

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
SIBIL

UCAS
VERY

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery York

UCAS

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:00 - 10:30	Nursing and Health
10:30 - 11:00	Law
11:00 - 11:30	Leeds Skills and Accommodation
11:40 - 12:00	Apprenticeship
12:10 - 12:30	STEM
12:40 - 13:00	Applying to University
13:10 - 13:30	Apprenticeship
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative and Digital

SUBJECTS LIVE

1 LISTEN TO SPECIALIST TALKS
Take part in live Q&As, chat to experts and hear about your different options in the Live Lounge.

2 GET EXPERT ADVICE
Speak to universities, employers, and UCAS about your future choice.

OPEN DAYS

UPCOMING OPEN DAYS

24 JUN 2022	16 JUL 2022	20 AUG 2022	1 OCT 2022
20 OCT 2022	10 NOV 2022	10 DEC 2022	7 JAN 2023

STEM MEDICINE BUSINESS

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

EVENT: UCAS Discovery York
DATE: Tuesday 5th November 2024
OPENING TIMES: 10:30 – 15:00

VENUE: York St John University Sports
Park, Haxby Road, New Earswick, York,
YO31 8TA

What Three Words: mole.soft.flesh



EVENT INFORMATION

ACCESSIBILITY

This event is located and accessible on the ground floor with access to toilets on the ground floor. There will be catering and staff facilities on the first floor – all can be accessed by lifts. Any issues or concerns on the day, please visit the event organisers desk. A limited number of blue badge parking bays are at the event location which are first come first served for exhibitors who require them. If exhibitors require any support transporting any items into the venue, please ask staff at the event organisers desk in reception.

TRAVEL DETAILS

York is a small, compact city which is easy to navigate but be wary that if you are driving, it can get busy during peak travel times. We would recommend travelling by train to avoid traffic delays and to be more environmentally friendly. York station is central and the event venue is a short 10-minute taxi ride (approximately £5-10 depending on provider).

ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

Hotel 1: Premier Inn York City Centre, Layerthorpe, York, YO31 7YW – 0333 034 6637

Hotel 2: Travelodge York Central, Layerthorpe, York, YO31 7RE – 08715 591899

Hotel 3: Double Tree by Hilton York St Maurice's Rd, York, YO31 7JA – 01904 638086

A full list of local hotels can be found here (<https://visityork.org/business-directory/category/stay>). This is a general list for information only and not a recommendation from UCAS or York St John University.

CARPARKING

Limited car parking is available to exhibitors at York St John Haxby Road Sports Park. When parked, you must display your printed parking permit which can be found at the end of this handbook. If possible, please only use one car for all the staff attending from your institution to save on parking space.

If you are unable to park onsite, the closest car park is Union Terrace Car Park (Clarence St, York YO31 7ES). This is a 15/20 minute straight walk up Haxby Road. If you are parking here, it is advised to unload your materials at the drop-off zone outside the Sports Park reception before moving your vehicle to the car park. The cost of this car park is £20 per vehicle for over 5 hours of parking.

See accessibility section for blue badge parking information.

EVENT INFORMATION

CATERING

It is important to consider that the event location is not directly in the city centre of York so there aren't many food outlets in the surrounding area of the event. There will be food available to buy in the Teacher and Exhibitor Lounge as well as external food outlets (Sizzle and Stack and Robert and Sons Pizza Company) coming to campus but you may want to bring your own lunch. You can also pre-order a packed lunch from York St John. Please email Jonathan Day (j.day1@yorks.ac.uk) for more information. Please note, all food vendors are cashless.

Please note, the event will not close for lunch. If you are a lone exhibitor and don't want to leave your stand during the event, we have event staff and student ambassadors who will be happy to fetch any refreshments for you.

Complimentary tea and coffee will be available from the Exhibitor Lounge located on the first floor of the event location on the balcony overlooking the sports barn. This will be signposted but please ask a member of staff or student ambassador for directions if needed. Event staff will be on hand throughout the event to provide tea and coffee for exhibitors.

We will have a water station at the event and we encourage you to bring your own re-fillable water bottles to save on waste.

FIRST AID

First aid trained staff will be on site during the event. The sports centre desk can direct anyone requiring first aid to the first aid room, available on the ground floor of the building. In the event of an accident, please seek the assistance of an event ambassador and/or report to the sports centre reception desk. Some staff members are also mental health first aid trained should any exhibitors or students require this support.

All security staff on campus are first aid trained and able to provide first aid if needed. The security team can be contacted on [01904 876 444](tel:01904876444).

A defibrillator is at the event building's reception. Should emergency care be required, please call 999 immediately.

EVENT INFORMATION

INTERNET

Guests can connect to the free wifi network via Eduroam. Once connected, open a browser and submit some contact details to gain full access. Exhibitors already registered with Eduroam at other institutions will be able to log in using these details. Alternatively, there is a YSJ Visitor Wifi which you can connect to if you do not have an Eduroam login. Please use these wifi networks responsibly and do not access any inappropriate or insecure sites.

SCANNING

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [link] along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the exhibitor/scanner help desk [not sure what this is called] to support you at the event or you can call 01242 544808 or email events@ucas.ac.uk.

RISK ASSESSMENTS

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Emily Bibby (e.bibby@ucas.ac.uk) at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

UCAS

SCHEDULE:

BUILD DAY: Monday 4th November 2024

16:00 – 19:30 Event set up – deliveries can be made during this time. Please note that in the event of a delay, courier deliveries will be directed to a space outside the Sports Barn

17:30 – 19:30 Exhibitor/contractor access.

EVENT DAY: Tuesday 5th November 2024

08:00 – 10:00 Exhibitor access.

10:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:10 – 16:00 End of event and breakdown

LOGISTICS

UCAS

ARRIVAL

The exhibition is being held in the York St John University Sports Park located on Haxby Road. Please enter via the main entrance. To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the registration desk at the entrance to the exhibition hall. To gain entry to the venue, you must register details of who will be attending before the event through your ENet account.

BUILD-UP

Monday 4th November: 17:30-19:30

Tuesday 5th November: 08:00-10:15

Companies need to adhere to these timings to allow the event to run smoothly

We will try and stick to these timings but delays may be encountered so we please ask for contractors and exhibitors to be respectful if any delays are experienced.

LOGISTICS

UCAS

BREAKDOWN

Exhibitors must remain on their stands and not start dismantling until the exhibition is clear of visitors. We anticipate this to be 5-10 minutes after the exhibition closes at 15:00. To help facilitate this, and to ensure health and safety is maintained, the storage section will stay closed until the venue is clear of visitors. Once the venue is clear of visitors, the storage section will open and access can be gained.

If you think you might need extra time to build your stand (outside of the build-up times stated above) please contact events@ucas.ac.uk. In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser.

DELIVERIES

The venue address for couriers is **F.A.O Katherine Parsons, York UCAS HE Exhibition**, Exhibitor name & stand number, York St John Sports Park, Haxby Road, New Earswick, York, YO31 8TA.

Deliveries can be made between 9:30am and 6:00pm on Monday 4th November 2024. Please clearly address any deliveries. Any deliveries which arrive outside of the stated times and not clearly addressed could be lost or returned to the sender. If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event and venue opening times. Please also make sure the staff on your stand are aware of who your courier is, your courier's contact details and what is being delivered/collected.

Please make the organiser aware of any deliveries expected on the day by emailing k.parsons@yorks.ac.uk

York St John and its staff are not liable for any left equipment by exhibitors and contractors.

ORGANISERS

The local organisers will be on hand in the exhibition areas throughout the day. The lead local organiser is Katherine Parsons. Only during the exhibition, Katherine Parsons can be contacted on 07873 256602. Grant Saker can also be contacted on 07538904133. Please note: these numbers are only available during the set-up, opening and breakdown times for this exhibition. Before the exhibition, Katherine can be contacted at k.parsons@yorks.ac.uk.

STORAGE

We request that smaller equipment be kept on or hidden behind your stand. For larger things, storage will be located at the back of the sports hall or in another space on the ground floor of the venue. The storage area will be signposted and event staff will be available to direct exhibitors. We ask that no valuables be left unattended throughout the venue. Lockers are available to use for exhibitors to store any valuable items. Please speak to event staff on the day if this is something you require.

Safeguarding and Health and Safety

Safeguarding (Designated Safeguarding Lead – Grant Saker: g.saker1@yorks.ac.uk, 07538904133)

You MUST:

- a. Respect the rights, dignity and worth of every individual and treat everyone with equality;
- b. Ensure that the welfare and safety of children and vulnerable people is your top priority;
- c. Be a good role model and display consistently high standards of behaviour and professionalism;
- d. Ensure that the activities that you are responsible for are appropriate to age, maturity and ability;
- e. Bear in mind the fact that children and vulnerable adults may have complicated and/or traumatic backgrounds which could make them sensitive to certain issues;
- f. Recognise an individual's contributions and give positive, constructive feedback;
- g. Remember that someone else might misinterpret your words or actions, no matter how well intentioned;
- h. Take disclosures seriously and report them in writing as fully as possible, as detailed in paragraph 3 below.
- i. When working or communicating with a child or vulnerable adult (including by virtual chat, video, chat, telephone, email and social media), maintain an appropriate distance, both professionally and physically;
- j. Ensure that when you have face-to-face contact with children or vulnerable adults, it is in an open environment and if possible with a responsible adult present;
- k. For any employee under 18, you should ensure that their activities are planned in advance and where possible, any meetings are not held in closed meeting rooms.

Safeguarding and Health and Safety

Safeguarding (Designated Safeguarding Lead – Grant Saker: g.saker1@yorks.ac.uk, 07538904133)

You MUST NEVER:

- a. Have physical contact with, or get too close to, children or vulnerable adults (there may be occasions when limited contact is appropriate, e.g. a handshake in a professional environment);
 - b. Use actions or language that may cause a child or vulnerable adult to lose self-esteem or confidence, or to feel uncomfortable, including use of inappropriate language;
 - c. Make sexually suggestive comments to a child or vulnerable adult, even in fun;
 - d. Allow allegations of harm made by a child or vulnerable adult to go unreported; and
 - e. Exchange personal contact information with a child or vulnerable adult, or engage in personal communication with a child or vulnerable adult.
- 3. Disclosure of allegations If a child or vulnerable adult discloses an allegation of abuse or you have reason to believe they have suffered harm or are otherwise at risk of harm, or harm to or abuse of a child or vulnerable adult is observed by you, this should be immediately reported to events@ucas.ac.uk. It should then be recorded in writing with as much detail as possible, including the date, time and place of any relevant conversation, the essence of what was said and done by whom and in whose presence.
- If a person discloses such information, you should take the disclosure seriously, listen to the person and accept what is being said. You should not express shock, ask leading questions or make promises you are unable to keep (e.g. to keep the information confidential or to stop the abuse happening). You should inform the person at the beginning of the disclosure that you will not be able to keep the information confidential. It may be appropriate to stop the disclosure if you feel that enough detail has been given to enable you to report it.
- 4. Whistleblowing
- There will be no retribution against anybody reporting concerns or allegations about the behaviour of colleagues where this is done in good faith and in the public interest.

Safeguarding and Health and Safety

Health and Safety

- An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure a suitable and sufficient risk assessment is completed prior to your attendance, and adequate insurance is in place. Failure to do so could lead to delays, and ultimately, the closure of your stand.
- When completing your online booking to exhibit, you are required to acknowledge that you will implement appropriate control measures to reduce the risk of injury on and around your stand. You will be prompted to submit an exhibitor risk assessment, an Example Risk Assessment (that highlights the associated risks of exhibiting) is available for you to use or you can submit your own risk assessment.
- The control measures in the example Exhibitor Risk Assessment are in place to provide a safe environment for all exhibitors, staff, and visitors attending the UCAS exhibitions. This example risk assessment, while by no means exhaustive of the potential hazards, should highlight the key hazard areas associated with events of this nature.
- If needed, your stand may require structural sign off and/or earth bonding due to the nature of its size and or build. Please highlight to the Event Organiser and include your stand builder if this is the case, additional charges may apply.
- The example risk assessment can be download from your secure ENet account (exhibitor portal) <http://www.ucas.com/enet>.
- By submitting your risk assessment (and supporting documents) and agreeing to the Exhibitions terms and conditions, you will be agreeing, on behalf of your organisation/course provider, that you and any member of your staff will agree to comply with your risk assessment and that you and your staff will implement the necessary control measures outlined to prevent such risks from occurring. It is only intended to cover the period of time from arriving at the venue, to the point at which you leave.
- Assess the risk of injury from any hazardous manual handling operations that cannot be avoided. You should consider the task, the load, the working environment and individual capability. UCAS or York St John are not responsible for any irresponsible manual handling.

Safeguarding and Health and Safety

UCAS

Fire Safety

There is no scheduled fire alarm on either the set up day (Monday 4th November) or the event day (Tuesday 5th November). There are multiple fire exits throughout the event venue. In the event of the fire alarm going off, please follow the instructions of the event staff and ambassadors who will direct you to the nearest fire exit. If you are on the first floor of the venue, please do not use the lifts. The fire assembly point will be on the sports pitches at the event venue which will be pointed out by event staff during evacuation.

For more information, you can access the risk assessment from your secure ENet account (exhibitor portal) <http://www.ucas.com/enet>. If you do not have access to an Enet account, you can request a copy from the event organiser.

Exhibitor parking permit

UCAS Discovery York 2024

Valid for parking at:

York St John University Sports Park, Haxby Road, New
Earswick, York, YO31 8TA

Date valid: Monday 4th November and Tuesday 5th November



CONTACT DETAILS

UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions.

Please familiarise yourself with the onsite organisers office at each event for any questions you have or help you need

