

## Dorset UCAS

# Visitor information pack

Date:

Wednesday 6 April

Venue:

Bournemouth University



## Contents

A.....	3
Accidents and near misses.....	3
Arrivals.....	3
C.....	3
Cash machines.....	3
Catering.....	3
Coaches.....	3
D.....	4
Directions.....	4
E.....	4
Emergency procedures.....	4
Event Staff.....	5
F.....	5
First aid.....	5
I.....	5
Insurance.....	5
Internet.....	6
L.....	6
Lost property.....	6
O.....	6
Organisers.....	6
P.....	6
Parking.....	6
R.....	6
Risk assessment.....	6
S.....	7
Security.....	7
Student talks.....	7
Smoking.....	7

## 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 general information desk immediately.

### Arrivals

On arrival, please head to the Welcome Area near to Poole House reception. Please use the main entrance to Poole House, this is the entrance closest to the coach drop-up and pick-up point.

Coaches and buses need to drive to Gillet Road via Fern Barrow where they will be met by a member of BU staff who will tell them when they can drive to the drop-off/ pick-up point. The same process applies for both drop-off and collection.

Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the Welcome Area.

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 gain re-admittance.

## C

### Cash machines

There are no cash machines on site. All purchases made at Bournemouth University must be made using card only.

### Catering

There will be refreshments available for visitors to purchase in the courtyard area outside the Student Centre. Other outlets on campus will also be open. All purchases made at Bournemouth University must be made using card only.

### Coaches

Coaches and buses need to drive to Gillet Road via Fern Barrow where they will be met by a member of BU staff who will tell them when they can drive to the drop-off/ pick-up point. The same process applies for both drop-off and collection.

## D

### Directions

The venue address is:

Bournemouth University  
Fern Barrow  
Poole  
BH12 5BB

Coaches and buses need to drive to Gillet Road via Fern Barrow where they will be met by a member of BU staff who will tell them when they can drive to the drop-off/ pick-up point. The same process applies for both drop-off and collection.

## E

### Emergency procedures

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

#### **EMERGENCY EVACUATION PROCEDURES**

The health and safety of all persons affected by our operations is of paramount importance to Bournemouth University. Visitors should not bring anything onto the university's premises that could endanger others (e.g. unmaintained equipment) and should observe the university's No Smoking Policy.

#### **FIRE EVACUATION PROCEDURE**

All staff members, students and visitors are under a Duty of Care to report situations they believe to be potentially hazardous. In the context of fire prevention, this may be something which could lead to an outbreak of fire e.g. unsafe storage of flammable materials or something which would hinder the safe evacuation of the premises in the event of a fire e.g. obstruction of fire escapes.

Because of the volume of people moving on the university sites, it is not possible to operate a 'roll call procedure' i.e. where people's names are checked off a list at the assembly point. For this reason, we have a 'negative head count'. Fire Wardens appointed for each area check that rooms are clear before they leave and then report this to Fire Marshals at the assembly points. The Fire Marshals then inform the Fire Brigade, meaning that just ONE person should approach the Fire Brigade with information for each building and this should avoid confusion.

Fire Wardens wear white hats and high visibility jackets and Fire Marshals wear high visibility jackets so that they can be identified from a distance. However, if for any reason a

Fire Warden is not present, it is your individual responsibility to ensure you evacuate the building by following the instructions below.

### **TEACHING STAFF AND SEMINAR ROOMS**

Some buildings, such as lecture theatres, do not have a constant staff presence and so Fire Wardens may not be appointed for these areas. All lecturers/group leaders must therefore assume responsibility for evacuating their own classes. They must then report this to the Fire Marshal at the assembly point.

### **DO NOT USE ANY LIFT**

Go quickly to your nearest assembly point. These are noted on the Fire Routine Notices displayed around the campus and are a safe distance from buildings. Do not remain near the building or block entrances or approaches to buildings: this may delay fire brigade access.

Obeys instructions issued by both the Fire Wardens and Fire Marshal.

Do not re-enter the building until told to do so by the Fire Marshal.

Do not tackle a fire unless you are sure that you can do this safely and your escape route is clear. Some extinguishers are only suitable for certain types of fires. If in any doubt, do not attempt to fight the fire.

### **Event Staff**

For any general queries during the event (e.g. directions to facilities), ask any of the event staff.

## **F**

### **First aid**

The university operates an internal emergency operation for which first aid is included. In case of any medical incidents staff will need to be notified and will call extension 222 from an internal phone or 01202 962222 from a mobile. The University Estates team will then coordinate with first aiders on site and emergency services if required.

The first aid point is in the main university reception. Should you need any first aid assistance, please make yourself known to an event steward.

## **I**

### **Insurance**

The organiser has adequate public and employee liability cover which can be shared on request.

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

Please connect the 'The Cloud' and then follow the instructions to connect to the internet.

## L

## Lost property

If any property is lost or found in the venue, please report it to Poole House reception.

## O

## Organisers

If you wish to speak to the event organiser, please inform a member of event staff and they will arrange for the event organiser to meet with you.

## P

## Parking

No parking is available on campus for this event.

## R

## Risk assessment

The organiser has completed a risk assessment for the event, if you would like to request a copy please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## S

### Security

Please note there will be no security at this event.

### Student talks

Student talks will be running throughout the day in the live lounge and are available on a first-come first served basis. They will be signposted, but please ask a member of staff for directions. The full live lounge programme can be found on the event webpage:

<https://www.ucas.com/node/403846/view/exhibit>.

### Smoking

BU has banned smoking - including the use of electronic cigarettes and vaping - in all entrances and within five metres of all our university buildings. This measure is intended to protect staff and students from both the potentially harmful effects and adverse odours of passive smoke and to prevent smoke drifting into buildings through open windows and doors, which can cause discomfort to occupants. 'No Smoking Signs' are also located within all buildings and external cigarette bins removed from building entrances.