

A photograph of a busy exhibition booth. In the foreground, a young woman with long blonde hair is talking to a young man in a white shirt and tie. To the right, a young woman with a large afro hairstyle is looking at a red book. Other students are visible in the background, some looking at displays. The booth has blue and white branding.

## UCAS higher education exhibitions

# Exhibitor manual

Address	Lanarkshire HEC University of the West of Scotland Stephenson Place Hamilton International Technology Park South Lanarkshire G72 OLH
Date	Wednesday 18 September 2019

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## A

### Accidents and near misses

In the event of an accident or near miss, please contact the UCAS general information desk, where a member of the UCAS team and the event organiser will be situated. Any accidents or incidents will be logged in the UWS Awaken system.

### Accommodation

#### Bothwell Bridge Hotel

89 Main Street, Bothwell, Glasgow G71 8EU. Tel: 01698 852246 (4.7 miles from venue)

#### The Parkville Hotel

296 Glasgow Road, Blantyre, G72 9DG. Tel: 01698 822861 (2.3 miles from venue)

#### Holiday Inn Express Hamilton

Keith Street, Hamilton, ML3 7LB. Tel: 0871 902 1634 (3.8 miles from venue)

#### DoubleTree by Hilton Hotel Strathclyde

Phoenix Cres, Bellshill, ML4 3JQ. Tel: 01698 395500 (6.2 miles from venue)

### Arrival

To gain entry to the venue, you must register attendees' details pre-event – this needs to be done through your ENet account. On arrival, you will need to sign in, and will be issued with an exhibitor lanyard, which is to be worn at all times while in the venue. On arrival please report to level 0. The exhibition will take place in the Street.

## B

### Build-up and breakdown

#### **Build-up:**

Tuesday 17 September 2019 (15:00 – 18:00)

Wednesday 18 September 2019 (07:00 – 09:00)

## **Break down:**

Wednesday 18 September 2019 (15:00 – 18:00)

### Business centre

Should you require printing, please visit our Student Hub (within the library) located in The Street.

## **C**

### Car parking

Free car parking will be available on level -1. One of our colleagues will be on duty at the barrier. Please inform them that you are an exhibitor, and you will be given access to the car park. Once parked, please make your way to level 0 where the exhibition will take place.

### Catering

The coffee shop and restaurant (both located on the west side of The Street) will be available for you buy refreshments, snacks, and lunch. As lunchtime can be busy it is advisable to buy lunch in advance.

## **D**

### Deliveries

Please ensure all deliveries include your organisations full name, stand number and are sent to our venue address:

F.A.O. Laura Murdoch  
UCAS Exhibition  
Stand number and Organisation  
University of the West of Scotland  
Lanarkshire Campus  
Stephenson Place  
Hamilton International Technology Park  
South Lanarkshire  
G72 OLH

## E

### Electrical services and stand power

There is limited power available, and it will be provided on a first-come, first-served basis. Please notify UCAS of your requirements at the time of booking, at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

### Emergency procedures

In the event of an accident or near miss, please contact the UCAS general information desk, where a member of the UCAS team and the event organiser will be situated. Any accidents or incidents will be logged in the UWS Awaken system.

### Exhibition stands and furniture

Each exhibitor is allocated a 2m x 1m stand area, unless a double or triple stand has been booked. Exhibitors will only be provided with a table and two chairs if booked in advance through your ENet account.

### Event ambassadors

Our event ambassadors will be available throughout the event to assist you, who can be easily identified by our red UCAS t-shirts.

## F

### First aid

If you sustain any personal injuries or are present while an accident occurs, please report in the first instance to the UCAS General Information desk, where a member of the UCAS Team and the event organiser will be situated.



## Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals or shoes, flip-flops, and flimsy footwear are not permitted.

## H

### Height restrictions

There are no height restrictions at the venue.

## 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

Visitors from participating organisations can connect to our network. Select Eduroam from the list of available WiFi networks, then sign in with the same ID and password that you use at your own institution.

A WiFi network is also provided for visitors who do not have an Eduroam login. The 'Guest' network will be available to select from the list of WiFi networks. When prompted, enter your email address to register. Once registered, open a browser and log in with the password generated for you during your registration. This password will also be emailed to you.

## L

### Lost property

If you have found or lost property, please report to the UCAS general information desk, located in The Street.

## O

### Organisers

If you need to contact the event organiser on the day of the event, please visit the UCAS general information desk.

## P

### Passages and gangways

Any means of ingress and egress, passageway, or gangway must remain free from obstruction, and be kept free from obstruction for the duration of the exhibition.

- a) No part of any stand or exhibit is permitted to encroach on a passageway or gangway, and no door, window, or other similar facility may open outwards to project beyond the perimeter of the stand.
- b) The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- c) Where an exhibition stand is not provided with a platform, the space shall be clearly defined, and the exhibits shall be arranged to maintain passageways and gangways of uniform width.

## R

### Risk assessment

All exhibitors, by completing their booking to attend the event, have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please ensure you bring a copy of this with you to the event, and also email a copy to the organisers at [exhibitions@ucas.ac.uk](mailto:exhibitions@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 the morning of the event from the UCAS general information desk. Please ensure you bring your licence codes with you to the event.

### Security

Security are on site 24 hours a day. However, we do advise you not to leave valuables or personal belongings unattended.

### Smoking

University of the West of Scotland adopts the protocol that sets out the approach toward a smoke free environment taken by the.

This protocol applies to all staff, students, visitors and contractors and to all University campuses, buildings, grounds and residences. The protocol extends to the use of electronic cigarettes and vaping devices whether they deliver a nicotine dose or not, and the use of these are therefore also prohibited as above. The provisions within the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 are integrated into this procedure.



## T

### Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand. Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.



## Exhibitor code of conduct

### Who does this apply to?

This code of conduct forms part of the exhibitor terms and conditions and applies to exhibitors or organisations/sole traders of any background booking marketing opportunities or stand space at an exhibition or conference.

### Introduction

UCAS organises a network of events across the UK, for prospective students to gather information, advice and guidance about education and career opportunities, from a wide range of course providers and organisations. To ensure students' needs are at the heart of the events, and all exhibitors are able to engage effectively with them, all exhibitors must adhere to this code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

### Staffing

- **Exhibitors should arrive and set up in sufficient time before opening of the event, and not depart until it has officially closed. Exhibitors are required to remain at the event for the duration of the opening times, to ensure that all visitors have fair access to information and advice.**
- All members of staff attending or working at events should be given a copy of the code of conduct, and fully comply with it. They should display a high standard of professionalism in their work, and offer information, advice and guidance effectively, and with integrity. Any member of staff, including contractors and couriers, who are rude, disregard instructions from the organisers, or behave in any way that is deemed inappropriate for a UCAS exhibition, will be asked to leave the event. All incidents of this nature will be followed up and reported to the provider/organisation the member of staff represents.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their provider 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 on a 2m x 1m stand, three people on a 3m x 2m/3m x 3m stand, four people on a 4m x 3m and 5m x 3m stand, six people on a 6m x 2m/6m x 3m stand, and eight people on a 6m x 6m stand. Any additional staff may be asked to leave if the health, safety, or comfort of visitors or other exhibitors is compromised.
- Student talks are delivered on an impartial basis. To uphold the event's impartiality, those asked to deliver a student talk at an event must ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular higher education

provider, organisation, or company. Any presenter who does not support impartiality will be prohibited from delivering student talks 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 future participation.

### **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 order furniture options when booking.
- Campus events – 2m x 1m. Furniture will not automatically be provided – you can order furniture options when booking.
- Specific stand sizes and locations are selected when booking stands at the Create your future exhibitions. Furniture will not automatically be provided – you can order furniture options when booking.

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**

- Stands must not be dismantled while visitors remain in the hall, for health and safety reasons.
- Exhibitors must remain on their stand throughout the event, and must not carry out any promotional based activity in the gangways or between stands. This is for health and safety, and to ensure visitors are able to access a range of information, advice and guidance.
- Exhibitors should not leave their stand when trying to get visitors' attention, or when having any discussions with visitors. Please stay on your stand, so the aisles are kept clear.
- Information, advice and guidance must not be to the detriment of other exhibitors.
- Trolleys/cases cannot be brought onto the exhibition floor during event opening hours.

### **Upholding the code of conduct**

UCAS and HELOA recognise that exhibitors work hard 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 attending the event. The UCAS representative will liaise with the relevant exhibitor(s) 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 provider/organisation will be notified, and appropriate resolution sought. Attendance at future events 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 event organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors, and visitors.

Outside of event opening times, UCAS can be contacted at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## UCAS RISK ASSESSMENT 2019

### ASSESSOR (LINE MANAGER)

NAME: Laura Murdoch

### SIGNATURE:

*L. Murdoch*

DATE: 01/08/2019

Event details and dates (build and event days)

Lanarkshire Higher Education Convention

Build – up: Tuesday 17<sup>th</sup> September 2018 (3.00pm – 6.00pm) & Wednesday 18<sup>th</sup>

September 2019 (7.00am – 9.00am)

Event day: Wednesday 18<sup>th</sup> September 2018 (9.30am – 3.00pm)

University of the West of Scotland

Stephenson Place

Hamilton International Technology Park

South Lanarkshire G72 0LH

NAME OF STAFF: Rebecca Jones (Monitor)

### SIGNATURE:

*R. Jones*

DATE: 13/08/2019

### **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.
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ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Over-crowding of event hall / stand	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> <li>▪ The floor plan has been designed to maximise aisle widths 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. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space.</li> <li>▪ 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.</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> </ul>	2	1	2
Fire	Exhibitors, contractors, visitors, venue staff, organiser	2	4	8	<ul style="list-style-type: none"> <li>▪ Fire exits to be kept clear of obstructions.</li> <li>▪ Fire extinguishers to be available in the venue.</li> <li>▪ Ensure all waste is collected and stored correctly.</li> <li>▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area.</li> </ul>	2	4	8



	staff, event ambassadors				<ul style="list-style-type: none"> <li>▪ Exhibitors, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas.</li> </ul>			
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order.</li> <li>▪ Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>▪ Floor plan submitted to venue in advance of the event for approval.</li> <li>▪ Evacuation plan to be known by organisers and communicated to event ambassadors, exhibitors and contractors.</li> <li>▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.</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.</li> <li>▪ If any evacuation announcements cannot be heard over the atmospheric noise, the event staff are to go into the halls to evacuate people.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> <li>▪ Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored 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>▪ Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.</li> <li>▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event ambassadors.</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> </ul>	2	2	4
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> <li>▪ Maximum height build of 4m.</li> <li>▪ 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.</li> <li>▪ Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>▪ Suitable personal protective equipment (PPE) clothing and footwear to be worn.</li> </ul>	2	3	6

Stands falling over	Public and exhibitors	3	2	6	<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> <li>Organising team to monitor structures with visual checks for the duration of the event.</li> </ul>	2	1	2
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> <li>Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>Maximum height build of 4m.</li> </ul>	2	2	4
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	2	4	<ul style="list-style-type: none"> <li>All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>Reputable and known concessions units only.</li> <li>Hygiene regulations to be followed rigidly.</li> </ul>	1	1	1
Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	6	<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 for tasks which are not covered by the standard Exhibitor Risk Assessment.</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> </ul>	2	1	2

					<ul style="list-style-type: none"> <li>▪ 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.</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 unless prior written consent is obtained, and safe systems of work are put in place.</li> </ul>			
Electricity: connections, and power to stands etc.	Exhibitors	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>▪ 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.</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>▪ Exhibitors should 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>▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.</li> <li>▪ Only experienced, reliable and approved contractors used.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

					<ul style="list-style-type: none"> <li>All orders for electricity must be placed before the deadline, where applicable.</li> </ul>			
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, with any additional access time to be allowed only with pre-approval from the organiser before the build-up day.</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>Badges/wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary.</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> </ul>	1	2	2
Traffic Management	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 within the exhibitor manual on <a href="http://www.ucas.com/exhibitions">www.ucas.com/exhibitions</a></li> <li>Traffic marshals used to control flow of traffic on -site</li> <li>Venue contact details to be made available in advance, along with parking permits, if applicable.</li> <li>Event staff in place in car park / unloading areas.</li> <li>Care to be taken when driving to and from the venue.</li> <li>Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'.</li> </ul>	1	2	2

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Manual handling	Exhibitors and event ambassadors	3	3	9	<ul style="list-style-type: none"> <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 event staff 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>	2	3	6
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 on the floor plan – 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 stewards 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> </ul>	2	2	4



					<ul style="list-style-type: none"> <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>			
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	<b>1</b>	<b>1</b>	<b>2</b>	<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> <li>▪ First aid staff to manage any injury as a result of alcohol/substance abuse.</li> </ul>	<b>1</b>	<b>1</b>	<b>2</b>
Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	<b>3</b>	<b>3</b>	<b>9</b>	<p>Company policy, procedures and rules apply in all cases.</p> <ol style="list-style-type: none"> <li>a) PPE training on all types of PPE, and on skin care: <ul style="list-style-type: none"> <li>risk assessment requirements briefed to staff</li> <li>PPE as identified in risk assessment</li> </ul> </li> <li>b) Chemicals - COSHH risk assessment requirements briefed to staff. <ul style="list-style-type: none"> <li>MSDS and product guidance available</li> <li>staff competence and supervision.</li> <li>waste storage, collection and disposal system in place</li> </ul> </li> <li>c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site.</li> <li>d) Venue specific details of risk and health and safety should be included within each event briefing.</li> </ol>	<b>2</b>	<b>2</b>	<b>4</b>

Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 event ambassadors and featured on the floor plan in the Exhibition Guide.</li> <li>▪ Organisers to ensure first aid post is staffed by qualified persons.</li> <li>▪ UCAS organising staff 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.</li> <li>▪ Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>	2	2	4
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	4	12	<p>Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> <li>▪ Staff, event ambassadors and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures.</li> <li>▪ UCAS event organiser to alert UCAS Incident management team</li> <li>▪ 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.</li> </ul>	2	3	6

					▪ If bomb threat, venue and UCAS to follow venue's emergency procedures			
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TO WHOM IT MAY CONCERN

1<sup>st</sup> August 2019

Dear Sir/Madam

**UNIVERSITIES AND COLLEGES ADMISSIONS 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.	Y016458QBE0119A/074
Period of Indemnity	1 <sup>st</sup> August 2019 to 31 <sup>st</sup> July 2020
Limit of Indemnity	£15,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE UK Limited and Excess Insurers

**PUBLIC AND PRODUCTS LIABILITY**

Certificate of Entry No.	UM074/05
Period of Indemnity	1 <sup>st</sup> August 2019 to 31 <sup>st</sup> July 2020
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 UK 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