



UCAS higher education exhibitions

## Visitor information pack

Venue address Cardiff Metropolitan University  
National Indoor Athletics Centre  
Cyncoed Road  
Cardiff  
CF23 6BN

Event date Wednesday 10 April 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 immediately.

### Arrivals

On arrival, please head to the main entrance of the National Indoor Athletics Centre (NIAC) – you will see the UCAS flags. Please have your ticket ready for inspection, and enter through the doors. If you don't have a ticket on arrival, please report to the onsite registration desk.

**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

Visitor parking is available onsite. As you enter the campus, take the first left before the barrier. **Pay and display will apply on the day.** The charge is £2 for the day (the machines do not give change), or you can pay via contactless payment. The car parks are managed by a private company, and parking fines will be issued if a parking ticket is not displayed.

After parking, head for the main reception, and follow the signage for the exhibition. NIAC is reached by walking through the main building.

#### **Car parking for disabled visitors**

Please follow the directions given by traffic staff for the disabled spaces. These are for blue badge holders only.

### Cash machines

Cash machines are available onsite, and refreshments can be purchased by card.

## Catering

Catering will be available from the foyer and other outlets around the campus.

## Coaches

Your vehicle pass will be mailed to you approximately two weeks prior to the exhibition. Please ensure this is clearly displayed when you arrive.

Due to the high number of coaches expected, please do not arrive any earlier than 15 minutes before your booked arrival time. Please enter the university campus from Cyncoed Road and proceed through the barrier. Traffic marshals will direct you through the campus to the drop off area. Coaches will then be directed off the campus via a one-way exit.

The pick up point will be the same as the drop off point. To help with congestion, please make sure all your students are aware of your departure time.

## D

### Directions

#### By road

Those travelling by car should enter the postcode **CF23 6BN** into their satnav. The campus is accessed via Cyncoed Road.

#### By rail

Heath High Level and Heath Low Level railway stations are approximately 25 minutes' walk from the Cyncoed campus, serving the area from the Rhymney and Coryton lines.

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

### Internet

WiFi is available at the venue, via the guest open network. To access the internet, visitors will need to enter their details into a registration page. Once this is completed, they will need to click on the authorisation email in their inbox which will provide access for 24 hours.

## L

### Lost property

All property found in the hall, and handed to the reception desk in NIAC's foyer, will be retained for four weeks.

## O

### Organisers

The organiser's office is located behind the stands on the left-hand side of the hall, and is signposted by a large flag. A member of the Events Team will be in the office throughout the event.

## P

### Parking

Onsite parking cannot be provided for coaches, and drivers will need to drop off and collect their groups. 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. If you are a victim of theft, please report it to the organiser's office immediately.

### Seminars



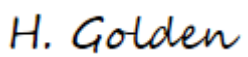
Seminars will be running throughout the event. These are in the white pods, at the side of the hall. They will be signposted, but please ask a member of the team for directions. The full seminar programme can be found on the [event web page](#).

### Smoking

NIAC operates a strict **no smoking** policy on campus (other than in the dedicated smoking area which is by the benches outside the student's union), 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.

<b>ASSESSOR (LINE MANAGER)</b>		<b>UCAS RISK ASSESSMENT 2019</b> <b>Higher Education Exhibition at</b> <b>Cardiff Metropolitan University</b>	<b>ORIGINATOR &amp; MONITORED BY THE</b> <b>H&amp;SE ADVISER (Jovita Milanes)</b> 
NAME: David Hale			
SIGNATURE: 			
DATE: 08 March 2019			
NAME OF STAFF: Holly Golden			
SIGNATURE: 			
DATE: 08 March 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"> <li>The floor plan has been designed to maximise aisle widths to avoid overcrowding.</li> <li>Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers.</li> <li>Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space.</li> <li>Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate.</li> <li>Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable.</li> </ul>	4	2	4

					<ul style="list-style-type: none"> <li>Organisers to monitor the exhibition area.</li> <li>Exhibitors to notify organisers should their stand, or the immediate locality of their stand, becomes overcrowded.</li> <li>All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.</li> </ul>			
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	4	12	<ul style="list-style-type: none"> <li>Fire exits to be kept clear of obstructions.</li> <li>Fire extinguishers to be available in the venue.</li> <li>Ensure all waste is collected and stored correctly.</li> <li>Exhibitors to ensure all waste and flammable waste material is removed from stand area.</li> <li>Exhibitors, 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.</li> </ul>	2	2	4
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> <li>Venue to ensure fire prevention detection and alarm systems are adequate for the venue and have been checked and maintained in efficient working order.</li> <li>Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>Floor plan submitted to venue in advance of the event for approval.</li> <li>Evacuation plan to be known by organisers and communicated to event staff, exhibitors and contractors</li> <li>Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.</li> <li>Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.</li> <li>Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate.</li> <li>Ensure all gangways and emergency exits are kept clear.</li> <li>All emergency exits maintained and kept clear for the duration of the event.</li> </ul>	2	2	4



					<ul style="list-style-type: none"> <li>Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space.</li> <li>Organisers to ensure PA system can be heard clearly in all public areas, where possible.</li> <li>If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</li> <li>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)</li> </ul>			
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> <li>Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored within the allocated stand space.</li> <li>UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.</li> <li>Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.</li> <li>Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event staff.</li> <li>Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> <li>Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li> <li>Organisers and exhibitors to ensure all other waste is stored and removed safely.</li> <li>Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin.</li> </ul>	1	2	2
Working at height	Exhibitors, contractors,	3	3	9	<ul style="list-style-type: none"> <li>Maximum height build of 4m.</li> <li>All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers to section off the work area as necessary.</li> </ul>	2	3	6

	venue and UCAS staff				<ul style="list-style-type: none"> <li>Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>Suitable personal protective equipment (PPE) clothing and footwear to be worn</li> </ul>			
Stands falling over	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> <li>All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser.</li> <li>Any exhibitors with complex stands to submit their own risk assessment to UCAS Events at least one month before the event.</li> <li>Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> <li>Stand contractor to sign off build on completion once satisfied that all stands are safe as per their risk assessment.</li> <li>Organising team to monitor structures with visual checks for the duration of the event.</li> </ul>	2	2	4
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> <li>Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>Maximum height build of 4m.</li> </ul>	2	3	6
Lifting equipment (FLT, cranes etc) Power tools and heat sources	Contractors	3	3	9	<ul style="list-style-type: none"> <li>Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment.</li> <li>Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on.</li> <li>Appropriate signage and warning lights used, where necessary.</li> </ul>	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"> <li>All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>Reputable and known concession units only.</li> <li>Hygiene regulations to be followed rigidly.</li> <li>Catering company to employ suitable and trained staff.</li> <li>Catering staff to ensure all spills are cleaned immediately.</li> </ul>	1	2	2
Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	6	<ul style="list-style-type: none"> <li>Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate for tasks which are not covered by the standard Exhibitor Risk Assessment.</li> <li>Only experienced, reliable and approved contractors used.</li> </ul>	2	2	4

					<ul style="list-style-type: none"> <li>• Organiser to be informed of any particular hazards arising prior to, and during the exhibition.</li> <li>• Basic checks made on contractor and exhibitor risk assessments.</li> <li>• Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.</li> <li>• Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so and be able to show proof of training if requested.</li> <li>• Estimated staffing number of contractors is two.</li> <li>• All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands.</li> <li>• Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number.</li> <li>• No helium balloons allowed in the venue unless prior written consent is obtained, and safe systems of work are put in place.</li> </ul>			
Electricity: connections, and power to stands etc.	Exhibitors	3	3	9	<ul style="list-style-type: none"> <li>• Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser.</li> <li>• The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised.</li> <li>• Exhibitors to ensure equipment is used safely and for the purpose for which it was designed.</li> <li>• Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser.</li> <li>• All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.</li> <li>• Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.</li> <li>• Only experienced, reliable and approved contractors used.</li> </ul>	2	2	4

					<ul style="list-style-type: none"> <li>All orders for electricity must be placed before the deadline, where applicable</li> </ul>			
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown.</li> <li>No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser.</li> <li>All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.</li> <li>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.</li> <li>Organisers to control access into areas where major lifting and construction is taking place.</li> <li>Security to wear PPE only if indicated by the organiser and assist floor managers in PPE policy if required.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>
Traffic management	Visitors and exhibitors	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance within the exhibitor manual on <a href="http://www.ucas.com/exhibitions">www.ucas.com/exhibitions</a>.</li> <li>Traffic marshals used to control flow of traffic on-site.</li> <li>Venue contact details to be made available in advance, along with parking permits, if applicable.</li> <li>Traffic marshals in place in car park / unloading areas.</li> <li>Care to be taken when driving to and from the venue.</li> <li>Observe speed limits and good driving practice. "No mobiles when mobile" and "Switch off before you drive off".</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>
Manual handling	Exhibitors and event staff	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>Manual handling document to be provided in exhibitor and event staff packs.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>

					<ul style="list-style-type: none"> <li>All to wear appropriate footwear.</li> <li>Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</li> </ul>			
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> <li>Visitors to access venue through front main entrance during event.</li> <li>All relevant information will be put in the floor plan, including first aid, catering etc.</li> <li>Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshment areas.</li> <li>All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>Organisers and stewards to monitor disabled guests for ease of movement around the venue.</li> <li>Organisers to ensure there is disabled access/egress to the venue.</li> <li>All height limits will be strictly enforce to enable clear view of signs and banners.</li> <li>Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.</li> <li>No use of trolleys on the exhibition floor to move materials during the open hours of the exhibition.</li> <li>Security marshals in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>	2	2	4
Alcohol / substance abuse	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	2	4	<ul style="list-style-type: none"> <li>No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before the event.</li> <li>Venue will be responsible for relevant checks, if necessary.</li> <li>If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified.</li> <li>Any offenders will be asked to leave the event.</li> <li>First aid staff to manage any injury as a result of alcohol/substance abuse.</li> </ul>	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"> <li>- risk assessment requirements briefed to staff</li> <li>- PPE as identified in risk assessment</li> </ul> b) Chemicals – COSHH risk assessment requirements briefed to staff: <ul style="list-style-type: none"> <li>- MSDS and product guidance available.</li> <li>- Staff competence and supervision.</li> <li>- Waste storage, collection and disposal system in place.</li> </ul> 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"> <li>• A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times.</li> <li>• Ensure that the first aid point is known to exhibitors and event staff and featured on the floor plan in the Exhibition Guide.</li> <li>• Organisers to ensure first aid post is staffed by qualified persons.</li> <li>• UCAS organising staff to be first aid trained.</li> <li>• If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS.</li> <li>• Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>	2	3	6
Hanging banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> <li>• To be erected by qualified and competent riggers and signed off by qualified person.</li> <li>• "Working at height" control measures implemented as per above.</li> <li>• Separate risk assessment and method statement.</li> <li>• Pockets on banners are to be stitched or vinyl welded only.</li> </ul>	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"> <li>• 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</li> </ul>	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"> <li>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.</li> <li>Staff, event staff, and exhibitors to be provided with a copy of the venues emergency procedures/evacuation procedures.</li> <li>UCAS event organiser to alert UCAS incident management team.</li> <li>Staff, event staff, exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security.</li> <li>If bomb threat, venue and UCAS to follow venue's emergency procedures.</li> </ul>			
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'.</li> <li>Separate 'additional' risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>
Standard shell scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Shell scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employees.</li> <li>Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>
Stand electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>Stand &amp; AV electrics to be installed and uninstalled by trained Havills staff only.</li> <li>Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> <li>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.</li> </ul>	2	2	4
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	3	3	9	<ul style="list-style-type: none"> <li>Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area.</li> <li>Onsite registration area to be monitored by UCAS staff and event staff assigned to registration area.</li> <li>Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.</li> </ul>	2	2	4

Venue/Exhibitor Specific Risks at Cardiff								
ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
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"> <li>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.</li> <li>Provision for SIA trained security to be implementing bag searches.</li> <li>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.</li> <li>A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates.</li> </ul>	2	3	6

					<ul style="list-style-type: none"> <li>Information of situation will remain between only necessary members of staff to reduce panic.</li> <li>Event stopped if the threat is at a critical point.</li> </ul>			
UCAS Dome (Assembly, stationary & disassembly)	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	3	6	<ul style="list-style-type: none"> <li>Structure to be assembled, disassembled and signed off by trained staff only.</li> <li>Separate risk assessment and method statement – completed and sent to venue by organiser.</li> </ul>	2	2	4
Inflatable pods (Assemble stationary & disassemble) and Seminar rooms	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> <li>Maximum distance to any emergency exit in the inflatable seminar rooms must not exceed 12 metres.</li> <li>All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>All cables must be securely fastened away to avoid trip hazards.</li> <li>Loud speaker stands must not protrude into gangways.</li> <li>Noise levels must be kept at a reasonable level.</li> <li>Seating runs must be clipped together, or benches used (refer to seminar seating guide).</li> <li>Inflatable pods – Structures to be assembled, disassembled and signed off by trained staff only.</li> <li>Separate risk assessment and method statement – completed and sent to venue by organiser.</li> </ul>	2	2	4
Wireless headphones	Visitors, organiser staff, event ambassadors	2	2	4	<ul style="list-style-type: none"> <li>Visitors to be briefed on the use of “silent seminar” headphones and how to control volume.</li> <li>Headphones tested and charged before each event season and monitored for the duration.</li> </ul>	1	2	2
Interactive zone	Exhibitors, contractors, visitors, venue staff, organiser staff, event staff	2	2	4	<ul style="list-style-type: none"> <li>UCAS staff and event staff assigned to the area to monitor visitor flow and ask visitors to move if needed.</li> <li>All electronic appliances brought to site will bear a valid PAT test certificate.</li> <li>Any pens/pencils to be used in the area to be non-toxic.</li> </ul>	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

16<sup>th</sup> 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 <sup>st</sup> August 2018 to 31 <sup>st</sup> 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 <sup>st</sup> August 2018 to 31 <sup>st</sup> 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](http://www.umal.co.uk)

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# CARDIFF METROPOLITAN UNIVERSITY

## CYNCOED CAMPUS

# EVACUATION PROCEDURES

(ISSUE ONE ,MARCH 1998, Reviewed MARCH 2011)

### 1. PROCEDURE

#### The Alarm

- I. In the event of anyone discovering a fire, they should immediately sound the alarm by breaking the glass on the nearest alarm panel and evacuate the premises by the nearest exit. No attempt at fire fighting should be made by any untrained person.
- II. In order that all staff and students have the opportunity to familiarise themselves with the sound of the evacuation alarm the system shall be tested each Wednesday between 0800 and 0855 . At that time, all Staff and Students should acquaint themselves with the evacuation procedures.

#### The Evacuation

- III In the event of the alarm sounding other than during the weekly test all Staff, Students and Visitors to the College must leave the building immediately by the nearest available route and assemble at the relevant "ASSEMBLY POINTS" outside.

#### MAIN BUILDING EVACUATION

ASSEMBLY POINT "1" - SITUATED AT THE FRONT OF " B " BLOCK IN THE MAIN STAFF CAR PARK .  
ASSEMBLY POINT "2" - SITUATED AT THE FRONT OF THOMAS HOUSE, ADJACENT TO CLARE RESIDENCES.  
ASSEMBLY POINT "3" - SITUATED AT THE SIDE OF CENTRO  
ASSEMBLY POINT "5" - SITUATED BY ASTROTURF, REAR OF MAIN BUILDING.  
ASSEMBLY POINT "9" - SITUATED IN GRASS VERGE, SPORTS HALL, OPPOSITE C BLOCK STEPS

#### SPORTS HALL EVACUATION

ASSEMBLY POINT "3" - SITUATED AT THE SIDE OF CENTRO  
ASSEMBLY POINT "4" - SITUATED BETWEEN SPORTS HALL AND QUEENSWOOD BUILDING.  
ASSEMBLY POINT "9" - SITUATED IN GRASS VERGE, SPORTS HALL, OPPOSITE C BLOCK STEPS

#### TENNIS CENTRE EVACUATION

ASSEMBLY POINT "6" - SITUATED IN TENNIS CENTRE CAR PARK

#### QUEENSWOOD EVACUATION

ASSEMBLY POINT "4" - SITUATED BETWEEN SPORTS HALL AND QUEENSWOOD BUILDING.

#### RESEARCH HOUSE EVACUATION

ASSEMBLY POINT "5" - SITUATED BY ASTROTURF, REAR OF MAIN BUILDING

#### NATIONAL INDOOR ATHLETIC CENTRE (NIAC)

ASSEMBLY POINTS 7 & 8 – RUGBY PITCH No2 – REAR OF NIAC BUILDING

#### P BLOCK NEW SPORTS HALL EVACUATION

ASSEMBLY POINT "P BLOCK REAR TEMPORARY " - SITUATED AT REAR OF NEW SPORTS HALL AND INDICATED BY A TEMPORARY PATH AND SIGNAGE UNTIL COMPLETION OF BUILDING WORKS.

WHEEL CHAIR USERS MAY ALSO USE FRONT EXIT AND "ASSEMBLY POINT 6" TENNIS CENTRE CAR PARK

#### RESIDENCES EVACUATION

FITZHAMMON, HERBERT AND STRADLING

ASSEMBLY POINT "1", SITUATED AT THE FRONT OF  
" B " BLOCK IN THE MAIN STAFF CAR PARK .

WARWICK HOUSE, THOMAS HOUSE,  
CLARE, BUTE & ELLIS

ASSEMBLY POINT "2", SITUATED AT THE FRONT OF  
THOMAS HOUSE, ADJACENT TO CLARE RESIDENCES.

**UNDER NO CIRCUMSTANCES SHOULD LIFTS BE USED.**

**THE BLUE FIRE ACTION NOTICES STRATEGICALLY PLACED ON WALLS AND DOORS THROUGHOUT THE CAMPUS WILL CONTAIN FURTHER DETAILS OF EVACUATION REQUIREMENTS AND ASSEMBLY POINTS.**

**IV. Pin-Bolt Emergency Exit Doors**

These doors are locked and constantly alarmed. However, should an evacuation of the building be necessary, the 'pin-bolts' should be broken and the doors used.

V. The Main Reception sliding doors will be locked in the "open" position to allow speedy egress of Staff, Students and Visitors.

VI. Once outside, individuals should proceed to the nearest Assembly Point and stay well clear of the building itself. All entrances and entrance ways to buildings are to be kept clear to allow clear access for the Emergency Services. Fire Wardens and Staff are to ensure that Students and Visitors evacuate to the relevant Assembly Point and not be allowed to assemble outside the entrance doors.

VII. There should be no unnecessary traffic movement. The "Barrier" at the entrance to the Front Car Park will be locked in the 'up' position to allow the entry of Emergency Services Vehicles (Fire, Ambulance, etc.)

VIII. Fire Wardens must check that the Evacuation is complete and report back to the Evacuation Coordinators or Deputy Evacuation Coordinators stationed at one of the Assembly Points.

IX. Tutors should take all reasonable measures to check that all Students attending their classes have evacuated and if possible a roll call should be made at the relevant assembly point.

X. Approval for re-entry to the building will be given by silencing the alarm following a thorough inspection of the affected area or by Wardens and only on instruction by the Evacuation Co-ordinator / Campus Services Manager. Staff to re-enter the building first, followed by Students and Visitors.

XI. Any problem with regard to the smooth operation of the Evacuation Procedure which is identified by Evacuation Coordinators, Wardens or individuals involved in the evacuation, should be immediately reported to the Campus Service Manager in order that remedial action can be taken.

**2. EVACUATION OF WHEELCHAIR USER/ PERSONS WITH RESTRICTED MOBILITY**

I. Every assistance should be given to evacuate wheelchair users/ persons with restricted mobility by the use of Evacuation chairs. **However, under no circumstances should lifts be used for this purpose.**

**3. ALTERNATIVE EVACUATION PROCEDURES**

- I. In some circumstances it may be necessary not to sound the alarm in which case instructions to evacuate will be given verbally by Fire Wardens.
- II. Approval for re-entry to the building will be given by silencing the alarm following a thorough inspection of the affected area or by Wardens and only on the instruction of the Evacuation Co-ordinator / Campus Services Manager.

**4. FIRE WARDENS**

I. A list of names of the Fire Wardens together with their areas of responsibility will be held by the Health & Safety Officer, the Campus Service Manager and by the Campus Services Receptionist.

**5. EVACUATION DRILL**

- I. It is essential that regular emergency evacuation procedures are practiced in order to ensure that staff and students are fully aware of the procedures involved. Such practices will also serve to test the efficiency of the systems adopted and identify areas for improvement or modification.
- II. The Campus Services Manager will have overall responsibility for co-ordinating Evacuation Procedures and named Evacuation Wardens will be appointed to assist the Campus Services Manager in carrying out such procedures.
- III. Fire order notices will be strategically placed in every corridor and will indicate the escape route in an unambiguous manner.

IV. All alarm points and fire appliances will be easily identified.

**JAMES HOWELL**  
**CAMPUS SERVICES MANAGER**

March 2017