

Moray

higher education exhibition 2018

Visitor information pack

University of the Highlands and Islands

Moray College UHI Campus

IV30 1JJ

Wednesday 12 September 2018

09:15 – 15:15



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A

Accidents and near misses

If you are involved in an accident or a near miss, please report the incident to a member of staff at the general information desk, where a member of the UCAS Team and the event organiser will be situated.

Arrivals

When you arrive at the campus, please enter through the main reception. Event staff will be in the main reception area to guide you to the exhibition area if required.

Please ensure you have printed your ticket or have it available on your smartphone. Your ticket is unique to you, and must not be used by anyone else, as all the data collected by exhibitors must comply with the data protection regulations.

Please note: With over 1000 pupils expected to attend during the day, and in the interests of health and safety, it is vital you adhere to your booked timeslot.

C

Coaches

Coaches should drop off and collect visitors at the large car park at the back of the college, which can be accessed via Hay Street [opposite Elgin Fire Station].

Event staff will be on hand to greet you at the drop-off point and direct your group safely to the exhibition hall. **Please note, there is no coach parking available.**

Cars

Car parking on the campus is extremely limited. For car parking facilities in Elgin, please visit the [Moray council website](#).

Catering

Food and drink will be available to purchase on campus. A selection of sandwiches, snacks and hot and cold beverages will be available from the refectory, which is cash only. Alternatively,

visitors can access the Beechtree Restaurant, which serves a range of speciality dishes and refreshments. Snacks and drinks can also be purchased from vending machines around the campus.

Cash machines

There are no cash machines at the campus. The nearest cash machine is at the Royal Bank of Scotland, 209 High Street, Elgin, IV30 1DL.

D

Directions

Public Transport

Moray College UHI is in Elgin City Centre, with easy access from Elgin railway station (five-minute walk) and Elgin bus station (ten-minute walk).

By road

There are a variety of routes to access Elgin City Centre, where the campus is located. The postcode for satnav use is IV30 1JJ.

E

Emergency procedures

In the event of an emergency, please leave through your nearest exit and proceed to the nearest meeting point. Event staff will be on hand to guide you.

Event Staff

For 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

If you sustain any personal injuries, or are present while an accident occurs, please report in the first instance to the general information desk, where a member of the UCAS Team and the event organiser will be situated. This is located at the main entrance beside the exhibition area.

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

Visitors can register for WiFi access through [the cloud](#).

L

Lost property

Any theft or loss of items should be reported to reception staff, situated at the main reception.

O

Organisers

If you wish to speak with the event organiser on the day of the event, please visit the general information desk, located at the main entrance bedside the exhibition area.

P

Parking

Please see the 'Cars' and 'Coaches' sections above.

R

Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found at the back of this pack.

S

Security

Any theft or loss of items should be reported to the reception staff, located in the main reception.

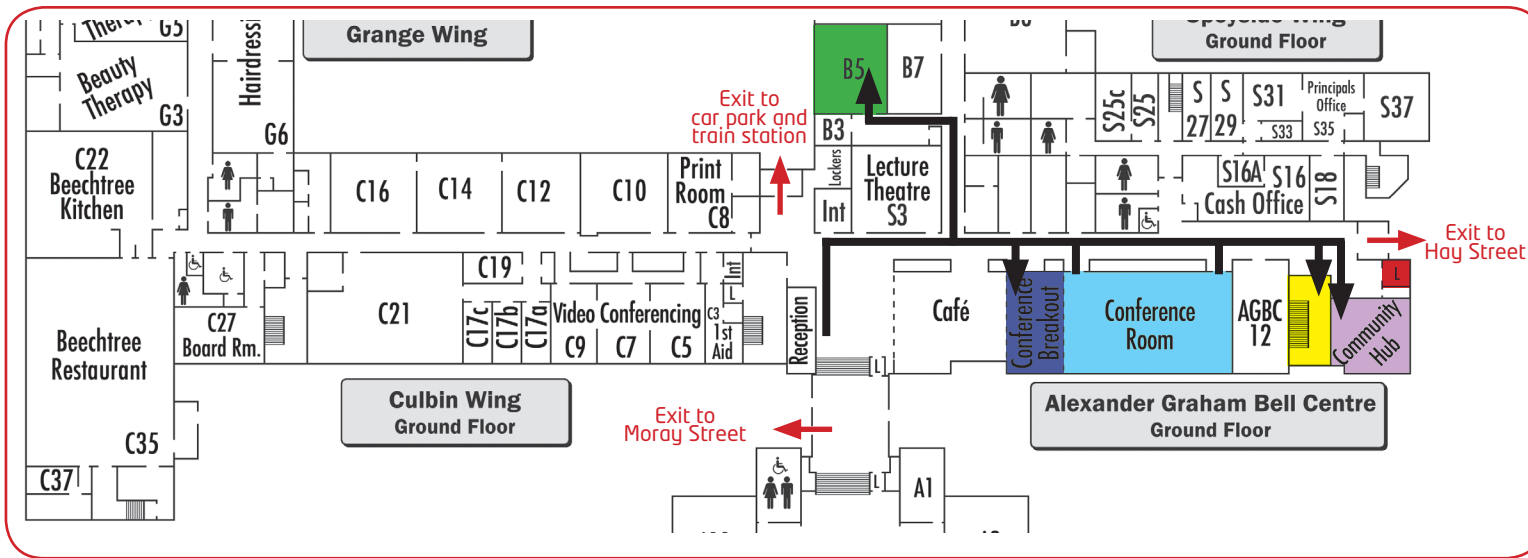
Seminars

Seminars are available to students on a first-come, first-served basis. Tickets are not required. Places in seminars are limited by room capacity, and seminars will last no longer than 20 minutes.

The seminar rooms will be signposted, and event staff will guide you to them. An updated seminar programme will be available on the [Moray exhibition](#) webpage.

Smoking

We operate a strict **no smoking** policy on the campus. There are designated smoking areas outside the venue, which are clearly signposted.



GROUND FLOOR

Leave Reception and head towards Hay Street exit. Café Area is the first opening on your right.

B5

Go down corridor on the left (opposite Café Area) - take 1st turning on left (B3 is straight ahead). B5 is to the right of B3.

Breakout Room

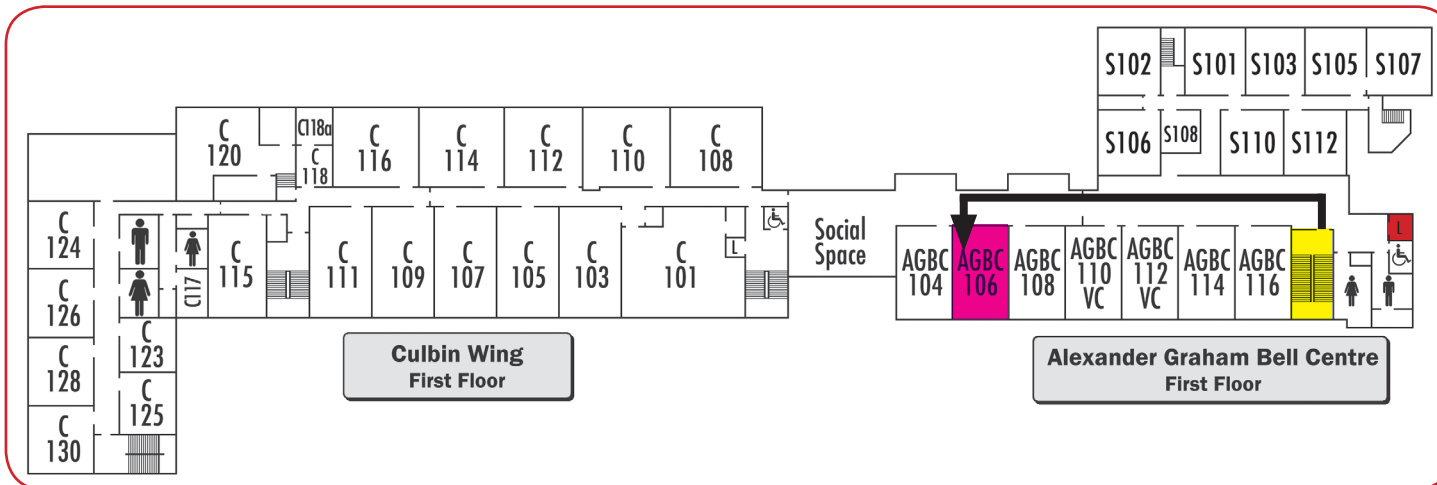
Continue past Café Area towards Hay Street exit - Breakout Room is next on your right.

Conference Room

The Conference Room is next on right after Breakout Room.

Community Hub

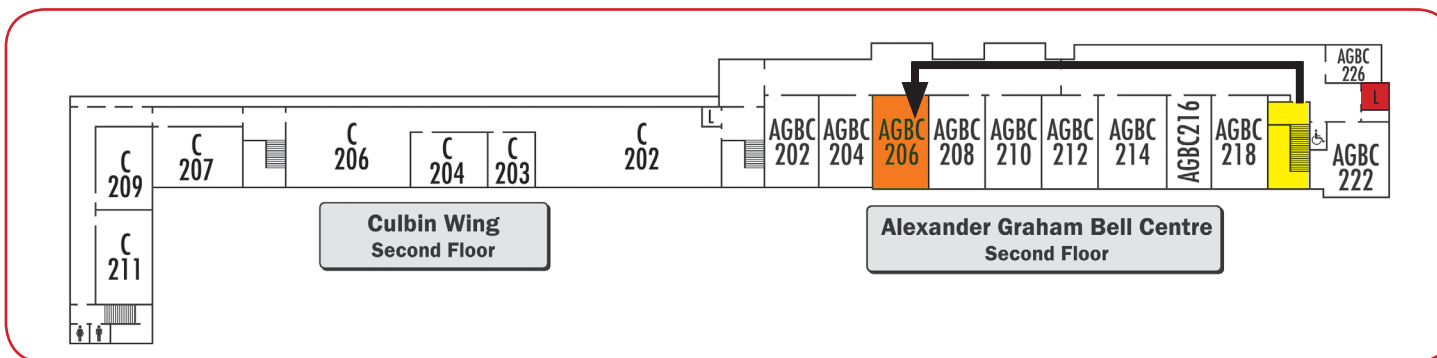
Continue past the Conference Room and past the stairwell - the Community Hub is the last room on the right before the Hay Street exit.



FIRST FLOOR*

AGBC 106

Using the stairwell between the Conference Room and the Community Hub - go up one flight of stairs and walk left along the corridor until you see classroom AGBC106.



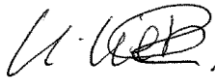

SECOND FLOOR*

AGBC 206

Using the stairwell between the Conference Room and the Community Hub - go up two flights of stairs and walk left along the corridor until you see classroom AGBC206.

*Lift available - please contact Reception for Lift Key

UCAS EVENT ORGANISER RISK ASSESSMENT

Date Assessed: 28/05/2018	Assessor: Kirsty Liebnitz	Monitored by: Grace Rishworth
	 Signature:	 GORishworth
Event: Moray UCAS Event 2018	Title: Events Co-ordinator	
	Organisation: Moray College UHI	
Venue: AGBC Conference Room, Breakout and Café. Lecture Theatre, A Block and Community Hub		Inclusive Dates of Site Attendance: 11 th and 12 th of September

Key to Risk Level:	1 - 2 = Low risk 3 - 4 = Low-Medium risk 6 - 9 = Medium-High risk 12 - 16 = High risk
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Activity	Who is affected	Risk Evaluation				Control	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Over-crowding of event hall / stand	Public and exhibitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths to avoid overcrowding. Suitable space around the stands & feature areas, which will be monitored, by Floor Managers and Organisers Organisers to schedule arrivals inline with venue capacities, and monitor arrivals with help from the venue, to help prevent overcrowding. Coach arrival schedule also to be used if appropriate Appropriate staffing to be put in place by organisers to manage the flow of visitors through the venue, all staff to be visibly identifiable Organisers to monitor the exhibition area. Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded All to obey instructions given by the organiser, venue staff or sub-contractor used to help control traffic and pedestrian flows 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Fire	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers and Students	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Fire exits to be kept clear of obstructions Fire extinguishers to be available within the venue Ensure all waste is collected and stored correctly Exhibitors to ensure all waste and flammable waste material is removed from stand area Exhibitors will use designated smoking areas Any Electrical equipment will be PAT tested. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		8
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
		MEDIUM – Probable to cause serious injury	3	Possibility	3		

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Evacuation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers and students	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order Organisers and venue to ensure that the current number of exits from the venue are adequate Floor plan submitted to venue in advance of the event for approval Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate Ensure that all gangways and emergency exits are kept clear All Emergency exits maintained and kept clear for the duration of the event Exhibitors should not block aisles or public areas, including during build up and breakdown periods, and ensure that stand displays are kept within the allocated stand space Organisers to ensure PA system can be heard clearly in all public areas, where possible If any evacuation announcements cannot be heard over the atmospheric noise then Site Assistants are to go into the halls to evacuate people. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		4
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Slips/trips and falls	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space Exhibitors should request that all empty, flat packed, and broken boxes are removed from their stand by the event staff throughout the duration of the event. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. Organisers and exhibitors to ensure no trailing cables within stand 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		9
		LOW – Possible to cause first aid injury	2	Unlikely	2		

		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		<ul style="list-style-type: none"> area, or in adjoining pedestrian walkways Organisers and exhibitors to ensure personal belongings are stored away appropriately Organisers and exhibitors to ensure all other waste is stored and removed safely Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin. UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Working at height	Exhibitors, Contractors, Venue and UCAS Staff	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Maximum height build of 4m All work to be carried out from a ladder with suitable warning signs and barriers as necessary Exhibitors to ensure all staff required to work at height are suitably trained Suitable Personal Protective Equipment (PPE) clothing and footwear to be worn 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		6
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Stands falling over	Public & exhibitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> All exhibitors to ensure that their stands are safe and secure, and report any problems to the organiser Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		4
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Catering facilities	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> All Catering facilities and staffing provided by venue Hygiene regulations to be followed rigidly Catering staff to ensure all spills are cleaned immediately Reputable and known concessions units only. On site catering to employ suitable and trained staff. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		4
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Variety exhibitors on site	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers.	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Exhibitors to agree to a Risk Assessment as part of their booking, and supply additional information where appropriate Organiser to be informed of any particular hazards arising prior to, and during the exhibition Basic checks made on exhibitor Risk Assessments No helium balloons allowed in the venue Only experienced, reliable and approved contractors used. Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so. Estimated staffing number of contractors is two. All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number.
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2	4	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Electricity: connections, & power to stands etc	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers.	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets that have been supplied by the event organisers. Exhibitors are not allowed to do their own wiring due to potential sub-standard and dangerous installations being energised Exhibitors to ensure equipment is used safely and for the purpose for which it was designed Exhibitors should ensure that no sockets or connections are overloaded within their stand area, and if in doubt should seek approval from the event organiser All electronic portable appliances brought to site by exhibitors should bear a valid PAT Test certificate Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times All orders for electricity must be placed before the deadline, where applicable. The organiser's appointed contractor will install power supplies on all stands, where needed. Only experienced, reliable and approved contractors used.
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2	8	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Build-up and Breakdown	Exhibitors, Venue and UCAS Staff.	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> At least 2 hours set up period for exhibitors. Only authorised persons are permitted in the venue for buildup and breakdown. Children under 18 are not allowed on site for the entire duration of build up and break down All to be aware of the potential hazards of contractors moving around site, including the use of delivery vehicles Wristbands to be worn by exhibitors to allow them with access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable equipment to be worn when necessary Site Assistants to wear PPE, only if indicated by the Organiser, and assist floor managers in PPE policy if it is required No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. Organisers to control access into areas where major lifting and construction is taking place. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Car parking during show	Visitors and exhibitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Care to be taken when driving to and from the venue Observe speed limits and good driving practice. “No mobiles when mobile”, “Switch off before you drive off” Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance Venue contact details to be made available in advance, along with parking permits if applicable Traffic marshals used to control flow of traffic on-site Traffic marshals in place in car park / unloading areas. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		4
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Manual Handling	Exhibitors, event organisers and student helpers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Exhibitors to ensure that all stand staff are trained in the correct Manual Handling procedures All to wear appropriate footwear Ensure all slip and trip hazards are made safe. Event organisers to ensure that there are no hazards in the way of exhibitors during set up and take down. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely			

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Visitor orientation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Visitors to access venue through front main entrance during event All relevant information will be put in the exhibition guide including the position of the First Aid Point, refreshment and rest areas, security post, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, First Aid, Organisers Office, Seminar rooms, Refreshments areas All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection Organisers and stewards to monitor disabled guests for ease of movement around the venue Organisers to ensure there is disabled access/egress to the Venue All height limits will be strictly enforced to enable clear view of signs and banners Organisers to ensure appropriate staffing are in place to provide a managed and safe environment for exhibitors, staff and visitors No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition Security marshals in place to monitor flows of traffic and pedestrians in the venue. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		6
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Seminar Rooms	Visitors and speakers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Maximum distance to any Emergency Exit within the theatre must not exceed 12 metres All Emergency Exits are to have illuminated Emergency Exit signs above the door All cables must be securely fastened away to avoid trip hazards Noise levels must be kept to a reasonable level Loud speaker stands must not protrude into gangways. Seating runs must be clipped together, or benches used. Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		1

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Alcohol/substance controls	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> ▪ No Alcohol/substances permitted in venue. ▪ If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified ▪ Any offenders will be asked to leave the event ▪ Venue will be responsible for relevant checks, if necessary. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		1
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <ul style="list-style-type: none"> a) PPE b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height g) emergency procedures 	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	HIGH – Certain to cause death	4	Probability	4	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment b) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision. f) Work at height: training and competence. g) Emergency procedures: staff training in health & safety and emergency procedures. <p>Audible and visible alarms and warnings suitable for danger and regularly tested.</p>	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		9
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		

Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Illness or Injury	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Possibility	3	12	<ul style="list-style-type: none"> A member of the venue event staff to be contacted if in need of First Aid. A member of event staff and/or security staff to be positioned in the venue at all times Ensure that First Aid facility is known to Exhibitors and student helpers, and featured on the floor plan in the Exhibition Guides Organisers to ensure First Aid post is staffed by qualified persons UCAS organiser to be First Aid trained Room temperature to be monitored throughout the event to maintain appropriate levels If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS.
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Special Structure	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 4m
		MEDIUM – Probable to cause serious injury	3	Possibility	3	9	
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Lifting Equipment FLT's, cranes etc. Power tools and heat sources	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
		MEDIUM – Probable to cause serious injury	3	Possibility	3	9	
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)		Probability Rating (B)		Risk Level (AxB)	Control Measures
Emergency Situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser	HIGH – Certain to cause death	4	Probability	4	16	<ul style="list-style-type: none"> Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		

	Staff, Student Helpers	VERY LOW – Unlikely to cause injury / damage	1	Remotely		<ul style="list-style-type: none"> if any changes occur. Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register. Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. UCAS event organiser to alert UCAS incident management team Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. 	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Lifting Equipment FLT's, cranes etc. Power tools and heat sources	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	MEDIUM – Probable to cause serious injury	3	Possibility	3	9	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Alcohol/substance controls	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> No Alcohol/substances permitted in venue. If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified Any offenders will be asked to leave the event Venue will be responsible for relevant checks, if necessary.
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	1	

Mr N Clinton
Moray College
Moray Street
Elgin
Scotland
IV30 1JJ

Ref: 66705/18/01

02 August 2018

Dear Mr Clinton,

Confirmation of Insurance – Moray College

As requested by you, we are writing to confirm that we act as your Insurance Broker and that we have arranged insurance(s) on your behalf as detailed below. A copy of this letter may be provided by you to third parties who have a legitimate need to receive confirmation of your insurance cover.

Employers' Liability:

Insurer: RSA Group PLC

Policy Number: RSAP0926565200

Period of Insurance: 01/08/2018 to 31/07/2019

Loss Limit (Any one Event (excluding liability arising directly or indirectly out of Terrorism)): GBP 10,000,000

Any one event arising directly or indirectly out of Terrorism: GBP 5,000,000

Deductibles: Nil



Education Practice, Capital House, 1-5 Perrymount Road, Haywards Heath, West Sussex RH16 3SY
Tel: 01444 458144 Fax: 01444 415088

Registered in England and Wales Number: 1507274
Registered Office: 1 Tower Place West, Tower Place, London EC3R 5BU
Marsh Ltd is authorised and regulated by the Financial Conduct Authority



Excess Employers' Liability:

Insurer: Chubb

Policy Number: UKCANC65408

Period of Insurance: 01/08/2018 to 31/07/2019

Loss Limit (for each and every occurrence): GBP 5,000,000

Deductibles: Nil

Public & Products Liability:

Insurer: RSA Group PLC

Policy Number: RSAP0926565200

Period of Insurance: 01/08/2018 to 31/07/2019

Loss Limit:

- a) Any one Event: GBP 10,000,000
- b) All Events happening during any Period of insurance in respect of products supplied: GBP 10,000,000
- c) All incidents considered to have occurred during any Period of insurance in respect of pollution or contamination of buildings or other structures or of water or land or of the atmosphere: GBP 10,000,000

Deductibles: Nil

Excess Public & Products Liability:

Insurer: Chubb

Policy Number: UKCANC65408

Period of Insurance: 01/08/2018 to 31/07/2019

Loss Limit (for each and every occurrence): GBP 5,000,000

Deductibles: Nil