

Tayside

Higher education exhibition 2018

Visitor information pack

University of Dundee

Dalhousie Building

75 Old Hawkhill

Dundee, Scotland

DD1 5EN

Thursday 30 August 2018

09:30 – 12:30

13:00 – 15:00



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A

Accidents and near misses

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

If you are unable to identify one of these people, please call Nikki Malcolm from Skills Development Scotland on 07917 242 921, or alert a member of staff on the Dundee University stand.

Arrivals

When you arrive, please follow the directions of the Events staff, who will be dressed in red t-shirts.

Please print 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 data collected by exhibitors must comply with data protection regulations.

Please note, with over 1,200 pupils expected to attend during the day, and in the interests of health and safety, it is vital you stick to your booked time slot.

C

Coaches

There is no coach parking available on-site.

Drop-off: Coaches should drop pupils off at the disabled parking bays, just up from the Dalhousie Building on Old Hawkhill.

Pick-up: Coaches should pick up pupils outside the Dalhousie Building on Old Hawkhill, where the steps lead up to the building.

Cars

Car parking is available on-site, in the pay and display Dundee City Council car parks across from the Dalhousie Building on Hunter Street, or on South Tay Street.

Charges are:

- up to two hours – £2.30
- two – three hours – £4
- three – four hours – £5.10

There is also another multi-storey car park, at the Overgate Shopping Centre.

Charges are:

- up to two hours – £3
- two – four hours – £5

If you have any queries about parking, please contact our University of Dundee representative, Ali Clark at a.j.clark@dundee.ac.uk, or on 07703 168 828.

Catering

Catering will not be provided for visitors. However, there are complimentary teas and coffees available for teachers attending the event in Room 2G13.

For pupils and other visitors, there is the campus Premier shop outside the Dundee University Students' Union, or restaurants in the Students' Union.

Cash machines

There are cash machines available outside the Dundee University Students' Union.

D

Directions

If you are travelling by car or coach, you will find the Dalhousie Building on Old Hawkhill, which you can enter through the roundabout on Hawkhill. Please use the postcode DD1 5EN.

E

Emergency procedures

If an emergency occurs, please notify a member of staff with a red UCAS t-shirt, or staff on the Dundee University stand. If there is a fire evacuation, please follow the Dundee University staff out of the building. A risk assessment has been carried out and is attached to this manual.

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 when an accident occurs, please report it to the UCAS general information desk, where a member of the UCAS team and the event organiser will be situated.

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

Free WiFi is available on-site, either through the cloud or Eduroam.

L

Lost property

If you have lost or found property, please report it to the UCAS general information desk. If you still cannot find your property, please contact our Dundee University representative Ali Clark, on 07703 168 828.

O

Organisers

If you need to contact the event organiser on the day of the event, please visit the UCAS general information desk, where the event organiser and UCAS staff will be on hand to answer any queries.

P

Parking

Coaches will not be able to park on-site – refer to ‘Coaches’ section for details.

Car parking is available on-site – refer to ‘Cars’ section for details.

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 staff at the UCAS general information desk. Security are on-site 24/7, and can be contacted on 01382 385 850. However, we advise you not to leave valuables or personal belongings unattended.

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 UCAS Tayside web page.

Smoking


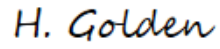
Designated smoking areas are available on the campus – please ask event staff for directions.

Student experience tours

On the day, there will be the opportunity for you to take one of Dundee University’s student experience tours. If you would like to do this, please allow extra time at the end of your slot.

Please book your tour with our Dundee University Representative, Ali Clark, at a.j.clark@dundee.ac.uk.

UCAS event organiser risk assessment

Date assessed:	Assessor: Helen Davidson	Monitored by: Holly Golden
	Signature: 	
Event: Tayside Higher Education Exhibition	Title: Team Leader	
	Organisation: Skills Development Scotland	
Venue: University of Dundee, Dalhousie Building, 75 Old Hawkhill, Dundee, Scotland, DD1 5EN		Inclusive dates of site attendance: Thursday 30 August 2018

Key to worst case outcome (A):	<p>4 = High – certain to cause death</p> <p>3 = Medium – probable to cause serious injury</p> <p>2 = Low – possible to cause first aid injury</p> <p>1 = Very low – unlikely to cause injury / damage</p>
Key to probability rating (B):	<p>4 = Probability</p> <p>3 = Possibility</p> <p>2 = Unlikely</p> <p>1 = Remotely</p>
Key to risk level:	<p>12 – 16 = high risk</p> <p>6 – 9 = medium – high risk</p> <p>3 – 4 = low – medium risk</p> <p>1 – 2 = low risk</p>

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	4	4	6	<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding. Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to 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.
		3	3		
		2	2		
		1	1		
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	12	<ul style="list-style-type: none"> Fire exits to be kept clear of obstructions. Fire extinguishers to be available in 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.
		3	3		
		2	2		
		1	1		

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
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<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 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 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 security staff are to go into the halls to evacuate people.
		3	3		
		2	2		
		1	1		
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. 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. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.
		3	3		
		2	2		

		1	1		<ul style="list-style-type: none"> ▪ 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. ▪ Organisers to ensure there are staff are monitoring the stairs to prevent falls.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum height build of 4m. All work to be carried out from a stable support – either ladder or scaffold – 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.
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> All exhibitors to ensure 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.
		3	3		
		2	2		
		1	1		
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<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.
		3	3		
		2	2		
		1	1		
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	4	4	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.
		3	3		
		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser	4	4	6	<ul style="list-style-type: none"> All catering facilities and staffing provided by venue, and therefore at the control of venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.
		3	3		
		2	2		

	staff, student helpers	1	1		
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate. Only experienced, reliable and approved contractors used. Organiser to be informed of any particular hazards arising prior to, and during the exhibition. Basic checks made on contractor and exhibitor risk assessments. 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. No helium balloons allowed in the venue.
		3	3		
		2	2		
		1	1		
Electricity: connections , and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. The organiser's appointed contractor will install power supplies on all stands, where needed. 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 no sockets or connections are overloaded in 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. Only experienced, reliable and approved contractors used. <p>All orders for electricity must be placed before the deadline, where applicable.</p>
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> At least two hours set-up period for exhibitors, and full day access for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. 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. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.
		3	3		
		2	2		
		1	1		
Car parking during exhibition	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic marshals used to control flow of traffic on-site Venue contact details to be made available in advance, along with parking permits, if applicable. Traffic marshals in place in car park / unloading areas. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'.
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and event staff packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<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 first aid, catering, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's 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 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. Tannoy system to be used if visitor becomes lost.
		3	3		
		2	2		
		1	1		
Seminar rooms	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> Maximum distance to any emergency exit in the seminar rooms 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. Loud speaker stands must not protrude into gangways. Noise levels must be kept at a reasonable level. 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.
		3	3		
		2	2		
		1	1		
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser	4	4	1	<ul style="list-style-type: none"> No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. Venue will be responsible for relevant checks, if necessary. 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.
		3	3		
		2	2		

	staff, student helpers	1	1		<ul style="list-style-type: none"> Any offenders will be asked to leave the event.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
<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</p> <p>b) manual handling</p> <p>c) work equipment and electricity</p> <p>d) chemicals</p> <p>e) slips, trips and falls</p> <p>f) work at height</p> <p>g) emergency procedures</p>	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<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>
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff,	4	4	9	<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 the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide. Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained.
		3	3		
		2	2		

	student helpers	1	1		<ul style="list-style-type: none"> ▪ 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. ▪ Room temperature to be monitored throughout the event to maintain appropriate levels.
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	1	1	16	<p>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 if any changes occur.</p> <p>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.</p> <ul style="list-style-type: none"> • 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.
		2	2		
		3	3		
		4	4		



Sentinel
103 Waterloo Street
Glasgow G2 7BW
t: 0141 248 5070
f: 0141 222 3398

TO WHOM IT MAY CONCERN

6th August 2018

Dear Sirs

Our Client: The Skills Development Scotland Company Ltd & Subsidiary Companies, including Careers Trust Scotland

We act as insurance brokers on behalf of the above and are pleased to confirm that the following insurance covers are in force:

Employers Liability

Insurer	Chubb European Group
Policy Number	UKCANC47960
Expiry Date	30 th June 2019
Limit of Indemnity	£25,000,000

Public Liability

Insurer	Chubb European Group
Policy Number	UKCANC47960
Expiry Date	30 th June 2019
Limit of Indemnity	£10,000,000

In any policy period or in the aggregate
in respect of products supplied.

Excess of £500 applies in respect of Third Party Property Damage

This document is furnished to you for information only.

The issue of this document does not imply that the person, or organisation, to whom it has been issued, is an additional Insured, nor does it modify in any manner the contract of insurance between the Insured and Underwriters.

Should the contract of insurance detailed above be cancelled, assigned or changed during the current policy period, in such a manner as to affect this document, no obligation to inform the holder of this document is accepted by the undersigned Insurance Brokers.

Yours faithfully

Liam McFadden | Client Support Technician
Aon Risk Solutions | Affinity
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