

UCAS higher education exhibitions

Visitor information pack

Address Forth Valley College
Stirling Campus
Drip Road
Stirling
FK8 1SE

Date 20 September 2019

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A

Accidents and near misses

If you're involved in an accident or near miss, please report it to event staff, who will be able to assist.

Arrivals

On arrival, visitors should use the venue's main entrance. Event staff will be on hand to give directions.

C

Cars

There is parking at the venue. However, this will be on a first-come, first-served basis.

There is a park and ride nearby, at Castleview Park and Ride, Stirling, FK9 4TW.

Visitors should avoid parking in residential areas.

Cash machines

There is no cash machine on-site. However, the venue refectory accepts card payments.

Catering

There is an on-site refectory, where visitors can purchase a range of refreshments, meals, and snacks.

Coaches

There is a coach drop-off/collection point at the front of the venue building. The Events Team will be on hand to direct coaches.

Coaches cannot park at the venue.

There is a park and ride nearby, at Castleview Park and Ride, Stirling, FK9 4TW

Coaches should avoid parking in residential areas.

D

Directions

Directions on how to get to the venue can be found at www.forthvalley.ac.uk/about-us/getting-here/stirling-campus.

Venue address:

Forth Valley College
Stirling Campus
Drip Road
Stirling
FK8 1SE

E

Emergency procedures

The venue has a fire evacuation procedure.

In an emergency, all visitors should leave the venue by the nearest exit and head to the assembly point, as directed by the venue fire wardens. There is also directional signage at the venue, which identifies all fire exits.

Event staff

For any 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

There will be first aid officers in attendance. If a visitor requires first aid, please contact event staff or report to reception.

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

There will be no guest WiFi available at the venue.

L

Lost property

If you find any lost property, please hand it in to the venue's reception. If you lose an item, report it to reception or event staff.

O

Organisers

Visitors can speak to event staff for help with any event queries. Alternatively, the event staff will find the event organiser.

P

Parking

There is car parking at the venue. However, this will be on a first-come, first-served basis.

There is a coach drop-off/collection point at the front of the venue building. The Events Team will be on hand to direct coaches.

Coaches cannot park at the venue.

There is a park and ride nearby, at Castlevue Park and Ride, Stirling, FK9 4TW.

Visitors/coaches should avoid parking in residential areas.

R

Risk assessment

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

S

Security

The venue's facilities team will be on-site during the event. Visitors are responsible for looking after their personal belongings and should not leave them unattended.

Seminars

You can [view the seminar programme here](#).

Seminars will be taking place in the Kildean Suite (S1.18), on the first floor. There will be directional signage, and the Events Team will direct visitors to the seminar room.

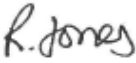
Smoking

The venue has a strict no smoking policy on-site. However, there is a smoking area located outside the main entrance.

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

The College has liability insurance in place for all authorised College activities. As part of the College H&S procedures, this form must be completed by the event/ outing organiser, **before**, the event takes places. This form should be sent to Head of Department for approval, prior to the event.

Note: If you are planning to stay overnight or travel abroad – then you must complete form HS 013a instead of this form.

ASSESSMENT FOR EVENT: UCAS Exhibition (20 September 2019)			REFERENCE NO.
LOCATION(S): Stirling Campus			
Who is organising this event/ outing? Name(s): Lynsey Reid, Laura Riley	Date Assessed: Updated 01 August 2019	Department: Communications & Marketing	No of people participating: 300
Monitored by UCAS Representative: Rebecca Jones 	Review Date: Prior to 2020 UCAS Exhibition	Course: Not Applicable	No of staff / others at risk? There will be external visitors from local high schools etc. approx. 900 Exhibitors/UCAS staff – approx. 60 College Staff & Student Helpers – approx. 25
Briefly describe <u>why</u> you are going? And state the <u>benefits</u> to the participants.			
We are hosting this event in conjunction with UCAS. This is a UCAS exhibition to promote future pathways to school pupils from the local area.			

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

Briefly describe what activities you will be doing?

UCAS Exhibition

Set up from Thursday 19 September from 2pm onwards

Exhibitors will be setting up display equipment such as display stands, and promotional materials.

Exhibitors, couriers etc. will be dropping off materials such as prospectuses and stands.

Welcoming visitors to the exhibition such as local high school pupils. Pupils may be dropped off by coach. Details have been sent in advance to ensure no parking disruptions.

Refreshments provided by Forth Valley College staff and students.

Seminars taking place in the Kildean Suite.

Take down of equipment at the end of the day.

The College has liability insurance in place for all authorised College activities. As part of the College H&S procedures, this form must be completed by the event/ outing organiser, before, the event takes places. This form should be sent to Head of Department along with any other colleagues who need to be involved. see the cc. list at the end of this document.

Current Employers Liability Insurance:

Royal and Sun Alliance Expiry Date: 31 July 2020

Where is the agreed meeting point for the event /excursion?

Stirling Campus, Refectory

Will you be returning to college as a group?

NO

Are you using the College Minibus?

NO

If using College transport, you must be on the approved drivers list, with a full clean license and authorised;

Name the driver: N/A

Please note: private cars are not covered by the College Insurance for any business purposes. Private car owners must be able to demonstrate they had their own, appropriate insurance for business use.

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

What time /day will the event/ outing commence?	<p>Day- Day 1 - Thursday 19 September for initial set up with the college's facilities team. UCAS/Exhibitors may come on this day to set up/drop materials off.</p> <p>Day 2 – Friday 20 September is when the exhibition will be taking place.</p>		<p>Date :</p> <p>19 September 2019 (Set up)</p> <p>20 September 2019 (Exhibition day)</p>	<p>Time:</p> <p>Set up from 2.00pm on 19 September 2019.</p> <p>Open from 8.00am on 20 September 2019 for further set up.</p> <p>Event starts – 9.30am – 4.00pm</p> <p>Exhibitors will then have until 5.30pm to dismantle all stands.</p>
What time /day will the event/ outing conclude?	<p>Day- Friday</p>		<p>Date : 20 September 2019</p>	<p>Time: 5.30pm</p>
Are any of the participants under 18?	<p>YES</p>	<p>How many 16-18 ?</p> <p>Guest attending may be under 18 - various</p>	<p>How many under 16?</p> <p>Guest attending may be under 16 - various</p>	<p>Confirm you have consent forms for any under 16's ?</p> <p>Under 16's will be attending with supervising adult/teacher</p>
<p>Are there participants with additional support requirements?</p> <p>Have you considered additional provision for any wheelchair users ?</p>	<p>YES</p> <p>YES</p>	<p>If yes, what additional control measures been considered for this support ?</p> <p>Guest in attendance may have special needs. Accessibility in Campus.</p> <p>Does this include travel arrangements (to and from the venue) and venue arrangements?</p> <p>Guest in attendance may have special needs. Accessibility in Campus.</p>		
<p>Outings will require a register list of attendees and emergency contact numbers, do you have a completed list for the outing? (see appendix A at the end of this document)</p>			<p>N/A this is an event.</p>	

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

<p>What level of supervision will be required for this event/outing? Please take into account the level of student support required.</p>			<p>Low – 1 staff per 15+ students</p>
<p>Will you have access to a first aider?</p>	<p>YES – continue</p>		
<p>Please name the staff that will be attending and supervising this event/ outing?</p> <p>Main Contact: Laura Riley Other Name: Lynsey Reid Other Name: Megan Laughlin Other Name: Lyndsay Condie Other Name: Stuart Hall Other Name: Alice Pezzani Other Name: Chantelle Apperley Other Name: Katie Johnstone Other Name: David Aitken Other Name: Suzanne Dempster Other Name: Catriona MacDonald</p> <p>UCAS staff members will also be in attendance to support with the event. Facilities staff members will be on-site to offer first aid, set up support etc. Forth Valley College students will also be supporting the event as event ambassadors.</p>	<p><i>Add names as required.</i></p> <p>Designation: Senior Communications Officer Designation: Campaigns and Events Officer Designation: Campaigns and Events Officer Designation: Head of Communications and Marketing Designation: Press Officer Designation: Marketing and Digital Media Assistant Designation: Marketing and Digital Media Assistant Designation: Senior Marketing & Digital Media Officer Designation: Senior Graphics and Media Officer Designation: Graphic Designer Designation: Junior Graphic Designer</p>		
<p>What safety information will be communicated to the group before the event/outing?</p> <p>House-keeping and fire safety overview will be communicated to the team prior to the event.</p> <p>A campus map will be provided to exhibitors.</p> <p>First Aiders also on hand if required.</p> <p>Fire Wardens also on site.</p>			

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

Risk assessment categories:							
Persons exposed (P)		Likelihood (L)	Severity (S)	Risk Rating (R)			
A Employees	F Young Persons (Under 18)	10 Certain to happen	10 Multiple Deaths	48-100 STOP ACTIVITY IMMEDIATELY and review activity			
B Students	G New & Expectant Mothers	8 Very likely	8 Single Death	40 Risk not adequately controlled. Additional control measures required to reduce risk.			
C Contractors	H Disabled Persons	6 Likely	6 Major injury, Disabling illness				
D Visitors	I Lone Workers	4 May Happen	4 Lost time injury/illness	20-36 Activity requires further in-depth assessment to ascertain whether adequately controlled.			
E Others (inc. public)	J Children (under 16)	2 Unlikely	2 Minor injury				
	K Individuals	1 Very Unlikely	1 Trivial injury	8-16 Risk adequately controlled. Inform staff of risk			
				1-6 Risk deemed trivial. No requirement to inform staff of risk			
HAZARDS (examples)							
Slips, trips and falls		Fire	Access & Egress issues	Contact with Vehicles	Remote Location		
Manual Handling Injury		Contact with Electricity	Environmental Factors	Weather	Contact with machinery		
Chemicals and Substances		Noise	Biological Hazards	Drowning	Lone Working		
(1) Ref N°	(2) Activity (for Events- please list the sequence of activities, e.g. Times)	(3) Hazard	(4) P	(5) Current Control Measures in place (e.g. supervision levels, information and instruction to participants, safe equipment, consent from others, suitable PPE, emergency plan, first aid provision)	(6) L (1 - 10)	(7) S (1 - 10)	(8) R (1 -100)
1	Loading and unloading equipment such as prospectuses, roller banners etc.	Manual Handling	A	Relevant team members trained in manual handling and will be on hand to offer assistance to exhibitors etc.	2	2	4
2	Setting up of equipment AV, filming and photography	Contact with Electricity	C	Venue has risk assessments to establish that equipment is safe to use.	2	4	8

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

	equipment, laptop and plasma screens						
3	Members of the public attending such as school pupils, teachers, exhibitors etc.	Trips or falls. e.g over electrical cables and boxes in hall	D	First Aider in attendance. We will ensure cables are secure and boxes are stored away from members of the public.	4	2	8
4	Members of the public attending	Overcrowding in halls	D	Members of staff will monitor numbers and provide event floor plan. The event is also going to be taking place in sessions to help with numbers in the refectory at any one time.	4	2	8
5	Members of the public attending	Weather – e.g wet or icy, staff and visitors may fall when on campus	D	Event staff will be briefed. Adequate signage in place. First Aider in attendance.	4	2	8
6	Members of the public attending	Vehicles and pedestrians	D	All footpaths will be open and access to parking will be available in preparation for the event.	4	2	8
7	Refreshment served in meeting rooms and refectory to exhibitors	Trips or falls due to food on the floor	A,B,F,H,D,E,J	First Aiders in attendance. Event staff will monitor and alert cleaning staff if required.	4	2	8
8	Take down of equipment	Manual Handling	A	Relevant team members trained in manual handling and will cascade appropriate method to the team – we also have a trolley to lift heavier items.	2	2	4
9	Take down of electrical equipment Av, plasma, filming equipment	Contact with electricity. Manual Handling	C	Venue have adequate risk assessments to establish that equipment is safe to use.	2	4	8
10	Coaches dropping off visitors at the main entrance	Vehicles and pedestrians	D	Details will be sent in advance of the event to ensure coaches use appropriate drop off point and do not park at the college. Staff members will also be on hand to direct coaches.	4	2	8
11	Car parking	Vehicles and pedestrians	D	Details will be sent in advance of the event to exhibitors and visitors regarding parking. There will be a limited number of spaces reserved.	4	2	8
12	Overall event	Emergency situation to include fire, medical and bomb threat	A,B,C,D,E,F,G,H,J,K	Emergency and security procedures in place and relevant people are aware of these. Procedures to be followed at all times in order to ensure the safety of all visitors and exhibitors.	1	10	8

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13	Overall event	Evacuation	A,B,C,D,E,F,G,H,J,K	Detection and alarm systems are in place. Evacuation procedures are in place and all relevant people are aware of these.	4	2	8
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Details of persons involved in or who have provided input to this Risk Assessment:

Name (Print): Laura Riley	Position: Senior Communications Officer
Name (Print): Lynsey Reid	Position: Campaigns & Events Officer
Name (Print): Lyndsay Condie	Position: Head of Communications and Marketing
Name (Print):	Position:

COMMENTS: This part of the risk assessment form can be used to note any specific comments that should be taken into consideration e.g. you might specify that the activity should **not** be carried out by a New or Expectant Mother.

We also have qualified first aiders in attendance.

RECOMMENDATIONS: This part of the assessment can be used to add additional controls that are not currently in place, but which would be beneficial to reduce the risk.

Campus is fully accessible.

CC: List for communicating this event to other staff & depts. Please tick the appropriate boxes if additional departments will be involved in this outing/ event. The tick will illustrate that a copy has been sent to the relevant dept. They will then know a risk assessment has been done and can add additional information if required.

Please tick and state date communicated- please state what is required

*The Director of Curriculum for the event /outing (for approval) * this is a mandatory requirement for each assessment	<input checked="" type="checkbox"/>
Health & Safety Department (contact for adding this event/ outing to the central college register)	Sent to Health and safety department for comment
Facilities Department (if any particular equipment is required to set up an event)	Facilities have agreed the set up



RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

ICT- if you require any audio visual equipment for the event	
Reception – if an event has been organised to be held at the College- (so they are aware of the details)	A front of house alert has been submitted
Finance: to inform them a risk assessment has been carried out.	
Any other contributors to the event organisation, e.g. external providers: please state whom:	UCAS

DIRECTOR OF CURRICULUM SECTION :

Before completion of the next section it will be necessary to carry out cost/risk reduction analysis to determine if the further measures are “reasonably practicable” (i.e. the cost of the further measures is proportionate to the risk reduction achieved) or to determine what action may be required.

(1) Ref N°	(2) Potential Further Measures (Include in the Department H&S improvement plan)	(3) L (1 - 10)	(4) S (1 - 10)	(5) R (1 -100)	(6) Person responsible for action (Print name)	(7) Target Date	(8) Review Date
Director of Curriculum’s Name (Print): Lyndsay Condie					Signature: <i>Lyndsay Condie</i>		
Date: 05 August 2019							
Proceed / Do Not Proceed with the event /outing				Proceed			

The Director of Curriculum signs each Risk Assessment to confirm authorisation of the event/ outing and that s/he considers the assessment suitable and sufficient whilst monitoring the progression of any further actions authorised by the department.

RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

APPENDIX A - OUTINGS RISK ASSESSMENT REGISTER OF ATTENDEES

Please complete this list of attendees. The completed form must be taken with you on the outing. A copy should be left with the Department nominated person.

Name of Venue:	Stirling Campus		
Venue Details: Booking Reference:	Venue Address: FK8 1RD	Venue E-mail:	Venue Phone Number: 01786 406080
Name of Course:	Not Applicable – UCAS Exhibition		
Date of Outing:	20 September 2019		
Course Organiser and main contact :	Not Applicable		
No. of persons attending the outing (including staff):	1000 across the day.		
Name of persons:	Emergency Contact Name:	Emergency Contact Number:	Any Special Requirements?
Laura Riley	Malcolm Riley	07725264637	
Lynsey Reid	Frank Reid	07825399p469	
Megan Laughlin	Mhairi Harrington	07764572853	
Lyndsay Condie	Jackie Lindsay	01592 269504	
Stuart Hall	Sally Hall	07776347267	
Alice Pezzani	Karen Pezzani	07415204815	
Chantelle Apperley	Linda Apperley	07890807767	
Katie Johnstone	Ann McQueen	01324629465	
David Aitken	Sheena Aitken	07910844770	
Suzanne Dempster	Norman Dempster	07867622028	
Catriona MacDonald	Alexander MacDonald	07501270468	



RISK ASSESSMENT FOR EXCURSIONS OR EVENTS

Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No.	NHE-06CB89-0013
1. Name of policyholder	Forth Valley College
2. Date of commencement of insurance policy	01 August 2019
3. Date of expiry of insurance policy	31 July 2020

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**
2. **(a)** the minimum amount of cover provided by this policy is no less than £5 million **(c)**

For Zurich Insurance plc. Authorised Insurers

Signature



Tulsi Naidu

Head of UKGI, Zurich Insurance plc (UK Branch)

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal
Zurich Municipal is a trading name of 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.