

Moray

higher education exhibition 2018

Exhibitor manual

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

In the event of an accident or near miss, please contact 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.

Accommodation

There are a number of hotels and bed and breakfast accommodation in Elgin. [Find out more](#).

Please note, these hotels are a recommendation and are not officially endorsed.

Arrival

On arrival, exhibitors should enter through the main reception. Visitors are required to sign in and out of the campus.

To gain entry to the venue, you must register the details of who will be attending pre-event – this needs to be done via your ENet account – [read instructions on how to do this](#). On arrival, you need to sign in, and will be issued with an exhibitor lanyard, which is to be worn at all times while in the venue.

B

Build-up and breakdown

Build-up

Tuesday 11 September, between 17:00 and 19:00.

Wednesday 12 September, between 08:00 and 09:15.

Breakdown

Wednesday 12 September, between 15:15 and 17:00.

Please note: Students will be on-site until 15:15, so please do not begin breaking down your stands until 15:15, at the earliest.

UCAS appreciates the end of an event day can be quiet, and we are doing our utmost to keep visitor consistency across the day, however, even if you have no visitors around your stand, there are always still visitors in the venue, which is why it is not deemed good practice to start breaking down your stand early.

If exhibitors start to dismantle stands while the event is still open, this poses a health and safety risk to our visitors, and we may have to cordon off your stand, which may affect access to exhibitors near to you, therefore affecting footfall to their stand.

UCAS appreciates at times, exhibitors may need to leave early, and we ask that you speak to a member of the Events Team, so we can assess the impact of doing so on the exhibition. We would appreciate your cooperation on this matter.

Business centre

Unfortunately, there will be no printing/faxing facilities at the exhibition.

C

Car parking

Car parking on the campus is limited. To reserve a space, please contact kathleen.moran@uhi.ac.uk by 3 September 2018.

Exhibitors who have reserved a space will be issued with a parking permit. Please note the parking space number and print and display this permit on your vehicle for the duration of the event. Reserved parking is clearly marked.

Spaces 1 – 15 are located at the front of the campus on Moray Street [opposite Elgin Police Station], and spaces 16 – 27 are located at the back of the campus, which can be accessed through Hay Street [opposite Elgin Fire Station]. **Please ensure you park in your allocated car park.**

For further car parking facilities in Elgin, please visit the [Moray council website](#).

Catering

Refreshments

We will provide each stand with four tea and coffee vouchers – these will entitle exhibitors to a complimentary tea or coffee on arrival, or during the lunch break. Each exhibition stand will also receive a bottle of water.

Lunch

Exhibitors are able to pre-order lunch for collection from the Community Hub – **cash only**. A pre-order lunch form can be found at the back of this manual. Please return completed pre-order lunch requests to kathleen.moran@uhi.ac.uk by Friday 24 August 2018.

Further catering

Catering will also be available to purchase on campus. A selection of sandwiches, snacks, and hot and cold beverages will be available from the refectory – **cash only**.

Exhibitors can also access the Beechtree Restaurant, the college training restaurant, which serves a range of specialty dishes and refreshments. In addition, snacks and drinks can be purchased from the vending machines situated around the campus – **cash only**.

D

Deliveries

Please ensure any deliveries are at the venue **no earlier** than Monday 10 September 2018. Any deliveries should be clearly marked with the following information, your stand number and your organisation's full name:

UCAS Moray Higher Education Exhibition, Moray College UHI, Alexander Graham Bell Centre, Moray Street, Elgin, IV30 1JJ.

Please notify kathleen.moran@uhi.ac.uk if you are sending materials in advance.

E

Electrical services and stand power

Electrical services are available. Please contact g.rishworth@ucas.ac.uk to request.

Emergency procedures

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

Exhibition stands and furniture

Each exhibitor is allocated a 2m x 1m stand area, unless a double or triple stand has been booked.

Tables and chairs are available, however, these will only be provided if requested. To request furniture, please indicate your requirements on your UCAS ENet account.

Event staff

Event staff will be available throughout the day to assist exhibitors, who will be easily identifiable by their red UCAS t-shirts, which say 'Event Staff'. Event staff will be able to help you with the breakdown of boxes, how to locate bathrooms, tea and coffee, and any other queries you have. The event organiser will also be wearing a UCAS branded, red polo shirt and the UCAS Team can be identified by their UCAS branded, black polo shirts. Please do not hesitate to ask for their assistance.

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.

Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals/shoes, flip-flops, and flimsy footwear are not permitted.

H

Height restrictions

There are no height restrictions at the venue.

I

Insurance

It is essential you take out adequate employee and public liability insurance against personal injury, damage to, or loss of exhibits, etc.

While the organisers take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage. You should ensure you have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

Access to the internet will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, delegates can register on to [the Cloud](#).

L

Lost property

If any property is lost or found, please report this to a member of staff at the general information desk.

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 beside the exhibition hall.

P

Passages and gangways

Any means of ingress and egress, passageway, or gangway must remain free from obstruction, and be kept free from obstruction for the duration of the exhibition.

1. No part of any stand or exhibit is permitted to encroach on a passageway or gangway, and no door, window, or other similar facility may open outwards to project beyond the perimeter of the stand.
2. The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
3. Where an exhibition stand is not provided with a platform, the space shall be clearly defined, and the exhibits shall be arranged to maintain passageways and gangways of uniform width.

R

Risk assessment

All exhibitors, by completing their booking to attend the event, have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please bring a copy of this with you, and email a copy to the organisers at events@ucas.ac.uk

S

Scanner collection

If you have booked scanners to be used at the exhibition, you will be able to collect them between 08:30 – 09:15 at the front of the exhibition hall. Please ensure you bring your licence codes with you to the event. You will need to return your scanners to the same location at the end of the day.

Security

Any theft or loss of items should be reported to staff at the main reception, located at the main entrance beside the exhibition area.

Smoking

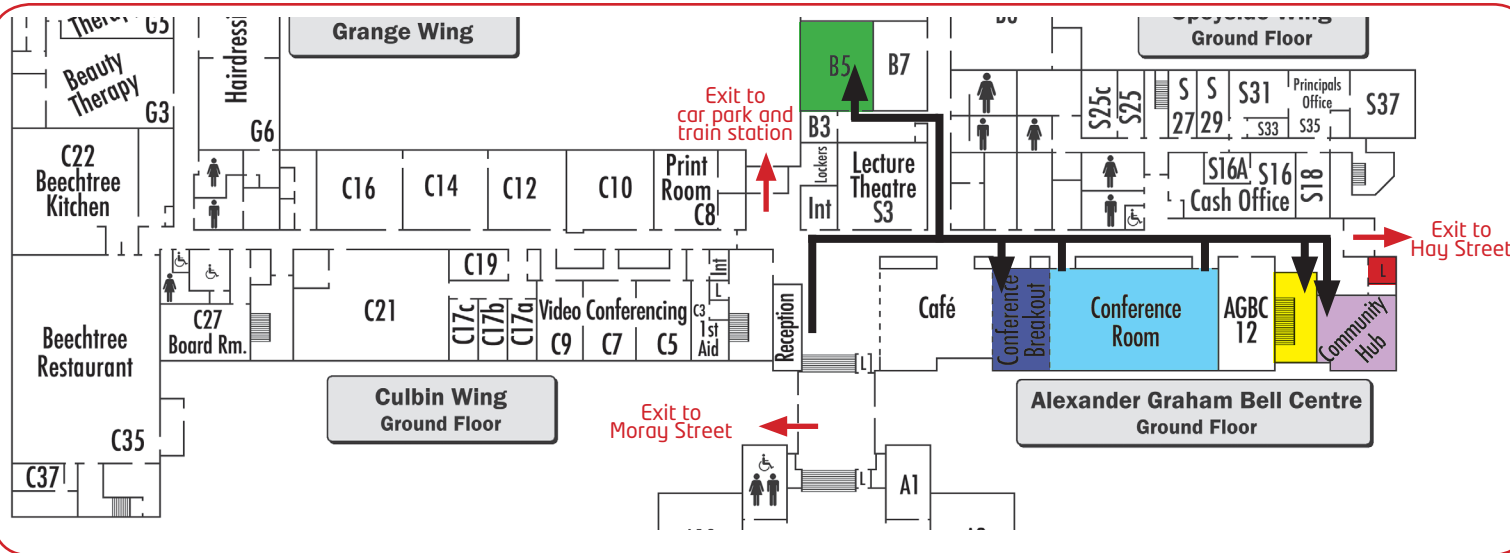
We operate a strict **no smoking** policy on the campus. There are designated smoking areas outside the venue, which are clearly signposted.

T

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.



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

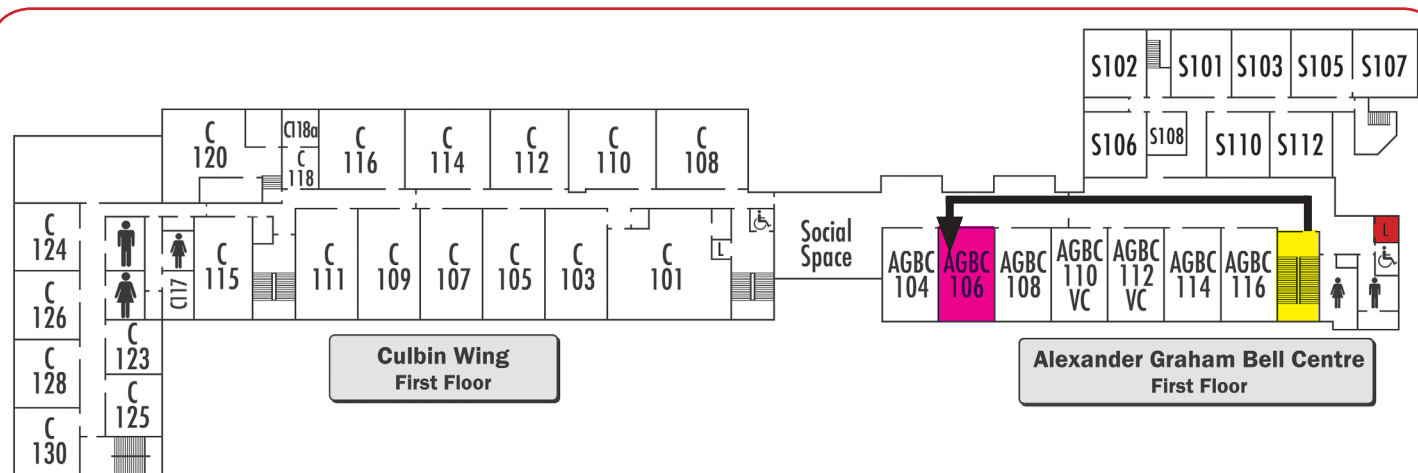
Continue past Café Area towards Hay Street exit - Breakout Room is next on your right.

Conference Room

The Conference Room is next on right after Breakout Room.

Community Hub

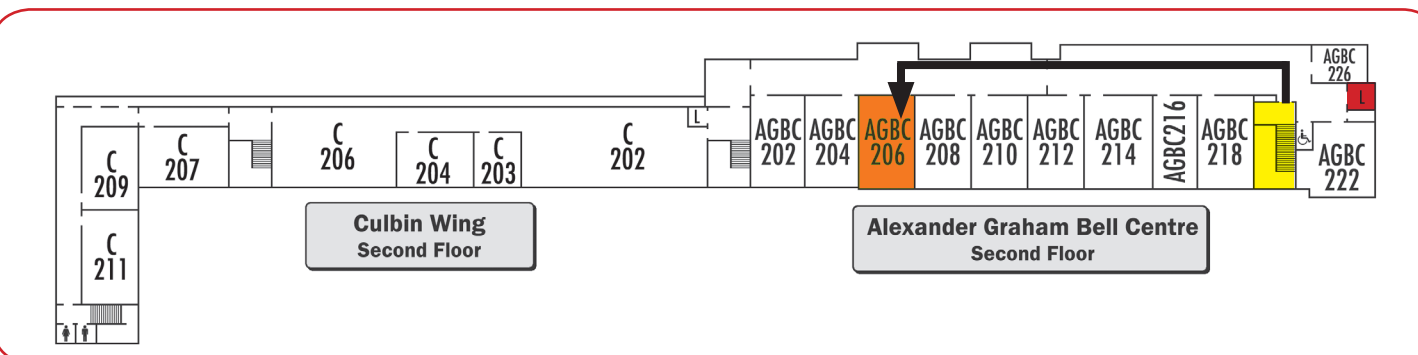
Continue past the Conference Room and past the stairwell - the Community Hub is the last room on the right before the Hay Street exit.



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.



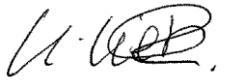

SECOND FLOOR*

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: Title: Events Co-ordinator Organisation: Moray College UHI |  |
| Event: Moray UCAS Event 2018 | | |
| 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 |
|--------------------|--|

| 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 OrganisersOrganisers 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 appropriateAppropriate staffing to be put in place by organisers to manage the flow of visitors through the venue, all staff to be visibly identifiableOrganisers to monitor the exhibition area.Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowdedAll 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 obstructionsFire extinguishers to be available within the venueEnsure all waste is collected and stored correctlyExhibitors to ensure all waste and flammable waste material is removed from stand areaExhibitors will use designated smoking areasAny 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 | | |

| | | 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 |
| 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 | |
| | | 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 | |
| | | 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 | |
| | | 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 | |
| | | 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 | |
| | | 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> <p>a) PPE b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height g) emergency procedures</p> | 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> <p>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>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</p> <p>c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</p> <p>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</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health & safety and emergency procedures.</p> <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 | |

2018 Moray higher education exhibition

Catering information and pre-order lunch form

Refreshments – available from 08:00 until 09:15, and 12.45 until 13:15.

Lunches – either pre-order below or purchase from the refectory or Beechtree Restaurant on the day.

Tea and coffee vouchers and pre-order lunches can be collected from the Community Hub, located beside the exhibition area.

An event ambassador will collect your money when you collect your pre-ordered lunch.

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To pre-order your lunch, please email the completed form to kathleen.moran@uhi.ac.uk by Monday 27 August 2018.

| |
|-----------------|
| Stand name: |
| Stand number: |
| Exhibitor name: |

Please indicate the items required below by ticking the relevant box.

| | Option |
|--|--------|
| Option one: Soup and sandwich lunch @ £6.80 Home-made soup of the day Selection of sandwiches Crisps Orange/apple juice Tea/coffee | |
| Option two: Sandwich lunch @ £6.00 Selection of sandwiches Crisps Fresh fruit Orange/apple juice Tea/coffee | |
| Please indicate any special dietary requirements. | |



UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can order furniture options when booking
 - Campus Events: 2m x 1m. Tables and chairs are available; however, these will only be provided if requested. To request furniture, please indicate your requirements on your UCAS ENet account.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should not come off their stand when trying to get visitor attention or to have a discussion with the visitor. Please ensure you are stood on your stand so that the aisles are clear.
- Information, advice and guidance must not be to the detriment of other exhibitors.
- Trolleys/cases cannot be brought onto the exhibition floor during event opening hours.

Upholding the Code of Conduct

UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Events will be jeopardised if the code of conduct is not upheld.

If concerns relate to serious health and safety issues, the UCAS Representative (or Local Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk

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