



UCAS higher education exhibitions

Visitor information pack

Venue address Manchester Central
Petersfield
Manchester
M2 3GX

Event date Tuesday 5 – Wednesday 6 March 2019

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A**Accidents and near misses**

If you are involved in, or witness, an accident or near miss while on-site, please report it to the organiser's office immediately.

Arrivals

On arrival, please head to the main entrance of Manchester Central – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk inside the hall entrance. **Please be aware that the venue will be conducting bag searches, we thank you for your patience while this takes place.**

Your exhibition ticket is personal to you and should not be passed on to other group members as this would compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors stands. Anyone found to be in breach of this will be asked to leave the event and re-register to gain re-admittance.

C**Cars**

Manchester Central has a 24-hour NCP car park directly below the building, holding 720 cars, including 18 disabled bays. The maximum height of this car park is 1.98m.

The car park address is:
Lower Mosley Street
Manchester
M2 3GX

Cash machines

There is a CashZone cashpoint in the central foyer, which charges 50p to use.

Refreshments can be purchased by card.

Catering

Catering will be available from the foyer. Hot and cold food and drink will be available, although this area may be busy at times, due to the number of visitors attending.

Coaches

If you're travelling by coach, there is a designated drop-off and pick-up area located to the rear of Manchester Central. This is accessed via the ramp on Albion Street. Traffic marshals will direct your coach driver and tell you when to disembark. You will be given a number for your coach – please make a note of this for when you're collected. Please note, **there is no coach parking on-site at Manchester Central.**

When you're ready to leave the exhibition, please make sure all your students are together and proceed along the walkway, back to the coach pick-up point. The traffic marshals will ensure your coach is ready, using the number you were given when you arrived. Due to the large number of coaches and small space available, it is essential the traffic marshals' instructions are followed at all times.

For information regarding coach parking, please see the [Manchester City Council website](#), or [Visit Manchester](#).

D

Directions

By road

M6 (from south – Stoke-on-Trent, Birmingham)

Leave the M6 at Jct. 19, just after Knutsford Services. Follow the A556 towards Altrincham, and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M6 (from North – Preston, Blackpool, Carlisle)

Leave the M6 at junction 21a, for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, then to Manchester Central, Petersfield.

M62 (from west – Liverpool)

At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, then to Manchester Central, Petersfield.

M62 (from east – Leeds, Yorkshire)

At M62 junction 18, join the M60 westbound. Take junction 17 onto the A56 (Bury New Road), and follow signs to the city centre, then to Manchester Central, Petersfield.

M56 (from west – North Wales, Chester, Ellesmere Port)

Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

By rail

Manchester has direct rail connections to most major UK cities. Services arrive at Piccadilly or Victoria stations, where passengers can connect with Metrolink trams for easy access to the city centre. Manchester Central is a 20-minute walk from Piccadilly station, or just five minutes by taxi. Alternatively, catch a connection train to Oxford Road Station, which is five minutes from Manchester Central on foot. Further information on train services can be found at www.nationalrail.co.uk.

E

Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. The emergency procedure document is at the back of this information pack.

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

The venue has a medical room, staffed by qualified first aiders. Should you require medical assistance, please contact the organiser's office.

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

WiFi is available at the venue, via an open network.

L

Lost property

All property found in the hall, and handed to the reception desk in Manchester Central's foyer, will be retained for four weeks. If, after four weeks, no claim has been made by any person, Manchester Central reserves the right to donate the item to Manchester Central Social Committee's designated charity.

O

Organisers

The organiser's office is located in the foyer, beside the main reception, and is signposted by a large flag. A member of the Events Team will be in the office throughout the event.

P

Parking

Please see the information in the 'Cars' and 'Coaches' sections for details.

R

Risk assessment

The organiser has completed a risk assessment for the event, and a copy is at the back of this pack.

S**Security**

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Seminars


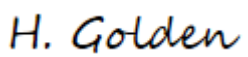
Seminars will be running throughout the event. These are in the Cobden rooms, close to the front of the hall. They will be signposted, but please ask a member of the team for directions. The full seminar programme can be found on the [event web page](#).

Smoking

Manchester Central operates a strict **no smoking** policy in the venue, and would ask for your full cooperation in ensuring this is complied with.

Social media

We will be tweeting about the event using our Twitter account, with the hashtag #ucasexhibition – please feel free to use this.

ASSESSOR (LINE MANAGER)		UCAS RISK ASSESSMENT 2019	ORIGINATOR & MONITORED BY THE H&SE ADVISER (Jovita Milanes)
NAME: David Hale			
SIGNATURE: 			
DATE: 24 January 2019			
NAME OF STAFF: Holly Golden			
SIGNATURE: 			
DATE: 24 January 2019			

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Over-crowding of event hall / stand	Public and exhibitors	2	3	6	<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths 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. 	4	2	4

					<ul style="list-style-type: none"> Organisers to monitor the exhibition area. Exhibitors to notify organisers should their stand, or the immediate locality of their stand, becomes overcrowded. All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows. 			
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	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, contractors, visitors, venue staff, organisers and event staff will use designated smoking areas. Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venue have to record the results of a fire drill as part of fire safety and evacuation planning. 	2	2	4
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	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 event staff, 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. 	2	2	4

					<ul style="list-style-type: none"> 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. Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of fire safety and evacuation planning) 			
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored 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 event staff. Organisers and exhibitors to ensure no trailing cables in stand 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. 	1	2	2
Working at height	Exhibitors, contractors,	3	3	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 to section off the work area as necessary. 	2	3	6

	venue and UCAS staff				<ul style="list-style-type: none"> Exhibitors to ensure all staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn 			
Stands falling over	Public and exhibitors	3	2	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 at least one month before the event. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand. Stand contractor to sign off build on completion once satisfied that all stands are safe as per their risk assessment. Organising team to monitor structures with visual checks for the duration of the event. 	2	2	4
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	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. 	2	3	6
Lifting equipment (FLT, cranes etc) Power tools and heat sources	Contractors	3	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. 	2	3	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	2	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 concession 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. 	1	2	2
Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	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 for tasks which are not covered by the standard Exhibitor Risk Assessment. Only experienced, reliable and approved contractors used. 	2	2	4

					<ul style="list-style-type: none"> • 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 and be able to show proof of training if requested. • 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 unless prior written consent is obtained, and safe systems of work are put in place. 			
Electricity: connections, and power to stands etc.	Exhibitors	3	3	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. 	2	2	4

					<ul style="list-style-type: none"> All orders for electricity must be placed before the deadline, where applicable 			
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> At least two hours set-up period for exhibitors, with any additional access time to be allowed only with pre-approval from the organiser before the build-up day. 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. Badges/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. 	2	3	6
Traffic management	Visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance within the exhibitor manual on www.ucas.com/exhibitions. 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". 	1	2	2
Manual handling	Exhibitors and event staff	3	3	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. 	2	3	6

					<ul style="list-style-type: none"> 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. 			
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	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 floor plan, 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, refreshment 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 enforce 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 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. 	2	2	4
Alcohol / substance abuse	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	2	4	<ul style="list-style-type: none"> No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before the 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. Any offenders will be asked to leave the event. First aid staff to manage any injury as a result of alcohol/substance abuse. 	2	1	2
Hazard and injury from negative and positive behaviours where staff	Exhibitors, contractors, visitors, venue	3	3	9	Company policy, procedures and rules apply in all cases.	2	2	4

may not follow rules, and requirements of risk assessments for the above hazards and risks.	staff, organiser staff, event staff				a) PPE training on all types of PPE, and on skin care: <ul style="list-style-type: none"> - risk assessment requirements briefed to staff - PPE as identified in risk assessment b) Chemicals – COSHH risk assessment requirements briefed to staff: <ul style="list-style-type: none"> - MSDS and product guidance available. - Staff competence and supervision. - Waste storage, collection and disposal system in place. c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site. d) Venue specific details of risk and health and safety should be included within each event briefing.			
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	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 event staff and featured on the floor plan in the Exhibition Guide. • Organisers to ensure first aid post is staffed by qualified persons. • UCAS organising staff to be first aid trained. • 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. 	2	3	6
Hanging banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> • To be erected by qualified and competent riggers and signed off by qualified person. • "Working at height" control measures implemented as per above. • Separate risk assessment and method statement. • Pockets on banners are to be stitched or vinyl welded only. 	2	2	4
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue	3	4	12	<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 	2	3	6

	staff, organiser staff, event staff				<p>communicate details with on-site team and notify if any changes occur.</p> <ul style="list-style-type: none"> • 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, event staff, 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, event staff, exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security. • If bomb threat, venue and UCAS to follow venue's emergency procedures. 			
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	4	8	<ul style="list-style-type: none"> • General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'. • Separate 'additional' risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected. 	2	3	6
Standard shell scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> • Shell scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employees. • Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event. 	2	2	4
Stand electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	4	8	<ul style="list-style-type: none"> • Stand & AV electrics to be installed and uninstalled by trained Havills staff only. • Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event. 	2	2	4

Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> All complex structures to be put through approvals staging. All plans must be submitted to UCAS then to venue for approval before building can be approved – external sign-off to be enforced if required by structural engineer or appropriate professional. 	2	2	4
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. Onsite registration area to be monitored by UCAS staff and event staff assigned to registration area. Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation. 	2	2	4
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> Review of the security and stewarding costing if intelligence of a threat is shared. Extra security may be employed if possible; if not a member of the security team will be moved to the main entrance to monitor all entry to the vicinity. Provision for SIA trained security to be implementing bag searches. Point of contact with the venue event manager for further information. Local police service to liaise directly with venue and in the event of a threat, the police's recommendations would be followed. A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates. Information of situation will remain between only necessary members of staff to reduce panic. Event stopped if the threat is at a critical point. 	2	3	6
UCAS Dome (Assembly, stationary & disassembly)	Exhibitors, contractors, visitors, venue staff,	2	3	6	<ul style="list-style-type: none"> Structure to be assembled, disassembled and signed off by trained staff only. Separate risk assessment and method statement – completed and sent to venue by organiser. 	2	2	4

	organiser staff, event staff							
LED Wall (Assembly, stationary & disassembly)	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	4	8	<ul style="list-style-type: none"> LED wall – to be constructed and rigged. Structure to be assembled, disassembled and signed off by trained staff only. Separate risk assessment and method statement. 	2	2	4
Stage and Trussing Construction	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> Area to be sectioned off with ropes and poles when build is in progress and monitored. Risk assessment, method statement and structural information provided by contractor. 	2	2	4
Crowd control within stage viewing area	Visitors, organiser staff, event staff	2	2	4	<ul style="list-style-type: none"> Open viewing area UCAS staff to be on-hand to escort people out of the building if a fire (or warning) alarm sounds. Limited to 30 people 	1	2	2
Interactive zone	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	2	4	<ul style="list-style-type: none"> UCAS staff and event staff assigned to the area to monitor visitor flow and ask visitors to move if needed. All electronic appliances brought to site will bear a valid PAT test certificate. Any pens/pencils to be used in the area to be non-toxic. 	1	2	2

KEY TO RISKS: Likelihood x Impact = Initial Risk; and Risk Control Measures = Residual Risk

Likelihood

Impact

Level	Descriptor	Guidance	Level	Descriptor	Guidance
1	Remote	Less than 10% chance	1	Minor	Minor injury or medical issue; little threat to safety; personal inconvenience.
2	Possible	10-50% chance	2	Moderate	Injury or medical issue requiring local support; feeling unsafe; personally disruptive.
3	Likely	Greater than 50% chance	3	Significant	Injury requiring hospitalisation; loss/theft of possessions; safety threatened.
4	Almost certain	Greater than 90% chance	4	Severe	Trauma, life-threatening injury or loss of life.

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITIES AND COLLEGES ADMISSION SERVICE AND ALL ITS SUBSIDIARY COMPANIES

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0118A/074
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£15,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UM074/05
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£10,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully



Paul Cusition
For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | www.umal.co.uk

Section Four Notice to all exhibitors

4.1 Security (Suspicious Items)

It is of the utmost importance that each exhibitor nominates a sufficient number of staff to ensure the observance of the instructions below.

If a suspect package is discovered on your stand, your designated responsible member(s) of the staff will immediately Telephone the Security Control Room (0161 834 2700 ext.2206) or inform a member of the Manchester Central Convention Complex Staff/ Steward. It is important that the package or suspect article is not disturbed and **should not be touched**.

A member of staff from the venue, who is a dedicated member of the search team, will attend and investigate further.

When the Staff is satisfied that there is no danger, you will be permitted to resume your previous activity.

Please ensure that your staff DO NOT make any mention to visitors of a suspect package in their stand or location.

If it is necessary to clear the building, the following message will be broadcast over the Public Address System:-

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS.”**

In the event of an evacuation of the Central Hall, exhibitors' staff are requested to assemble at the nearest assembly point (as indicated on the attached plan). If these areas are not appropriate, you must follow instructions from Security staff. This is necessary so that the venue can readily contact exhibitors to return to their stands when the emergency is over.

If evacuation of the venue is necessary, the Venue **strongly recommend that exhibition staff leave the building, as the Venue will not be responsible for any damage, loss or injury howsoever caused by remaining.**

The Fire Incident Controller wishes to stress the importance of a constant check being made on the contents of exhibitors' stands to see that no unidentified package, case or bag has been left lying around. In any case of doubt, the article should not be touched. Inform the persons above.

It must be stressed that extra vigilance on the part of everyone is absolutely vital.



4.2 Fire Procedures

The whole of the Manchester Central Convention Complex has a comprehensive fire detection system and firefighting equipment.

Should an emergency arise on your stand, you should take the following action: -

- (1) Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.**
- (2) Telephone the Security Control Room (0161 834 2700 extension 2206) giving the location and nature of the incident, or inform a member of the Manchester Central Convention Complex staff/steward.**
- (3) Notify your adjoining stand occupiers of the situation.**

If you follow the procedures given, assistance will arrive. Please stay calm. Reassure visitors who may be in the vicinity.

In the event of an evacuation being necessary, the following alert message will be broadcast:

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS.”**

In the event of an evacuation of the venue, exhibitors' staff are requested to assemble at the nearest assembly point (as indicated on the attached plan). If these areas are not appropriate, you must follow instructions from Security Staff. This is necessary so that the Venue can readily contact Exhibitors to return to their stands when the emergency is over.

If evacuation of the Exhibition Halls is necessary, the Venue **strongly recommend that Exhibition staff leave the building, as the Venue will not be responsible for any damage, loss or injury howsoever caused by remaining.**

4.3 Medical Emergencies

In the event of urgent medical assistance being required, inform an event steward, security officer, or any member of venue staff without delay (venue first aid can be contacted on house radio channel 6, or on 0161 834 2700 extension 2211/2206) giving exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness. The First Aid Room will be informed and a First Aider will be sent to the incident location.

Appendix 1

Manchester Central site plan – fire assembly points

In case of emergency please leave by
the nearest exit and go to your nearest
assembly point.

