

Lanarkshire

higher education exhibition 2018

# Exhibitor manual

Ravenscraig Regional Sports Facility

1 O'Donnell Way

Motherwell

ML1 2TZ

Thursday 20 September 2018 09:30 – 15:00



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## 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.

## Accommodation

Listed below are some places to stay and eat near the venue. These hotels are recommendations, and are not officially endorsed.

Dalziel Park & Golf Club

100 Hagen Drive

Motherwell

ML1 5RZ

Tel: 01698 862 862

Distance from Ravenscraig Regional Sports Facility – 0.9 miles.

Best Western Moorings Hotel

114 Hamilton Road

Motherwell

ML1 3DG

Tel: 01698 258 131

Distance from Ravenscraig Regional Sports Facility – 1.4 miles.

Innkeepers Lodge

Strathclyde Park

Strathclyde Country Park

Hamilton Road

Motherwell

ML1 3WB

Tel: 0845 112 6004

Distance from Ravenscraig Regional Sports Facility – 1.6 miles.

Holiday Inn Express

Keith Street

Hamilton

ML3 7BL

Tel: 0871 902 1634

Distance from Ravenscraig Regional Sports Facility – 2.8 miles.

## Arrival

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. [View instructions on how to register](#). On arrival, you need to sign in, and will be issued with an exhibitor lanyard – which is to be worn at all times whilst in the venue.

## B

### Build-up and breakdown

#### Build-up

- Wednesday 19 September 15:00 – 18:00
- Thursday 20 September 07:30 – 09:15

#### Breakdown

- Thursday 20 September 15:00 – 16:00

**Students will be on-site until 15:00, so we ask that no breakdown of stands begins until after this.**

UCAS appreciates that the end of an event day can be quiet and we are doing our upmost 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 & Safety risk to our visitors and we may have to cordon off your stand which may affect access to exhibitors near to you thus affecting footfall to their stand. UCAS appreciates at times exhibitors may need to leave early and we would ask that you speak to a member of the UCAS Events Team so that we can assess the impact of doing so on the Exhibition. We would appreciate your co-operation in this matter.

### Business centre

No printing or copying is available at this venue. Please ensure you have adequate copies prior to your attendance.

## C

### Car parking

There are ample free parking spaces available at Ravenscraig Regional Sports Facility. Disabled parking bays are also available. If any exhibitor requires access, please contact the reception desk at the venue, as this area has a barrier in operation.

### Catering

All catering will be served in the cafe area. Free tea, coffee and pastries will be available to exhibitors, from 08:30 – 09:30 on event day.

Lunch will be available from 13:00 – 13:30. Lunch is to be paid for by exhibitors. Receipts will be available from the cash desk in the cafe area.

There will be no tea breaks (other than lunch).

## D

### Deliveries

All deliveries are to contact the main reception desk in the venue upon arrival.

We will only be accepting deliveries from couriers after 15:00 on Wednesday 19 September. All items should be clearly labelled with your organisation's full name, your stand number, and the venue address.

UCAS Lanarkshire higher education exhibition

**Exhibitor name**

**Exhibitor contact name**

**Stand number**

Ravenscraig Regional Sports Facility

1 O'Donnell Way

Motherwell

SCOTLAND

ML1 2TZ

For exhibitors who have arranged for HE Fairs or another distribution company to deliver prospectuses, these will be delivered after 15:00 on Wednesday 19 September.

## Electrical services and stand power

There are ample power sockets available in the main exhibition hall. Any power requirements must come through UCAS – please contact [k.blindell@ucas.ac.uk](mailto:k.blindell@ucas.ac.uk).

## Emergency procedures

The fire exits are clearly marked, and must not be blocked with any display boards or boxes. In the event of a fire alarm sounding, the procedures set out below should be followed.

- Stop all activities immediately – do not stop to collect personal belongings.
- Proceed to the nearest fire exit.
- Exit the building and proceed to the assembly point.
- Await instructions from venue staff.
- **Do not re-enter** the building until instructed by venue staff that it is safe to do so.

In the event of hall lighting failure, keep calm – there will be natural and emergency lighting. The procedures set out below should be followed.

- Stop all activities, until otherwise instructed by venue staff.
- Venue staff will keep everyone advised of the situation.
- Follow all instructions provided by venue staff, or the event organiser.

## Exhibition stands and furniture

Each exhibitor is allocated a 2m x 1m stand area, unless a double or triple stand has been booked. Exhibitors will only be provided with a table and two chairs if booked in advance, through your ENet account.

Bottled water will also be at each stand. Additional bottles can be obtained from the event organiser.

## Event ambassadors

There will be a variety of event staff on hand throughout the day to assist exhibitors – they will be identifiable by their red UCAS 'Event Staff' t-shirts. They can help you with the breakdown of boxes, how to locate bathrooms, tea and coffee, and any other queries you may have.

The event organiser, and some SDS staff, will also be wearing UCAS-branded red polo shirts. The UCAS Events Team can be identified by their UCAS-branded black polo shirts.

For any general queries during the event, the General Information desk will be staffed by UCAS and the local organising team.

## F

### First aid

If you sustain any personal injuries, or see an accident, please report it to the General Information desk, where a member of the UCAS team and the event organiser will be situated.

### 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

No height restrictions are in place.

## 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

Free WiFi is available.

## L

### Lost property

If you have lost or found property, please report to the General Information desk.

## O

### Organisers

Should you need to contact the event organiser on the day of the event, please visit the General Information desk. The event organiser and UCAS Events Team will be on hand to answer any queries.

## 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 with you, and email it to the organisers at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## S

### Scanner collection

If you have booked to hire a scanning device at the exhibition, you can collect this between 08:30 – 09:15 on the morning of the event, from the UCAS General Information desk. Please ensure you bring your licence codes with you to the event.

### Security

The main hall will be locked at all times outside the exhibition opening hours. You are responsible for your own belongings. Lockers are available for any valuables, and are located next to reception. Items left in the main exhibition hall will be at your own risk.

### Smoking

Smoking is prohibited in all areas of the building.

## 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.



## **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 [exhibitions@ucas.ac.uk](mailto:exhibitions@ucas.ac.uk)

# UCAS event organiser risk assessment

Date assessed: 10/7/2018	Assessor: Paula Johnston	Monitored by: Kaylea Blindell
	Signature: 	
Event: UCAS Lanarkshire HE Exhibition	Title: Trainee Careers Adviser	
	Organisation: Skills Development Scotland	
Venue: Ravenscraig Regional Sports Facility, Motherwell		Inclusive dates of site attendance: 20 <sup>th</sup> September 2018

Key to worst case outcome (A):	4 = High – certain to cause death 3 = Medium – probable to cause serious injury 2 = Low – possible to cause first aid injury 1 = Very low – unlikely to cause injury / damage
Key to probability rating (B):	4 = Probability 3 = Possibility 2 = Unlikely 1 = Remotely
Key to risk level:	12 – 16 = high risk 6 – 9 = medium – high risk 3 – 4 = low – medium risk 1 – 2 = low 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	4	4	6	<ul style="list-style-type: none"> <li>The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding.</li> <li>Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers.</li> <li>Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles.</li> <li>Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space.</li> <li>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</li> <li>Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable.</li> <li>Organisers to monitor the exhibition area.</li> <li>Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</li> <li>All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.</li> </ul>
		3	3		
		2	2		
		1	1		
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	8	<ul style="list-style-type: none"> <li>Fire exits to be kept clear of obstructions.</li> <li>Fire extinguishers to be available in the venue.</li> <li>Ensure all waste is collected and stored correctly.</li> <li>Exhibitors to ensure all waste and flammable waste material is removed from stand area.</li> <li>Exhibitors will use designated smoking areas.</li> </ul>
		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	3	<ul style="list-style-type: none"> <li>Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order.</li> <li>Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>Floor plan submitted to venue in advance of the event for approval.</li> <li>Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors.</li> <li>Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.</li> <li>Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.</li> <li>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.</li> <li>Ensure all gangways and emergency exits are kept clear.</li> <li>All emergency exits maintained and kept clear for the duration of the event.</li> <li>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.</li> <li>Organisers to ensure PA system can be heard clearly in all public areas, where possible.</li> <li>If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</li> </ul>
		3	3		
		2	2		
		1	1		
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> <li>Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space.</li> <li>UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.</li> <li>Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.</li> <li>Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers.</li> <li>Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> </ul>
		3	3		
		2	2		

		1	1		<ul style="list-style-type: none"> <li>▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li> <li>▪ Organisers and exhibitors to ensure all other waste is stored and removed safely.</li> <li>▪ 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.</li> </ul>
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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	1	<ul style="list-style-type: none"> <li>Maximum height build of 4m.</li> <li>All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary.</li> <li>Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>Suitable personal protective equipment (PPE) clothing and footwear to be worn.</li> </ul>
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> <li>All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser.</li> <li>Any exhibitors with complex stands to submit their own risk assessment to UCAS Events.</li> <li>Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> </ul>
		3	3		
		2	2		
		1	1		
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	1	<ul style="list-style-type: none"> <li>Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>Maximum height build of 4m.</li> </ul>
		3	3		
		2	2		
		1	1		
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	4	4	2	<ul style="list-style-type: none"> <li>Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment.</li> <li>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.</li> <li>Appropriate signage and warning lights used, where necessary.</li> </ul>
		3	3		
		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> <li>All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>Reputable and known concessions units only.</li> <li>Hygiene regulations to be followed rigidly.</li> <li>Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.</li> </ul>
		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
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> <li>Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate.</li> <li>Only experienced, reliable and approved contractors used.</li> <li>Organiser to be informed of any particular hazards arising prior to, and during the exhibition.</li> <li>Basic checks made on contractor and exhibitor risk assessments.</li> <li>Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.</li> <li>Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so.</li> <li>Estimated staffing number of contractors is two.</li> <li>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.</li> <li>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.</li> <li>No helium balloons allowed in the venue.</li> </ul>
		3	3		
		2	2		
		1	1		
Electricity: connections , and power to stands etc.	Exhibitors	4	4	6	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Exhibitors to ensure equipment is used safely and for the purpose for which it was designed.</li> <li>Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser.</li> <li>All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.</li> <li>Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.</li> <li>Only experienced, reliable and approved contractors used.</li> </ul> <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"> <li>At least two hours set-up period for exhibitors, and full day access for contractors.</li> <li>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.</li> <li>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.</li> <li>All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.</li> <li>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.</li> <li>Organisers to control access into areas where major lifting and construction is taking place.</li> <li>Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.</li> </ul>
		3	3		
		2	2		
		1	1		
Car parking during exhibition	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> <li>Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance.</li> <li>Traffic marshals used to control flow of traffic on-site</li> <li>Venue contact details to be made available in advance, along with parking permits, if applicable.</li> <li>Traffic marshals in place in car park / unloading areas.</li> <li>Care to be taken when driving to and from the venue.</li> <li>Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'.</li> </ul>
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and student helpers	4	4	3	<ul style="list-style-type: none"> <li>Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>Manual handling document to be provided in exhibitor and student helper packs.</li> <li>All to wear appropriate footwear.</li> <li>Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</li> </ul>
		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"> <li>Visitors to access venue through front main entrance during event.</li> <li>All relevant information will be put in the exhibition guide – including first aid, catering, etc.</li> <li>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.</li> <li>All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>Organisers and stewards to monitor disabled guests for ease of movement around the venue.</li> <li>Organisers to ensure there is disabled access/egress to the venue.</li> <li>All height limits will be strictly enforced to enable clear view of signs and banners.</li> <li>Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.</li> <li>No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.</li> <li>Security marshals in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>
		3	3		
		2	2		
		1	1		
Seminar rooms	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> <li>Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres.</li> <li>All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>All cables must be securely fastened away to avoid trip hazards.</li> <li>Loud speaker stands must not protrude into gangways.</li> <li>Noise levels must be kept at a reasonable level.</li> <li>Seating runs must be clipped together, or benches used.</li> <li>Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc.</li> </ul>
		3	3		
		2	2		
		1	1		
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	1	<ul style="list-style-type: none"> <li>No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event.</li> <li>Venue will be responsible for relevant checks, if necessary.</li> <li>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.</li> <li>Any offenders will be asked to leave the event.</li> </ul>
		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
<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	4	4	6	<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 &amp; 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 &amp; safety and emergency procedures. 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	6	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide.</li> <li>Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained.</li> </ul>
		3	3		
		2	2		

	student helpers	1	1		<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	1	1	8	<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"> <li>• Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures.</li> <li>• UCAS event organiser to alert UCAS incident management team</li> <li>• Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.</li> </ul>
		2	2		
		3	3		
		4	4		



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TO WHOM IT MAY CONCERN

6<sup>th</sup> 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 <sup>th</sup> June 2019
Limit of Indemnity	£25,000,000

**Public Liability**

Insurer	Chubb European Group
Policy Number	UKCANC47960
Expiry Date	30 <sup>th</sup> 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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