

UCAS higher education exhibitions

## Visitor Information Pack

**Venue address:** University of Bedfordshire  
Bedford campus  
Polhill Avenue  
Bedford  
MK41 9EA

**Event date:** 20 — 21 June 2019  
09:30 — 14:30

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# Bedfordshire UCAS exhibition

Thank you for supporting the Bedfordshire UCAS Higher Education exhibition on 20-21 June 2019. Your key contacts on the day are:



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Our team of event staff are easily identifiable in their red UCAS t-shirts and jackets.

Each stand will have a designated staff member to offer support throughout the exhibition.

Please note that the University of Bedfordshire has multiple campuses - the UCAS exhibition is hosted at the Bedford campus:

**University of Bedfordshire, Bedford campus, Polhill Avenue, Bedford, MK41 9EA**



University of Bedfordshire

# Bedford campus map

## Exhibitions and subject talks

- ★ 1 Registration
- ★ 2 Exhibition marquee
- ★ 3 Teachers & exhibitors lounge
- ★ 4 Sports Hall exhibition
- ★ 5 Yellow subject talks
- ★ 6 Red subject talks
- ★ 7 Orange subject talks
- ★ 8 Demonstration Zone

- D Campus Centre and refectory
- G Gateway - main reception
- J Teacher Education Centre
- K Teacher Education Centre
- L Teacher Education Centre
- P Dance studios and sports facilities
- Q Library
- R2 Student accommodation
- R4 Student accommodation



# UCAS exhibition A-Z

## A

### Accidents and near misses

In the event of an accident or near miss while on-site, please report to the event organiser as soon as possible on 07568 130 527.

### Arrivals

A member of the Events Team will greet your coach and inform your students of the programme for the day. Our event staff will then take your students to the **Welcome Marquee**, where they collect their programmes and their entry tickets will be scanned. Your students will then be able to enter the exhibition halls. If any of your students forget or misplace their tickets, they'll be able to re-register on-site in the Welcome marquee.

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 will have to register again to be re-admitted.

Unfortunately, we have no coach parking on campus – please advise your coach driver that they will be asked to park off-site.

## C

### Car parking

Free car parking is available for visitors on campus, but it will be limited.

### Cash machines

Credit and debit cards are only accepted in the Gateway Cafe and the Global Cafe.

The University has a free cash machine, which is located in the Campus Centre building.

## Catering

All catering outlets on campus will be open during the event, but are expected to be busy.

### Teachers and exhibitors

Complementary tea/coffee will be available for teachers and exhibitors throughout the exhibition in the teachers and exhibitors' lounge, which is located at the rear of the main marquee, next to the Sports Hall. There will also be a shop and lounge area to buy light refreshments and take your break.

In addition, the following catering outlets will also be open:

**Global Cafe:** Located next to the main campus theatre in D block, will be serving:

- sandwiches
- hot and cold beverages
- assorted 6" deep-pan pizzas
- burgers and chips

**Gateway cafe:** Located in the main Gateway building, will be serving:

- hot and cold beverages
- sandwiches, paninis and toasties

**Catering marquee:** Located next to the demonstration zone, there will be three temporary catering outlets serving:

- **Outlet 1:** hound dog (hot dog)
- **Outlet 2:** mac shack
- **Outlet 3:** platini's asian street food

In addition, there are smoothie outlets around campus. Students can also purchase ice creams, crisps, drinks, boxed salads, and fresh fruit from all outlets.

## Coaches

To ensure a smooth and steady flow of coach traffic, in and around the University of Bedfordshire, we have produced an important set of guidelines for teachers and coach drivers. Please make sure these guidelines are read by your school representative, and your coach company. There is **no coach parking on site**, and you will need to make prior arrangements with your coach company to park for the duration of the event.



Please follow directions to the University of Bedfordshire (postcode MK41 9EA). On arrival, there will be signs and event staff directing coaches to a designated drop-off point. Please make sure you arrive at your pre-arranged arrival time, as we have approximately 10,000 visitors arriving by coach over the duration of the event. If your coach is significantly early, you will be asked to keep your students on the coach until your allocated arrival time – please ensure your coach driver is aware of this.

On arrival at the university campus, each coach will receive a short briefing from a member of the event staff, before the students disembark. At this time, we will need to collect the following pieces of information from a member of school staff on each coach, so they will need following information to hand:

- School/college name.
- Contact name of staff member on-site.
- Expected departure time.
- Coach company name.

## D

### Directions

#### By road

From the north, leave the M1 at junction 14. Take the A422, following signs for Bedford. From the south, leave the M1 at junction 13, then follow the A421 to Bedford. From the A1, south of St Neots, take the A428 to Bedford, the Bedford campus is next to the A428, on the eastern side of Bedford.

For more detailed directions, please visit: [www.unibeds.info/Bedford-directions](http://www.unibeds.info/Bedford-directions)

#### By rail

There are frequent trains, operated by Thameslink and Great Northern, from London St Pancras International station – journey time is about 50 minutes. East Midlands Trains run from London St Pancras station – journey time is about 40 minutes.

There are also direct trains from Leicester, Derby, Nottingham, and Sheffield. Services to the West Midlands, Lancashire, and Scotland are via Milton Keynes.

## E

### Emergency procedures

The exhibition is supported by a designated Health and Safety Team who have a remit to ensure the safety and welfare of our visitors.

### 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

First aid facilities are available at the event, with a designated team of first aiders on hand throughout the exhibition. Should medical assistance be required, please request this from a member of staff.

## 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 can be accessed on campus through Eduroam (if you work for a university or college that also supports this scheme). Guest Wi-Fi is also available but not accessible from all locations. Please note WiFi access is not guaranteed.

## L

### Lost property

Please note that any goods, materials, deliveries, or miscellaneous items left on-site at the end of the exhibition will be treated as abandoned and disposed of accordingly.

Please do not leave any items unattended as they will be treated as suspicious and disposed of.

## O

### Organisers

The organisers can be found in the marquee and are contactable via mobile phone.

## P

### Parking

Please refer to *Car parking* and *Coaches*.

## R

### Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found on page 12.

## S

### Smoking

Please use the designated smoking area which will be clearly signposted.



TO WHOM IT MAY CONCERN

2<sup>nd</sup> July 2018

Dear Sir/Madam

**THE UNIVERSITY OF BEDFORDSHIRE 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.	YD16458QBED118A/D63
Period of Indemnity	1 <sup>st</sup> August 2018 to 31 <sup>st</sup> July 2019
Limit of Indemnity	£25,000,000 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.	UMD63/D2
Period of Indemnity	1 <sup>st</sup> August 2018 to 31 <sup>st</sup> July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£20,000,000 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

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | [www.umal.co.uk](http://www.umal.co.uk)

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### RISK ASSESSMENT: Bedfordshire UCAS Exhibition 20/21 June 2019

Date of Assessment: 16 January 2019 ----- Date of Review: February 2020

Activity/ Process/ Operation	What are the hazards	Who might be harmed and how?	Risk Evaluation		What control measures are in place already or will be put into place?	Further Evaluation of Risk		Action by whom and when	Completed By
			Likelihood	Severity		Likelihood	Severity		
Exhibition set up/unloading of materials/ take down	Injury to back/neck/ shoulders from carrying heavy loads. Trip hazards.	Student Recruitment Team (SRT), Staff and Student Ambassadors	2	3	Where required, manual handling training to be provided. Use of stewards and appropriate trolley First Aiders identified and available	2	3	SRT Stewards Student Ambassadors First Aiders	
Use of Power Outlets	Risk of being electrocuted. Trip hazards over the cables.	SRT, Staff, Exhibitors, Student Ambassadors and Visitors	2	4	All staff and exhibitors will be informed of health & safety procedures which will also be in the Exhibitor Guide. Ensure that all electrics are properly insured and PAT certificates are obtained for hired equipment. Suitable cable covers in place to reduce risk of trip.	1	3	SRT/Ambassadors University Staff Exhibitors Chelsea Hire (providing all event equipment)	

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			Likelihood	Severity		Likelihood	Severity		
Coaches arriving and leaving the site.	Risk of collision with pedestrians and other vehicles	Staff, student ambassadors and visitors to campus	3	3	Speed limits apply to Campus road so vehicles move slowly Coaches limited to pre-arranged slots on timetable for the day and schools/colleges advised of these in advance Ensure that all staff involved in directing coaches wear fluorescent jackets at all times and that this is monitored by H & S staff Walkie talkies are made available to staff to ensure that coaches are directed effectively to minimise risk to disembarking students and teachers Clear signage for coaches to enter and exit site	1	3	SRT/ Ambassadors University Staff	
Visiting students disembarking coaches	Collision with vehicles arriving onto site	Staff, student ambassadors and visiting students	2	5	Car Park cleared of vehicles in the drop off area prior to the event.	1	3	SRT/ Ambassadors	

Activity/ Process/ Operation	What are the hazards	Who might be harmed and how?	Risk Evaluation			What control measures are in place already or will be put into place?	Further Evaluation of Risk			Action by whom and when	Completed By
			Severity	Risk Rating	Likelihood		Severity	Risk Rating	Likelihood		
Registration Process	Possible queues and overcrowding	Staff, student ambassadors and visiting students	2	4	2	University staff to ensure that all cars are directed to alternate parking area for the day Clear signs to direct coaches to drop off point UoB staff and student ambassadors in fluorescent jackets directing coaches Clear instructions sent to schools in advance Clear signs to direct students to main HE Fair	1	2	2	SRT/ Ambassadors University Staff Visiting Schools	

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			Severity	Risk Rating	Likelihood		Severity	Risk Rating	Likelihood		
Large capacity Marquee	Risk of Marquee Collapsing  Large numbers of students, staff and exhibitors entering and exiting the marquee	Due to the excessive amounts of students in the marquee at one time, possible collision with walls may cause marquee to collapse.  Visiting students, staff and exhibitors may suffer crush injuries with large numbers entering and exiting the marquee	1	5	5	Schools are briefed about expected behaviour and how to get the most out of the event via pre arrival presentation  All staff and exhibitors will be informed of health & safety procedures which will also be in the Exhibitor Guide.  Ensure Health and Safety regulations are met by Marquee Suppliers and assembly team.  Exhibitors and Students asked not to prop equipment/bodies against the walls of the Marquee.  Student Recruitment team and staff working at the event monitor numbers in the marquee to ensure they do not	1	1	1	SRT/ Ambassadors University Staff Chelsea Hire	



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			Likelihood	Severity		Likelihood	Severity		
Students entering the Sports Hall	Large numbers of students, staff and exhibitors entering and exiting the Sports Hall	Visiting students, staff and exhibitors may suffer crush injuries with large numbers entering and exiting the hall	2	2	4	1	2	SRT/ Ambassadors University Staff Chelsea Hire	
					exceed the recommended capacity. Ensure in and out exit system is clearly marked and staff are available to direct students. PA system to provide clear announcements including evacuation procedures.				
					Student Recruitment team and staff working at the event monitor numbers in the sports hall to ensure they do not exceed the recommended capacity. Ensure in and out exit system is clearly marked and staff are available to direct students. One way system to be put in place in and out of exhibition areas PA system to provide clear announcements				

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Subject seminars in teaching rooms	Risk of overcrowding associated with large numbers of students moving in and out of teaching rooms Risk of falls and trips on the stairs Crowding at entrance to rooms as students wait for one talk to end and another to begin Risks for wheelchair users on upper levels in an emergency situation when lifts are not accessible.	Staff, visiting students and speakers may suffer crush related injuries Staff, visiting students and speakers risk of falls and trips on the stairs	2	2	4	1	3	SRT Ambassadors University staff	
					including evacuation procedures.				
					Staff members to be present in each of the seminar blocks to manage queuing and flow of students. Staff members to limit numbers of students that can access the talks to agreed room numbers in order to avoid over crowding. Radios/Walkie talkies to be issued to staff in seminar blocks. Student ambassadors on duty to assist and direct visiting students. Chair lifts available on upper levels in case of emergency and no lift access. University staff available who can operate the chair lift. Staff members to be				

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			Severity	Risk Rating		Likelihood	Severity	Risk Rating		
Exhibitor and teacher refreshments	Exhibitors carrying hot tea and coffee around the Marquee and Sports Hall	Risk of scalding injuries to staff, visiting students and exhibitors	3	2	6	2	2	3	SRT Catering staff	
Construction on site	Students and staff gaining access to construction site Use of heavy vehicles and machinery Tools and equipment left out as a trip hazard	Staff, visiting students and exhibitors could be injured	2	5	10	1	4	4	SRT Construction Workers	

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			Severity	Risk Rating		Likelihood	Severity	Risk Rating		
Weather Conditions	Hot weather – sunstroke, dehydration, sunburn  Wet weather – slippery conditions	Staff, visiting students and exhibitors could suffer sunstroke, dehydration, sunburn in hot weather.  Staff, visiting students and exhibitors could slip in wet conditions.	5	5	3	4	4	2	SRT Ambassadors University staff	
First Aid Needs	Illness or injury	Staff, visiting students and exhibitors	5	5	8	5	3	5	Security Staff SRT Sports Beds staff	
Fire Alarm/ Evacuation	Overcrowding Panic Visitors not aware of where they are/unfamiliar	Staff, visiting students and exhibitors	2	5	10	2	4	8	Health & Safety Team University staff	

Activity/ Process/ Operation	What are the hazards	Who might be harmed and how?	Risk Evaluation		What control measures are in place already or will be put into place?	Further Evaluation of Risk		Action by whom and when	Completed By
			Likelihood	Severity		Likelihood	Severity		
	with fire procedures				Exit points clearly marked in all locations. Ensure fire evacuation information signs are up to date and all staff are aware of assembly points and refuge areas. Include fire evacuation info in exhibitor packs			SRT BECs/Fire Wardens (Building Evacuation Controller)	
Contact with the visitors and the general public	Upset, aggressive or violent incidents.	Staff, Exhibitors, Student Ambassadors and visiting students could suffer verbal abuse, intimidation or violence.	2	5	5	2	4	All attendees Security staff.	

Names of Persons involved in the Activity/Process/Operation

David Seaton- Assistant Director – Recruitment & Admissions

Signatures



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Severity	Likelihood				
	Very Unlikely	Unlikely	Likely	Very Likely	Almost Certain
	1 Freak Event - no known history	2 Unlikely sequence of events	3 Foreseeable under certain circumstances	4 Easily foreseeable, has the potential to occur	5 Common Occurrence - aware of incidences
Very Severe Long term disability / death	5	10	15	20	25
Severe Lost time accidents and major injuries	4	8	12	16	20
Moderate Heavy bruising, deep lacerations, deep cuts, flesh would be lost	3	6	9	12	15
Minor Injury Minor cuts, bruises no long term effects	2	4	6	8	10
Negligible First Aid injury/illness	1	2	3	4	5







**Venue:**

University of Bedfordshire  
Bedford campus  
Polhill Avenue  
Bedford  
MK41 9EA

**Opening hours:**

09:30 — 14:30

**Contact details before the exhibition:**

**T:** 01242 544808

**E:** [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

**Contact details during the exhibition:**

**T:** 07900 996736

**W:** [ucas.com/exhibitions](http://ucas.com/exhibitions)

**General enquiries:**

Event staff wearing red UCAS t-shirts will be available to offer help and advice if you have any queries.