

A background image of a UCAS exhibition. In the foreground, a young man in a black hoodie with white stripes on the sleeves is looking at a display of brochures. Next to him, a young woman wearing a black hijab and a teal UCAS staff shirt is looking at a brochure. She has a red lanyard with a badge that says 'Exhibitor' around her neck. In the background, other students and staff are visible, along with a large blue map of the United Kingdom.

UCAS higher education exhibitions

Visitor information pack

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.

Arrivals

If you are not part of a school group, please make your way to the main entrance, where a member of staff will welcome you, register your details, and direct you to the main arena. If you are part of a school group, please see the information below regarding arrival procedures for coaches.

Your exhibition ticket is personal to you, and should not be passed on to other group members, as this could 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 register again to gain readmittance.

C

Cars

It is a city centre campus with very limited car parking space. Please note that on the event day, there will be NO car parking available for visitors. You are advised to use the pay and display **Cecil Street Car Park**, 12 Aglionby Street, Carlisle CA1 1NX.

Cash machines

A cash machine is located in the Bowscale Building onsite. A further cash machine is also located in the One Stop shop opposite the campus.

Catering

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

Coaches

To ensure a smooth and steady flow of coach traffic in and around the University of Cumbria site, the university has produced an important set of guidelines for teachers and coach drivers bringing students to the North and West Cumbria higher education exhibition. Please ensure these guidelines are read by your school representative and coach company.

- There is currently no parking for coaches onsite. Please ensure your coach company is aware of this.
- On arrival, there will be event staff waiting outside the campus to help. The drop off point is on the road outside the campus.
- You must stick to your pre-arranged arrival and pick up slot, as it is a fully booked day, with many coaches arriving over the duration of the event.
- If your coach is significantly early, you will be asked to drive away until your allocated arrival time. Please ensure your coach driver is aware of this. **You will not be allowed to enter the venue until your booked time, due to capacity numbers that can be held in the venue at any one time.**
- On arrival at the University of Cumbria, each coach will receive a short briefing from a member of the University of Cumbria event staff before the students disembark. At this time, the university will need to collect the following pieces of information from a member of school staff on each coach, so please ensure they have this information to hand:
 - School/college name
 - Number of students on board
 - Departure time – please remember, you can only book a two-hour slot
 - Coach company name
- It is essential that coaches arrive as close to their allocated pick up time as possible, and all students know the time the coach will be picking them up, and are ready to depart. Please help ensure their safety by making students aware of this, to keep a smooth flow of traffic through the Sports Park, and avoid crowding on the roadside.
- If you have any questions regarding travel logistics prior to the event, please contact studentrecruitment@cumbria.ac.uk or call on 01228 616 333.

D

Directions

The exhibition is being held at the University of Cumbria, Fusehill Street, Carlisle, Cumbria, CA1 2HH.

Driving: The Fusehill Street campus is easily accessible. Leaving the M6 at junction 43, and bear left onto Warwick Road for approximately 1.5 miles, before turning left onto Greystone Road. Take the sixth left turn onto Fusehill Street. The campus is on your right-hand side. Postcode for sat navs is CA1 2HH.

Rail: Carlisle railway station is about a ten-minute walk from campus. Taxis are readily available outside the railway station.

E

Emergency procedures

On hearing the fire alarm, please proceed in an orderly manner to all accessible fire exits. In the unlikely event of an emergency and evacuation, exhibition staff will guide visitors to the nearest emergency exit.

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).

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

L

Lost property

If you find or would like to check lost property, please go to the Front Desk in the Sports Hall.

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

Parking

Car parking – Please see the ‘Cars’ section.

Coaches – Under no circumstances will coaches be able to pull onto the campus, nor park onsite. Please see the ‘Coaches’ section for further information.

R

Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found at the back of this pack.

S

Seminars

Seminars will take place during the event. The seminar programme can be found on the [event web page](#).

Smoking

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



40 Spring Gardens
Manchester
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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

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. <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register</p> <ul style="list-style-type: none"> • Staff, student helpers and exhibitors to be provided with a copy of the venues emergency procedures / 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.

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

