

A photograph of four people walking away from the camera on a red carpet. From left to right: a man in a dark blue jacket with a fur-lined hood and a backpack; a woman in a dark puffer jacket with a backpack; a woman in a beige top and black hijab with a black bag; and a woman in a white coat and black hijab with a black bag. The background is a solid red wall.

UCAS

UCAS exhibitions

Visitor information pack

Date:

24 – 25 February 2020

Venue:

University of Surrey

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Accidents and near misses

If you are involved in, or witness, an accident or near miss while on-site, please report it immediately to the Duty Manager at the front desk, in the entrance of the Sports Park.

All the Sports Park operations staff are first aid trained. Any incidents will need to be reported to the Duty Manager who will ensure an incident report form is filled out.

Arrivals

On arrival, you will be directed to the visitors' entrance at the left of the Sports Park by student ambassadors. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report this to the registration desk at the visitors' entrance.

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 re-register to enter again.

If you are not part of a school group, please make your way to the main entrance where a member of staff will direct you to the main arena.

If you are a school group, please see below regarding arrival procedures for coaches.

C

Cars

Satnav – please use GU2 7AD.

Guildford is 30 miles south-west of London, on the A3 London-Portsmouth road. If approaching from London or the M25 (Junction 10), remain on the bypass (A3) until you reach the exit signed to the Cathedral and University. At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

If approaching on the A322 or A323 from Bagshot or Aldershot, at the A3 roundabout take the exit signed to Portsmouth, and then turn off the A3 at the first exit (signed to the Cathedral and University). At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

If entering Guildford from Horsham (A281) or Godalming (A3100), leave the central gyratory system at the exit signed for Farnham (A31). After approximately 200 yards, at the mini-roundabout, take the first turning right into Guildford Park Road, and continue along Madrid Road and The Chase for a mile. At the next roundabout, take the first exit and follow the signs to the Royal Surrey County Hospital for approximately a mile. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

Parking outside the Sports Park is limited, and is free for three hours.

Cash machines

There are no cash machines on-site.

Catering

Catering facilities limited, and we suggest that if your students are on-site during lunchtime they bring a packed lunch with them. There is a Starbucks coffee shop, but this will be extremely busy during the event.

Tesco is another option, en route to the Sports Park, and there will also be a food truck on-site.

Coaches

To ensure a smooth and steady flow of coach traffic in and around the Surrey Sports Park, we have produced an important set of guidelines for teachers and coach drivers bringing students. **Please ensure these guidelines are read by your school representative and your coach company.**

There is currently **no parking** for coaches at the Sports Park – if this changes we'll let you know. We have secured some parking spaces at Guildford Cathedral, but cannot guarantee a space. When you arrive, a member of the Events Team will direct the coach driver to the cathedral. **Please ensure your coach company is aware of this.** There will also be a member of security at the cathedral to direct coaches.

- Please follow directions to the Surrey Sports Park.
- On arrival there will be signs and event staff directing coaches to a designated drop-off point.
- Please stick to your pre-arranged arrival and pick-up slot, 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 make a circuit of the Manor Park campus until your allocated arrival time. **Please ensure your coach driver is aware of this.** You will not be allowed to enter the venue until your booked time.
- On arrival at the Surrey Sports Park, each coach will receive a short briefing from a member of event staff before the students disembark. At this time, we will need to collect the following pieces of information from school staff on each coach – so please ensure this information is to hand:
 - school/College name
 - number of students on board
 - departure time – please remember you can only book a two-hour slot
 - coach company name
- There is a one-way system for coaches to ease congestion – the exit from the Surrey Sports Park will be via the Manor Park campus. There will be clear signs to direct coaches and security staff will assist.
- It is essential coaches arrive as close to their allocated pick-up time as possible, and all students know the time the coach will be picking them up and are ready to depart. Please help us ensure their safety by making students aware of this to keep a smooth flow of traffic through the Sports Park, and avoid crowding on the roadside.
- If you have any questions regarding travel logistics, please do get in touch before the event on 01483 683 937. If you need to contact us during the event, please call 07971 073 916.

D

Directions

If you're traveling by coach or car, please see the above coach and car sections.

Train

Guildford is on the main line between London Waterloo and Portsmouth. Half-hourly train services run from Guildford to Waterloo, with journey times of 40 minutes. For further information, call National Rail Enquiries on 08457 484950 or visit www.nationalrail.co.uk.

From the railway station walking

Leave station by footbridge and rear exit (towards the university, not the town). Turn right from the station along Guildford Park Road, and continue along Madrid Road and The Chase for a mile. Follow the path past the Guildford Cathedral to the main University of Surrey campus entrance.

At the entrance, turn left through the woodland area and follow the path through two underpass tunnels until you reach Tesco. Follow the main road (Egerton Road) until you reach the traffic lights – turn left and cross Egerton Road, in the direction of the rugby pitches visible from the road. The entrance to Surrey Sports Park is accessible via Richard Meyjes Road (20 – 25 minutes).

Taxi

From main (eastern) exit – a taxi from the station to Surrey Sports Park will take no longer than ten minutes.

Bus

Stagecoach has taken over from Arriva – the number 1 and 17 run between the station and the university, rather than the Arriva 27 and 37. The earliest bus is at approximately 06:00, and the last is just before midnight. On Sundays, there is a reduced service. For further information, call Traveline on 0871 200 2233.

E

Emergency procedures

Please ensure you're familiar with the procedures to be followed in an emergency at the venue. In an emergency, please make your way to the nearest exit.

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

All the Sports Park operations staff are first aid trained. Any incidents must be reported to the Duty Manager at the front desk, who will ensure an incident report form is filled out.

For a serious first aid incident, the Sports Park has green emergency call points at the entrances to the arenas. Once triggered, this will relay to the of the operation staff's radios, and they will attend the location with first aid equipment. If you press the first aid call point, someone should alert the front of house team, to make sure the alarm has been noticed.

If you sustain any minor personal injuries, or are present when an accident happens, please ask for assistance from the organisers, ambassadors in red t-shirts, or the front of house team at main reception.

An incident report form needs to be filled out for all incidents.

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.

L

Lost property

If you find any lost property, or want to check if something you've lost has been handed in, please go to the front desk at the entrance of the Sports Park.

O

Organisers

If you need to speak to the organiser, ask any of the staff in red t-shirts.

P

Parking

We do not guarantee parking for visitors to the Sports Park. Car parks are available, but spaces will not be reserved for cars.

If you do park in the Sports Park Car park, there is a time limit of three hours. If you stay longer, you will receive a fine.

Coaches are not able to park anywhere on campus – please see the coaches section for further information.

R

Risk assessment

The organiser has completed a risk assessment for the event, which is available on request.

S

Security

Security will be in place outside the Sports Park. Duty managers, floor managers, and senior reception assistants will be present inside the Sports Park each day, keeping an eye on all aspects of the event.

Student talks

Student talks will be running throughout the day, and are available on a first-come first-served basis. They will be signposted, but please ask a member of staff for directions if you need to. The full seminar programme can be found on the [event web page](#).

Smoking

The campus is non-smoking.

To Whom It May Concern

Our ref: MB/IND

24 May, 2019

Zurich Municipal Customer: **University of Surrey and wholly-owned
Subsidiary Companies**

This is to confirm that University of Surrey and wholly-owned Subsidiary
Companies has in force with this Company until the policy expiry on
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203093.

Policy Number:	NHE-17CA01-0013	
Limit of Indemnity:		
Public Liability:	£ 35,000,000	any one event
Products Liability:	£ 35,000,000	for all claims in the
Pollution:		aggregate during
		any one period of
		insurance
Employers' Liability:	£ 35,000,000	any one event
		inclusive of costs
Excess:		
Public Liability/Products Liability/Pollution:		£ 250 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



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