



UCAS higher education exhibitions

Visitor information pack

Venue address Bournemouth University
Fern Barrow
Poole
BH12 5BB

Event date Wednesday 24 April 2019

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A

Accidents and near misses

Accidents and near misses should be reported to exhibition staff (identified by red UCAS t-shirts).

Arrivals

Please head to the 'Entrance to exhibition'.

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 reregister to gain readmittance.

C

Cars

Please note there is very limited car parking available onsite.

There are a number of pay and display car parks located at our [Lansdowne Campus](#). Visitors can use the [U1 university bus service](#) free of charge on production of your UCAS ticket.

Cash machines

There are a number of cash machines available onsite.

Catering

Food is available to buy from the university food outlets.

Coaches

Coach drop off and pick up only. Coaches can utilise the bus hub at the entrance to the campus.

D

Directions

By rail

The nearest rail station to Talbot Campus is Bournemouth. The [U1 bus service](#) runs directly from Dorchester House (a short walk away from the station) to our Talbot Campus. Visitors may use this service free of charge on production of their UCAS event ticket.

By bus

Yellow Buses have a number of services that stop at Talbot Campus. You can find out more on the [Yellow Buses](#) website.

By bike

Talbot Campus is easily accessible by bike. There are secure compounds located on campus that operate on a card entry system. To gain access, you will need to obtain an access card from the main university reception, for which you will need to present a form of ID.

By car

There is **very limited parking** on site.

For satnav users, the postcode for Talbot Campus is BH12 5BB.

E

Emergency procedures

Emergency evacuation procedures

The health and safety of all persons is of paramount importance to Bournemouth University. Visitors should not bring anything onto the university's premises that could endanger others (e.g. unmaintained equipment) and should observe the university's no smoking policy.

Fire evacuation procedure

All staff members, students, and visitors are under a duty of care to report situations they believe to be potentially hazardous. In the context of fire prevention, this may be something which could lead to an outbreak of fire, e.g. unsafe storage of flammable materials, or something which would hinder the safe evacuation of the premises in the event of a fire, e.g. obstruction of fire escapes.

Because of the amount of movement of people on the university sites, it is not possible to operate a 'roll call procedure', i.e. where people's names are checked off a list at the assembly point.

For this reason, the university has a 'negative head count'. Fire wardens appointed for each area check that rooms are clear before they leave, then report this to fire marshals at the assembly points. The fire marshals then inform the fire brigade, meaning that just **one**

person should approach the fire brigade with information for each building, which should avoid confusion.

Fire wardens wear white hats and high visibility jackets, and fire marshals wear high visibility jackets so they can be identified from a distance. However, if for any reason a fire warden is not present, it is your individual responsibility to ensure you evacuate the building by following the instructions below.

Teaching staff and seminar rooms

Some buildings, such as lecture theatres, do not have a constant staff presence, so fire wardens may not be appointed for these areas. All lecturers/group leaders must therefore assume responsibility for evacuating their own classes. They must then report this to the fire marshal at the assembly point.

Do not use any lift

Go quickly to your nearest assembly point. These are noted on the fire routine notices displayed around the campus and are a safe distance from buildings. **Do not** remain near the building or block entrances or approaches to buildings – this may delay fire brigade access.

Obey instructions issues by both the fire wardens and fire marshal.

Do not re-enter the building until told to do so by the fire marshal.

Do not tackle a fire unless you are sure you can do this safely, and your escape route is clear. Some extinguishers are only suitable for certain types of fires. If in any doubt, do not attempt to fight the fire.

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

The first aid point is at the main university reception.

Should you need any first aid assistance, please make yourself known to a member of event staff, who can be identified by their red UCAS t-shirts.

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.

Internet

Visitors can access free WiFi via the Cloud WiFi hotspot provider. Visitors should go to their device settings, connect to the Cloud WiFi network, and follow the instructions on their web browser.

Lost property

Any item(s) of lost property found should be handed to a member of event staff, or to the university's main reception desk.

O

Organisers

This event is organised in partnership with [Bournemouth University](#). If exhibitors need to speak to a member of the team urgently, they should let exhibition staff know – they can be identified by their red UCAS t-shirts.

P

Parking

Please note that there is **limited parking** on site.

There are a number of pay and display car parks located at the [Lansdowne Campus](#). Visitors can use the [U1 university bus service](#) free of charge on production of your UCAS ticket.

R

Risk assessment

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

S

Security

There will be security onsite during the exhibition.

Seminars

Seminars are located in the lecture theatre block. Please see the campus map for the location.

You can find more information on the Dorset visitor [webpage](#).

Smoking

Please note that there is a strict policy of no smoking inside the university buildings. You are permitted to smoke outside the building. However, you must ensure you are at least 5m away from any university buildings.

Talbot Campus

Bournemouth →

BOUNDARY
ROUNDBOUT



Amenities Key

- Disabled toilets
- Ramp
- Café/Restaurant
- Fire muster point
- Bus stop
- Students' Union shop
- Main reception
- SportBU reception
- Bank/cash point
- Medical centre
- Waste area
- Coach drop off/collection
- Defibrillator
- Baby change
- Changing places facility
- Electric vehicle charging
- Permit holders car parks
- Blue badge car parking
- Pedestrian access
- Bicycle access
- Cyclist shower facilities
- Chaplaincy
- Nursery
- Lift share
- Bicycle parking (covered)
- Bicycle hoops
- Visitor bicycle parking
- Motorbike parking
- 20 minute drop off zone
- Coin/phonocard phone
- Photobooth/train tickets

Locations Key

- 1 Design & Engineering Innovation Centre
- 2 Estates Office
- 3 Shelley Lecture Theatre
- 4 IT Help Zone
- 5 Open Access Centre
- 6 24 hour computer room
- 7 AskBU at The Base
- 8 Centre for Excellence in Learning
- 9 Global Mobility Hub
- 10 Atrium Gallery
- 11 Staff Centre
- 12 Dylan's Bar
- 13 Sport Performance Laboratories
- 14 Loading Bay
- 15 Lees Lecture Theatre
- 16 Lawrence Lecture Theatre
- 17 Stevenson Lecture Theatre
- 18 Cobham Lecture Theatre
- 19 Barnes Lecture Theatre
- 20 KG03 Lecture Theatre
- 21 Marconi Lecture Theatre
- 22 KG01 Lecture Theatre
- 23 Students' Union (SUBU)
- 24 Biodome
- 25 Doctoral College
- 26 Global Hub
- 27 Allsebrook Lecture Theatre
- 28 Careers Centre
- 29 Create Lecture Theatre
- 30 Share Lecture Theatre
- 31 Inspire Lecture Theatre
- 32 Peach Tree Room - Student Lounge
- 33 Crime Scene training facility
- 34 Student Hall

UCAS RISK ASSESSMENT 2019

ASSESSOR (LINE MANAGER)

NAME: Rebecca Jefferey

SIGNATURE: R. Jefferey

DATE: February 2019

Dorset UCAS Higher Education Exhibition

Bournemouth University, Fern Barrow, Poole, BH12 5BB

Wednesday 24th April 2019

NAME OF STAFF: Grace Rishworth

SIGNATURE: 

DATE: 18/02/2019

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. 	2	2	4

					<ul style="list-style-type: none"> ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ Organisers to monitor the exhibition area. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. • All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows. 			
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 ambassadors will use designated smoking areas. ▪ 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) 	2	2	4
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 ambassadors, exhibitors and contractors. ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. 	2	2	4

					<ul style="list-style-type: none"> ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. ▪ Ensure all gangways and emergency exits are kept clear. ▪ All emergency exits maintained and kept clear for the duration of the event. ▪ Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. ▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible. ▪ If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. ▪ 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 ambassadors	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. 	1	2	2

					<ul style="list-style-type: none"> Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event ambassadors. 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. 			
Working at height	Exhibitors, contractors, venue and UCAS staff	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. 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	3	6
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. 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 stand 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

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
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
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 concessions units only. Hygiene regulations to be followed rigidly. Chartwells catering have a contract with BU and comply with all Health & Safety Policies which are in place to prevent all of the above or below. Chartwells to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately, once alerted. 	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. 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 	2	2	4

					<p>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.</p> <ul style="list-style-type: none"> ▪ 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. ▪ All orders for electricity must be placed before the deadline, where applicable. 	2	2	4
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 	2	3	6

					<p>build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown.</p> <ul style="list-style-type: none"> ▪ 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. 			
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

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Manual handling	Exhibitors and event ambassadors	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 ambassadors 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	3	6
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 on 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, refreshments areas. All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. Organisers and stewards to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. Security marshals in place to monitor flows of traffic and 	2	2	4

					pedestrians in the venue.			
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 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 may not follow rules, and requirements of risk assessments for the above hazards and risks.	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>b) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence and supervision. waste storage, collection and disposal system in place</p> <p>c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site.</p> <p>d) Venue specific details of risk and health and safety should be included within each event briefing.</p>	2	2	4
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	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 ambassadors and featured on the floor plan in the Exhibition Guide. Organisers to ensure first aid post is staffed by qualified persons. 	2	3	6

					<ul style="list-style-type: none"> ▪ 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. 			
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	4	12	<p>Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> ▪ Staff, event ambassadors 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 ambassadors, 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 	2	3	6

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

2nd July 2018

Dear Sir/Madam

BOURNEMOUTH UNIVERSITY 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/044
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£50,000,000 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.	UM044/99
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£50,000,000 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

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