

UCAS higher education exhibitions

Exhibitor manual

Venue address University of Cumbria
Fusehill Street Campus
Carlisle
Cumbria
CA1 2HH

Event date Thursday 2 May 2019

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A

Accidents and near misses

If you are involved in or witness an accident or near miss while onsite, please report it to the organiser's office, located in the Sports Hall Reception area, immediately.

Accommodation

Hotels near the University of Cumbria, Fusehill Street Campus:

Ibis Carlisle City Centre	01228 518 000
The County Hotel	01228 531 316
The Halston	01228 210 240
Travelodge	08719 846 374
Hallmark Hotel	03300 283 401
Milton Hilltop Hotel	01228 810 899
Crown and Mitre	01228 525 491

Please note, University of Cumbria/UCAS does not recommend any hotel or have preferential rates with any accommodation provider. This list is provided for your convenience only.

Arrival

To gain entry to the venue, you must register the details of who will be attending, before the event. This should be done via your ENet account – instructions on how to do this will be sent to the lead booker, by email.

On arrival, please make your way to the Sports Hall main reception, where you will need to sign in, and will be issued with an exhibitor lanyard. This must be worn at all times.

Vehicle passes are required to be displayed in the windscreen for access to the limited car parking onsite.

B

Build-up and breakdown

Build-up times:

Wednesday 1 May	16:00 – 18:00
Thursday 2 May	08:00 – 09:15

Breakdown times:

Thursday 2 May 15:00 – 17:00

NB: Please note that trolleys are not provided, and will not be allowed on the hall floor once the exhibition has opened. Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes at 15:00. If exhibitors do start to dismantle stands while the event is still open, there will be no other alternative but to close to the exhibition, irrespective of how many students remain in the hall. The same principles will apply for dismantling, as accessing.

C**Car parking**

There is very limited car parking at the University of Cumbria, Fusehill Street Campus. Parking will be free of charge, and vehicles will need to display car parking passes. If the car park becomes full – which will be likely as it is a city centre campus with a small car park – Cecil Street public car park is a short walk away.

Exhibitors are encouraged to travel by train where possible to avoid congestion. Transit vans and vehicles of similar size and larger should contact the venue directly for information on where to park. Spaces are available for disabled visitors. Contact the University of Cumbria in advance so they can reserve the space for you. Please email studentrecruitment@cumbria.ac.uk.

Cecil Street car parking: 12 Aglionby Street, Carlisle, CA1 1NX

Catering

The event will not close for lunch.

Each single stand, irrespective of the number of staff, will be provided with four free tea and coffee vouchers per day. If you are on a double stand or larger, you will be provided with eight vouchers per day, which can be redeemed in the exhibitor and teacher lounge. Each stand will also receive a bottle of water.

Various catering outlets will be open across the campus on the day, where you can purchase further refreshments and lunch. These will be clearly marked.

D**Deliveries**

Please refer to the **'Build-up and breakdown'** section.

Please be aware that any deliveries during the event opening times will not be accepted. All deliveries MUST arrive between 08:00 – 09:00 on Thursday 2 May.

If you're expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times.

All deliveries should be clearly marked with the following information:

UCAS North and West Cumbria higher education exhibition
Exhibitor company/institution name/exhibitor name
Contact name
Stand number
University of Cumbria
Fusehill Street
Carlisle
Cumbria
CA1 2HH

Please ensure the organiser is aware of any deliveries expected on the day of the event, by emailing studentrecruitment@cumbria.ac.uk.

E

Electrical services and stand power

There is no stand power available during the event.

Emergency procedures

In the event of an evacuation, please follow the instructions of the UCAS event staff. Should an evacuation of the building occur, please leave by the nearest exit.

If it is a fire evacuation, do not run or collect your personal belongings – go to the nearest fire assembly point.

If it is a bomb threat evacuation, please do not run, but unlike a fire evacuation, please collect your personal belongings and take them with you. The emergency procedures document will be provided on your stand on arrival.

Exhibition stands and furniture

Please ensure your stand takes up no more than 2m wide and 1m deep. The tables provided in each stand area are approx. 4 x 2.5ft. Allocation of stands to exhibition halls is listed in the exhibition z-card.

You will only be provided with one table and two chairs if requested through your UCAS booking. If you're unsure as to whether your institution has booked furniture, please check your ENet account, or contact studentrecruitment@cumbria.ac.uk.

Event staff

For any 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

There will be first aid cover throughout the open days of the exhibition. If you need medical assistance, please go to the Sports Hall Reception, located in the foyer next to the entrance.

If emergency care is required, please call 999 immediately, and inform the event manager (based in the Sports Hall Reception).

Footwear

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

H

Height restrictions

Any banners or displays in the Sports Hall must not exceed two metres.

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 employer's liability cover, in line with the booking terms and conditions.

Internet

WiFi will be available free of charge throughout the event. Instructions on how to connect to the WiFi will be available in your pack on your stand.

L

Lost property

All property found should be handed to the venue or the organiser's office, located in the Sports Hall Reception. The item will be retained during the event, or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after six months no claim is made in respect of that property, the venue shall consider the property to have abandoned, and shall receive the rights to offer that property for sale.

O

Organisers

If you need to speak to the organiser, ask any of the members of staff in red t-shirts, and they can contact the organiser for you. The main organiser's desk is located in the main reception area of the Sports Hall.

P

Passages and gangways

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

- a) 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.

- b) The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- c) 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 ensure you bring a copy of this with you to the event, and also email a copy to the organisers at events@ucas.ac.uk.

S

Scanner collection

If you have booked to hire a scanning device at the exhibition, you will be able to collect this between 08:15 – 09:15 on the morning of Thursday 2 May, from the organiser's office in the main Sports Hall Reception – please ask a student ambassador for directions, should you need them.

Security

Please ensure you wear your exhibitor pass at all times, as entry to the hall will not be permitted without it. Please take account of the following security advice from the venue:

- Take home any valuable items if there are not secure facilities onsite.
- If you leave your stand unattended, please be aware that any items of value will be left at your own risk, and the University of Cumbria will not be liable for any missing items.
- Remove all portable or valuable items from the stand on the evening, the night before. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before the show opens. The hall is open from 08:00.
- If you are a victim of theft, please report it immediately to the event manager.

Smoking

There is a strict policy of no smoking/vaping (other than in designated smoking areas), which includes all University of Cumbria buildings.

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.



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Marianne Bastille
Financial Manager – Operations & Control
The University of Cumbria
Bowerham Road
Lancaster
LA1 3JD

2nd August 2018

Dear Marianne

Client Information Letter

We, Aon UK Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that the contract(s) of insurance described on the attached pages (the 'Insurances') are in force at the date of this letter.

All of the Insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised on the attachment. Please refer to the actual policies if full terms and conditions are required.

We accept no obligation to inform any other person or entity should any of the Insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Yours sincerely,

Dale Pugh
Client Service Adviser

For and on behalf of Aon UK Limited



The Insurances

Public & Products Liability

Insured	The University of Cumbria
Insurer	Allianz PLC
Policy Number	SZ21706760
Policy Period	1 st August 2018 – 31 st July 2019
Limit of Indemnity	Public liability £15,000,000 any one occurrence Products liability £15,000,000 any one occurrence and in the aggregate for the Period of Insurance
Policy Extension	The Public Liability policy is extended for Medical Malpractice whilst working under a qualified registered surgical, medical or dental practitioner, nurse or midwife. Limit of Liability under this section is £5,000,000.

Employers Liability

Insured	The University of Cumbria
Insurer	Allianz PLC
Policy Number	SZ21706760
Policy Period	1 st August 2018 – 31 st July 2019
Limit of Indemnity	£25,000,000 any one occurrence

Executive & Professional Liability

Insured	The University of Cumbria
Insurer	Markel
Policy Number	SC1919X170VR/1042
Policy Period	1 st August 2018 – 31 st July 2019
Limit of Indemnity	£5,000,000 in the aggregate

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 select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

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 wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event 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 Event will be jeopardised if the code of conduct is not upheld.

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

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

ASSESSOR (LINE MANAGER)		UCAS RISK ASSESSMENT 2018	ORIGINATOR & MONITORED BY THE
NAME: Carly Scott			
SIGNATURE: 			
DATE: 08/02/2019			
NAME OF STAFF: Eleanor Missen			
SIGNATURE: 			
DATE: 08/02/2019			

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk

Evacuation	Exhibitors Contractors Visitors Venue Staff Organiser Staff Student Helpers	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 student helpers, exhibitors and contractors. • Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly points. • 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. • If any evacuations announcements cannot be heard, then delegated event staff / University fire wardens are to go into the hall to evacuate. 	2	2	4
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Slips / Trips / Falls	Exhibitors Contractors Visitors Venue Staff Organiser Staff Student Helpers	3	3	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. 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 breakdown any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin. 	2	2	4
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Overcrowding of Sports Hall	Exhibitors Contractors Visitors Venue Staff Organiser Staff Student Helpers	3	2	6	<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths (a minimum of 2.5 meters 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 exhibitors 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 visitor's throughout the venue. All staff to be visibly identifiable. 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. 	2	1	2
Fire	Exhibitors Contractors Visitors Venue Staff Organiser Staff Student Helpers	4	3	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 materials is removed from stand area Exhibitors will use designated smoking areas. 	3	2	5

Working at height	Exhibitors, contractors, venue and staff	3	3	9	<ul style="list-style-type: none"> Maximum height build of 2m All work to be carried out from a stable support 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 	2	2	4
Stands falling over	Public and Exhibitors	2	3	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 and Student Recruitment – University of Cumbria. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand 	1	2	2
Special Structure: Marquees etc.	Exhibitors, Contractors, Visitors, Venue staff, organiser staff, student helpers.	3	3	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by venue prior to the event, Maximum height of build 4m. 	2	2	4
Lifting equipment	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	2	4

Catering facilitates (mobile and static)	Exhibitors, Contractors, Visitors, Venue staff, organiser staff, student helpers.				<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. 			
Variety of contractors and exhibitors on site	Contractors and exhibitors	3	2	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 • Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so • Each contracting firm must have a qualified first aider on their staff. The contractor must also supply the name and number of the person in charge. • No helium balloons allowed in the venue. 	2	1	2
Electricity	Exhibitors	3	3	9	<ul style="list-style-type: none"> • 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 reliable, experienced and approved contractors used 	2	2	4

Build up and breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> At least 1.5hrs 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 19 are not allowed in the Sports Hall during the build-up and breakdown. All to be aware of the potential hazards of contractors moving around site, including the use of delivery vehicles. Wristbands to be worn by exhibitors to allow them to access before the event opens to the public. All contractors to be monitored on site, with regards 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 	2	2	4
Car Parking during exhibition	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 Traffic marshals used to control flow of traffic on site Venue contact details to be made available in advance, along with parking permits. 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	1	1
Manual Handling	Exhibitors and student helpers	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 student helper 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 	2	2	4

Visitor orientation	Exhibitors, Contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<ul style="list-style-type: none"> • Visitors to access venue through main entrance to the sports hall. • All relevant information will be put in the exhibition guide e.g. 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, organisers 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 a disabled access 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 • 	2	2	4
Seminar rooms	Visitors and Speakers	1	1	1	<ul style="list-style-type: none"> • Maximum distance to any emergency exist in the seminar rooms must not exceed 12 m • All emergency exits are to have illuminated emergency exit signs above the door. • All cables must be securely fastened away to avoid trip hazards • Noise levels must be kept at a reasonable level 	1	1	1

Alcohol and substance abuse	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	1	1	<ul style="list-style-type: none"> • No alcohol / substances permitted in the venue. • Venue with bar facilities are clearly notified of this before event. • 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 	1	1	1
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<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>Key areas:</p> <ul style="list-style-type: none"> *PPE *Manual Handling *Work equipment and electricity *Slips, trips and falls *Work at height *emergency procedures 	<p>Exhibitors, Contractors, Visitors, venue staff, organiser staff, student helpers</p>	3	3	9	<ul style="list-style-type: none"> • Company policy, procedures and rules apply in all cases • PPE training on all types of PPR, and on skin care: risk assessment requirements briefed to staff • PPE as identified in risk assessment • Manual Handling training provided: • Mechanical handling equipment training provided • Risk assessments requirements briefed to staff • Staff competence and supervision • Risk assessments requirements briefed to staff • Staff competence and supervision • Work equipment and electricity • Staff work equipment training • Pre-shift and statutory checks in play • Slips, trips and falls • Risk assessment requirements briefed to staff • Cables and tripping hazards controlled • Staff competence and supervision • Work at height • Training and competence • Emergency procedures • Staff training in health and safety and emergency procedures. 	2	2	4
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					<ul style="list-style-type: none"> Audible and visible alarms and warnings suitable for danger and regularly tested 			
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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 to be positioned in the venue at all times. Ensure that the first aid point is known to exhibitors and student helpers Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained If UCAS first aider is involved or assisted in an accident / incident this must be documented in the organisers first aid book and a copy provided for UCAS Room temperature to be monitored throughout the day to maintain appropriate levels 	2	2	4
Emergency Situation	Exhibitors, Contracts, Visitors, Venue staff, Organiser staff, Student Helpers	4	4	16	<ul style="list-style-type: none"> Event organiser to have full event briefing with venue pre event to be aware of emergency producers and any security measures which have been put into place for the event. Event organiser to communicate details with onsite team and notify if any changes occur. Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register Staff, student helpers and exhibitors to be provided with a copy of the venues emergency procedures / emergency 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. 	3	3	9

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.

Exhibitor parking permit

North & West Cumbria UCAS HE exhibition

2019

Valid for parking at:
University of Cumbria

Fusehill Street Campus, Carlisle, Cumbria, CA1 2HH

Date valid: 2 May 2019

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.

There is very limited car parking spaces at The University of Cumbria, Fusehill Street Campus. Parking will be free of charge; vehicles will need to display car-parking passes. If the Car Park becomes full, which will be likely as it is a city centre campus with a small car park. Cecil Street Public Car Parking is a short walk away; we do encourage UCAS exhibitors to travel by train where possible to avoid congestion.

Cecil Street Car Park: 12 Aglionby Street, Carlisle CA1 1NX

Carlisle FUSEHILL ST CAMPUS

Address

University of Cumbria,
Fusehill Street, Carlisle,
Cumbria CA1 2HH











Telephone

01228 616234

University Buildings

B	Blencathra	1
BS	Bowscale	2
C	Calva Bar and Beer Garden	3
	Carrock Halls of Residence	4
	Chapel	5
	Estates	6
LG	Learning Gateway	7
	Calva Lecture Theatre	8
LN	Lonscale Building	9
SK	Skiddaw	10
CSP	Sports Centre	11
	STEM Laboratories	12
	Outdoor Classroom	13

Campus map key

-  Loop system
-  Building access
-  Accessible Entrance
-  Reception
-  Car Park
-  Designated Disabled Persons Parking Bay
-  Designated Car Share Parking Bays
-  Designated Smoking Zone
-  Bicycle Shed
-  Outdoor Classroom

