

Visitor information pack

Date:

29 - 30 March 2022

Venue:

Derby Arena



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A

Accidents and near misses

If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's office immediately, on the ground floor.

A 'near miss' is an incident that doesn't result in personal injury but is purely down to luck – next time, the person involved might not be so lucky. Research has shown there is a clear link between near misses and accidents. Reporting of near misses or unsafe conditions can help prevent accidents occurring, as well as helping to promote a safer working environment, not just for employees, but for anyone who visits the site. Data compiled from near misses and accident reports can help highlight trends and hazards not previously identified.

Accessibility

Full details on accessibility can be found on the Derby Arena Webpage:
<https://www.inderby.org.uk/active/access/> (scroll down to the section on Derby arena)

Arrival

On arrival, please head to the main entrance of Derby Arena – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk inside the hall entrance. **Please be aware that the venue will be conducting bag searches. We thank you for your patience while this takes place.**

Your exhibition ticket is personal to you and should not be passed on to other group members. 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 gain re-admittance. Please be aware, the venue will be conducting bag searches.

C

Car parking

Car parking is available at the Derby Arena.

Parking is free for the first 3 hours. To get the 3 hours free parking, you must input your car registration into the car parking pod in the Derby Arena reception on arrival.

Parking over 3 hours is charged at £3 per day. You can purchase parking in advance at the website: <https://secure.mipermit.com/root/Account/PayAndStayAdd.aspx> or by downloading the Mipermit app. There is also a pay machine in the car park to pay on arrival, which is cash only.

Although there are ample spaces in the car park, please be aware this is first-come, first-served.

Catering

There will be refreshments for visitors in the venue, with a variety of items available. Be aware, this area may be busy at times due to the number of visitors attending the exhibition.

Coaches

The coach drop-off point is directly in front of the venue. Due to the busy nature of the event, please make sure your coach moves on from the drop-off point as quickly as possible. Coach parking is available onsite at the Derby Arena. Once your coach has dropped off at the entrance, it will be directed to the entrance. When your group has finished at the event, please meet your coach in the coach parking area of the car park.

Your school will be sent a coach pass a week before the event – **display this in the front of your coach**. If you have not received a pass, please contact the organiser, at h.wells1@ucas.ac.uk.

Covid-19 Precautions

Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

Social distancing

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

Self-scan for tickets and onsite registration

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

Cleaning

The Derby Arena will be regularly cleaning high traffic and touchpoint areas throughout the event.

Hygiene

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 28 January 2022.

D

Directions

Derby Arena is located on Pride Park, just outside Derby city centre.
The venue's postal address is Derby Arena, Royal Way, Derby, DE24 8JB

Directions by car

Derby Arena is signposted on all major routes. If using SAT NAV, please use DE24 8JB or type in 'Derby Arena' into your navigation system.

For full directions visit the Derby Aren website: <https://www.derbyarena.co.uk/plan-a-visit/how-to-find-us/>

Directions by rail

Derby Arena is located a short 15 minute walk from Derby train station or via a 2 minute taxi journey. Direct rail services connect Derby with London St Pancras (from 93 minutes), Birmingham, Bournemouth, Bristol, Cardiff, Dundee, Edinburgh, Leeds, Leicester, Newcastle, Nottingham, Oxford, Sheffield, Southampton, Plymouth and many other destinations.

E

Emergency procedures

In the event of an emergency please follow the instructions of our security staff.

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

The venue has a medical room, staffed by qualified first aiders. Should you require medical assistance, please contact the organisers via the organiser's office.

I

Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor property during an event, they aren't 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

An open WiFi network is available at this event, but a reliable connection cannot be guaranteed.

L

Lost property

All property found at the exhibition will be handed in to the organiser's office. If items have not been claimed during tenancy, they will be passed to venue personnel, and retained for six months. If, after three months, no claim has been made, venue staff shall consider title to property has been abandoned, and shall receive the rights to offer property for sale.

O

Organisers

The organiser's office is located on the ground floor. Please see the floor plan for its location.

P

Parking

Parking is available at the Derby arena, for coaches and cars. Please refer to the 'Cars' and 'Coaches' sections for more information.

R

Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be obtained by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the libk in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button (see screenshot below)

Individual bookings – a copy of the risk assessment can be requested by emailing events@ucas.ac.uk

Manage Group Bookings

Change password

Change event

Sign out

Manage Group Bookings

You can use this area to help you manage your group booking(s).

Session details - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

Email invitations - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

S

Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Student talks – Live Lounge

Live Lounge - Student talks, workshops, and performances will run throughout the event within our Live Lounge rooms. These can all be found on the first floor and will be signposted. A full programme of events can be found on the event webpage.

Smoking

Derby Arena operates a strict **no smoking** policy in the venue.