li> <li>▪ Storage area provided in both marquees for materials too large for stand area.</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>
Stands falling over	Public and Exhibitors	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>▪ All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser.</li> <li>▪ Any exhibitors with complex stands to submit their own risk assessment to UCAS Events.</li> <li>▪ Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>

Exhibitor and teacher refreshments. People carrying hot tea and coffee around the exhibition and campus	Exhibitors, Event Staff, Student Helpers, Visitors.	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>▪ All catering facilities and staffing provided by University and therefore at the control of venue.</li> <li>▪ Reputable and known concessions units only.</li> <li>▪ Teacher and exhibitor lounge in the Beacon; teachers and exhibitors made aware and signposted.</li> <li>▪ Refreshments available for exhibitors in area of Sports Hall accessible only to exhibitors and event staff/helpers.</li> <li>▪ Student helpers to assist exhibitors by providing drinks and to be briefed on safety concerns.</li> <li>▪ Hygiene regulations to be followed rigidly.</li> <li>▪ Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>
Variety of contractors and exhibitors on site	Contractors and Exhibitors	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>▪ Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate.</li> <li>▪ Only experienced, reliable and approved contractors used.</li> <li>▪ Organiser to be informed of any particular hazards arising prior to, and during the exhibition.</li> <li>▪ Basic checks made on contractor and exhibitor risk assessments.</li> <li>▪ Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.</li> <li>▪ Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so.</li> <li>▪ Estimated staffing number of contractors is two.</li> <li>▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands.</li> <li>▪ Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number.</li> <li>▪ No helium balloons allowed in the venue.</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>

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

Build-up and Breakdown	Exhibitors, Contractors, Venue and UCAS Staff	3	3	9	<ul style="list-style-type: none"> <li>▪ At least two hours set-up period for exhibitors, and full day access for contractors.</li> <li>▪ Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown.</li> <li>▪ No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser.</li> <li>▪ All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.</li> <li>▪ All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary.</li> <li>▪ Organisers to control access into areas where major lifting and construction is taking place.</li> <li>▪ Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.</li> <li>▪ Official employment of exhibitors checked upon arrival to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary.</li> </ul>	1	3	3
Car parking during exhibition	Visitors and Exhibitors	2	2	4	<ul style="list-style-type: none"> <li>▪ Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance.</li> <li>▪ Traffic marshals used to control flow of traffic on-site</li> <li>▪ Venue contact details to be made available in advance.</li> <li>▪ Traffic marshals in place in car park / unloading areas.</li> <li>▪ 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'.</li> </ul>	1	2	2

Visitor Orientation	Visitors, Venue Staff, Organiser Staff, Student Helpers	3	3	9	<ul style="list-style-type: none"> <li>▪ Visitors to access venue through front main entrance during event.</li> <li>▪ All relevant information will be put in the exhibition guide – including first aid, catering, etc.</li> <li>▪ Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser’s office, seminar rooms, refreshments areas.</li> <li>▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>▪ Organisers and helpers to monitor disabled guests for ease of movement around the venue.</li> <li>▪ Organisers to ensure there is disabled access/egress to the venue.</li> <li>▪ All height limits will be strictly enforced to enable clear view of signs and banners.</li> <li>▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.</li> <li>▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.</li> <li>▪ Event staff in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>	2	2	4
---------------------	--	---	---	---	--	---	---	---



Seminar rooms: one access door to each lecture theatre so risk of overcrowding for popular talks	Visitors and Speakers	3	2	6	<ul style="list-style-type: none"> <li>▪ Fire doors in each lecture theatre</li> <li>▪ Staff members and student helpers present in Wilberforce building to manage evacuation and first aid requirements</li> <li>▪ Areas outside lecture theatres are spacious so students won't be crowded into a narrow corridor</li> <li>▪ Student ambassadors on duty to assist staff</li> <li>▪ Lifts for students with wheel chair access needs to first floor lecture theatres and student helpers available to assist.</li> <li>▪ Stair access so risk of tripping on stairs</li> <li>▪ Clear signs highlighting room locations and student helpers to give directions</li> <li>▪ Each student /visitor has a copy of the Exhibition Guide with a detailed map of Campus</li> <li>▪ Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres.</li> </ul>	1	1	1
Coach drop off	Visitors and Speakers	3	2	6	<ul style="list-style-type: none"> <li>▪ Coaches to drop off at bus stop and drop off area on road alongside campus so no need for students to cross the road.</li> <li>▪ Drop off to be supervised by event staff and student helpers wearing high-vis jackets.</li> <li>▪ Visitors to be directed onto campus with clear signs to exhibition and seminars.</li> <li>▪ Coaches directed to park off campus at The Lawns centre – communicated to schools in advance of the event.</li> <li>▪ Pedestrian crossing opposite the campus if visitors do need to cross the road.</li> </ul>	1	2	2
Manual Handling	Exhibitors and Student Helpers	3	3	9	<ul style="list-style-type: none"> <li>▪ Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>▪ Manual handling document to be provided in exhibitor and student helper packs.</li> <li>▪ All to wear appropriate footwear.</li> <li>▪ Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</li> </ul>	1	2	2

Alcohol / substance controls	Exhibitors, Event Staff, Student Helpers, Visitors, Contractors	1	1	1	<ul style="list-style-type: none"> <li>▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event.</li> <li>▪ Venue will be responsible for relevant checks, if necessary.</li> <li>▪ If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified.</li> <li>▪ Any offenders will be asked to leave the event.</li> </ul>	1	1	1
<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <ul style="list-style-type: none"> <li>a) PPE</li> <li>b) manual handling</li> <li>c) work equipment and electricity</li> <li>d) chemicals</li> <li>e) slips, trips and falls</li> <li>f) work at height</li> </ul> <p>emergency procedures</p>	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> <li>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</li> <li>b) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision</li> <li>c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</li> <li>d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence &amp; supervision. waste storage, collection and disposal system in place</li> <li>e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</li> <li>f) Work at height: training and competence.</li> <li>g) Emergency procedures: staff training in health &amp; safety and emergency procedures.</li> <li>h) Audible and visible alarms and warnings suitable for danger and regularly tested.</li> </ul>	1	2	2

Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<ul style="list-style-type: none"> <li>▪ A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times.</li> <li>▪ Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide.</li> <li>▪ Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained.</li> <li>▪ 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.</li> </ul>	1	2	2
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3,000)	4	4	16	<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"> <li>• Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. <ul style="list-style-type: none"> <li>• UCAS event organiser to alert UCAS incident management team</li> <li>• Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.</li> </ul> </li> </ul> <p>If bomb threat, venue and UCAS to follow venue's emergency procedures</p>	2	3	6

**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.