

UCAS higher education exhibitions

Exhibitor manual

Address

**Staffordshire University
Stoke Campus
Sir Stanley Matthews Sports Centre
Leek Road, Stoke on Trent
ST4 2DF**

**Friday 7 June 2019
09:30 – 14:00**

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A

Accidents and near misses

In the event of an accident or near miss, please report to the organiser's desk inside the Sir Stanley Matthews Sports Centre, exhibition hall 2.

Accommodation

- Premier Travel Inn, Trentham Gardens – 08715 279 050
- Premier Travel Inn, Stoke-on-Trent Hanley – 08715 279 476
- Travelodge, Stoke-on-Trent Trentham – 08715 591 848
- Holiday Inn Express, Stoke-on-Trent – 08714 234 896
- Holiday Inn Express, Stoke-on-Trent, M6, Junction 15 – 08719 429 077
- Travelodge, Newcastle-under-Lyme Central – 0871 984 646

The nearest hotel to Stoke-on-Trent railway station is The North Stafford Hotel (five-minute walk to Sir Stanley Matthews Sports Centre).

For alternative options, please refer to the [Stoke-on-Trent tourism website](#).

Arrival

Your stand location can be found in the exhibition guide, which will be available on the UCAS website from Wednesday 15 May.

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

On arrival, please report to the organiser's desk to register. There will be a registration desk in Sir Stanley Matthews Sports Centre and the LRV.

B

Build-up and breakdown

Build-up: Exhibitors will be able to set up on Thursday 6 June from 16:00 – 18:00, and on Friday 7 June from 07:30 – 09:15.

Breakdown: Please do not take down your stand before 14:00 on Friday 7 June, when the event closes. All exhibitors will be informed when the last visitors have vacated the event and it is safe to take down your stands. All stands must be cleared away by 15:30 on Friday 7 June.

Business centre

Unfortunately, we do not have any printing or faxing facilities at this event.

C

Car parking

Parking permits will be suspended on Friday 7 June 2019. However, **all other parking conditions will still apply**, whereby a charge will be incurred if the parking conditions are breached. Please refer to the noticeboards on campus for parking conditions, and only park in a designated parking bay. Student ambassadors will be around from 07:30 to assist you with any unloading.

Car park 3 will be reserved for exhibitors only, so all exhibitors are asked to print off a copy of the permit at the back of this manual and clearly display in their car windscreen.

As this is a working day, parking close to the event after 09:00 may be difficult.

Catering

Exhibitors will be provided with a breakfast roll from 07:00, which can be collected from the Brindley Food Court. You will be given one free bottle of water. During the day, free tea and coffee will be available for you to collect from the Brindley Food Court.

Food can be purchased from 07:00 at the Brindley Food Court, in the Brindley Building.

The event will not be closing for lunch.

D

Deliveries

We are unable to take receipt of exhibition materials before Thursday 6 June.

If you are sending materials in advance (other than with the logistics companies), please address them to the Sir Stanley Matthews Sports Centre, Staffordshire University, Leek Road, Stoke-on-Trent, ST4 2DF.

All deliveries should be clearly marked with the following information:

UCAS Staffordshire HE exhibition, Friday 7 June
Exhibitor name and stand number
Staffordshire University
Sir Stanley Matthews Sports Centre
Leek Road
Stoke-on-Trent
ST4 2DF

Directions

The university is a five-minute walk from Stoke-on-Trent train station.

For further directions to Staffordshire University's Stoke-on-Trent campus, please visit the [university's website](#).

E

Electrical services and stand power

There will be no mains electricity available on the stands.

Emergency procedures

If you hear the fire alarm, leave the building by the nearest safe exit. Do not use lifts. **Assemble in the nearest car park** well away from the building. Wheelchair users, other than on ground floor locations, should be assisted or directed to a refuge point (usually a protected lobby or stairwell).

Exhibition stands and furniture

Please ensure your stand takes up no more than 2m wide x 1m deep. You will only be provided with one table and two chairs, if requested, through your UCAS booking. If you're unsure as to whether your organisation has booked furniture, you can check by logging into your ENet account.

Event staff

Student ambassadors will be available throughout the event to assist you. They will be wearing red UCAS events t-shirts. They will assist with deliveries, ensure empty boxes are cleared away, keep aisles tidy, and direct students and exhibitors as necessary.

F

First aid

If you feel unwell during your visit, please contact a member of staff, who will call the nominated first aider. All accidents, no matter how trivial, **must** be reported on a university accident report form (please request this from a member of staff).

Footwear

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

H

Height restrictions

Exhibitors wishing to build above 2.44m should contact the event organiser, at events@ucas.ac.uk.

I

Insurance

It is essential you take out adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc.

While the organisers take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage. You should ensure you have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

To access the free WiFi on campus, you will need to connect to the 'Wi-Fi Guest' network. You will be asked to complete a short registration form. Once registered, you will have unlimited access to the internet.

L

Lost property

All property found should be handed in at the organiser's desk inside the Sir Stanley Matthews Sports Centre, exhibition hall 2.

O

Organisers

If you have any enquiries prior to the event, please contact the Recruitment Events Team on 01782 294 552 or at events@staffs.ac.uk.

During the event, please telephone 01782 294 000 and ask for the Sir Stanley Matthews Sports Centre, or use the mobile number 07766 520 281.

P

Passages and gangways

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

- a) No part of any stand or exhibit is permitted to encroach on a passageway or gangway, and no door, window, or other similar facility may open outwards to project beyond the perimeter of the stand.
- b) The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- c) Where an exhibition stand is not provided with a platform, the space shall be clearly defined, and the exhibits shall be arranged to maintain passageways and gangways of uniform width.

R

Risk assessment

All exhibitors, by completing their booking to attend the event, have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please ensure you bring a copy with you to the event, and also email a copy to the organisers at events@ucas.ac.uk.

S

Scanner collection

The exhibition scanner desk will be located inside the LRV, Leek Road, exhibition hall 1.

Security

All of the exhibition halls will be locked overnight. For any issues relating to security, please call our Estates Team on 01782 294 837.

Smoking

Smoking and vaping is not allowed in any of the campus buildings. Smoking on campus is only permitted outdoors in designated smoking areas.

T

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.

UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and

must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event floor during Event opening hours.

Upholding the Code of Conduct

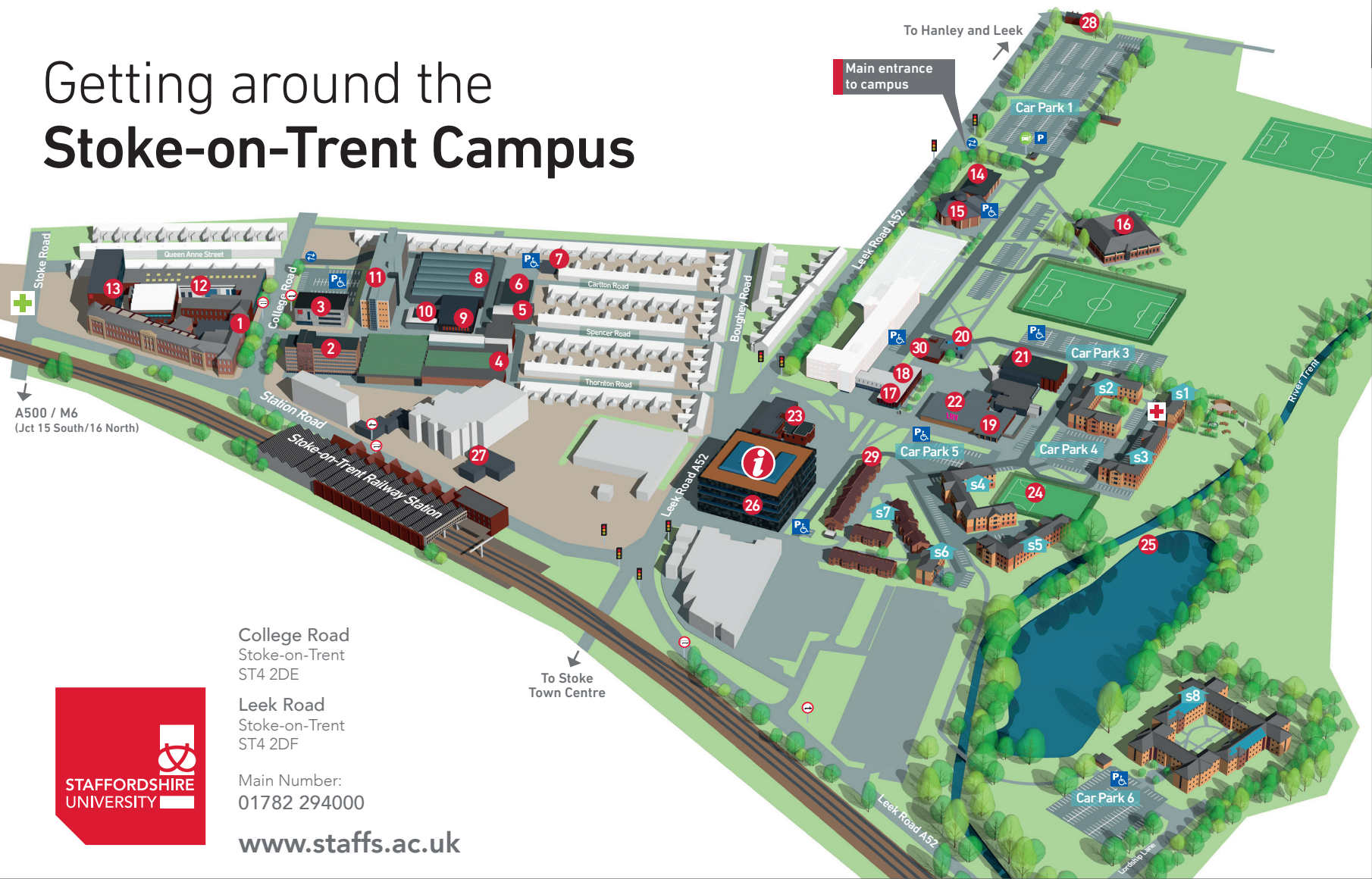
UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Event will be jeopardised if the code of conduct is not upheld.

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

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

Getting around the Stoke-on-Trent Campus



Map Key

College Road

- 1 Cadman Building: Thompson Library, Café Cadman, Campus Control Centre
- 2 Flaxman Building / Film Theatre
- 3 Beacon Building / Pavilion Café
- 4 Henrion Building
- 5 Studio One Drama Studio
- 6 Performance Centre
- 7 Campus Hub
- 8 Dwight Building / Automotive
- 9 Ember Lounge (Ground floor) / Students' Union Reception, Offices and Advice Centre (First floor)
- 10 Students' Union Shop / Squeeze Box / GreenPad
- 11 Mellor Building
- 12 Cadman Studios / Cadman Lecture Theatres
- 13 Blackstone Building (Access through Cadman Building)

Leek Road

- 14 Staffordshire Business School and Business Lounge café
- 15 Ashley Lecture Theatres
- 16 Ashley 2 Building
- 17 Brindley Entrance
- 18 Brindley Food Court
- 19 Students' Union - The Verve
- 20 Launderette
- 21 Sir Stanley Matthews Sports Centre
- 22 LRV (Leek Road Venue)/ Students' Union Shop
- 23 Trent Building
- 24 All Weather Sports Pitches
- 25 Staffordshire University Nature Reserve
- 26 Science Centre
- i Student Hub - Student Guidance, Counselling and Mental Wellbeing, Disability and Dyslexia Services, Staffordshire Regional Access Centre, Careers and Personal Development, International Student Support, Digital Services Support
- 27 Childcare Service (Nursery)
- 28 Crime Scene House
- 29 Health and Social Care - Community House
- 30 University House



College Road
Stoke-on-Trent
ST4 2DE

Leek Road
Stoke-on-Trent
ST4 2DF

Main Number:
01782 294000

www.staffs.ac.uk

KEY

- Pharmacy
- Doctors
- Bus Stop
- Parking
- Disabled Parking
- Entrance/Exits



Sainsbury's (1 mile)
London Road
Stoke-on-Trent ST4 7QD

Lidl (1 mile)
London Road
Stoke-on-Trent ST4 7SG

Iceland (1 mile)
London Road
Stoke-on-Trent ST4 7SG

Please note that distances are approximate.

Poundstretcher (1 mile)
Hide Street
Stoke-on-Trent ST4 1NF

Aldi (1.5 miles)
Victoria Road
Fenton ST4 2HX

Asda (1.5 miles)
Victoria Road
Fenton ST4 2HE



College Road/Leek Road
Hanley: 9 / 21 / 23 / 25
Newcastle: 25

Leek Road (by Sixth Form College)
Hanley: 9 / 21 / 23 / 25
Newcastle: 25

Stoke-on-Trent Station
Hanley: 9 / 21 / 23 / 25
Newcastle: 25

www.plusbus.info | www.stokebus.info

On-campus room abbreviations

Each room number has a letter in front. This indicates in which building the room is located. Eg. S200 is on the second floor of the Mellor Building. BG021 is on the ground floor of the Brindley Building.

Cadman/Blackstone/G Block	A, B, C, D, E, F, G
Flaxman	L
Mellor	S
Dwight	K
Henrion	H
Brindley	BG or B
Science Centre	R
Ashley and Staffordshire Business School	LT
Ashley 2	LW
Performance Centre	P
Beacon	T

Student Accommodation

- s1 COALPORT (ST4 2YJ)
 - Multi-faith Chaplaincy
 - On-Campus Police Officer
 - ResLife Help Desk
 - Post Room
 - Student Health Service
 - Community Garden
- s2 Wedgwood (ST4 2YJ)
- s3 Spode (ST4 2YJ)
- s4 Royal Doulton (ST4 2YJ)
- s5 Aynsley (ST4 2YJ)
- s6 Minton (ST4 2YJ)
- s7 Leek Road Houses (ST4 2XQ)
- s8 Clarice Cliff Court (ST4 2TQ)



Exhibitor parking permit

Staffordshire UCAS HE exhibition 2019

Valid for parking at:
Leek Road Campus

Date valid: 7 June 2019

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

UCAS RISK ASSESSMENT 2019	
ASSESSOR: Laura Knight	Staffordshire UCAS exhibition Staffordshire University 5 – 7 June 2019
TITLE: Education Liaison Manager	
SIGNATURE: 	
DATE: 18 April 2019	
NAME OF STAFF: Kaylea Blindell	
SIGNATURE: 	
DATE: 18 April 2019	

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

<u>Likelihood</u>			<u>Impact</u>		
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.

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 (a minimum of 2.5 metres 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 exhibitor deemed to be carrying out interactions away from their allocated stand space. ▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ 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. 	1	3	3

Fire	Exhibitors, contractors , visitors, venue staff, organiser staff, student helpers	2	4	8	<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 will use designated smoking areas. 	1	4	4
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Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	3	3	<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 point. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. ▪ Ensure all gangways and emergency exits are kept clear. ▪ All emergency exits maintained and kept clear for the duration of the event. ▪ 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. <p>If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</p>	1	2	2
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Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	2	6	<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 to provide new carpet in Exhibition Hall, well taped down with smoothed out creases. 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. 	2	2	4
Working at height	Exhibitors, contractors, venue and UCAS staff	1	3	3	<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 as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. <p>Suitable personal protective equipment (PPE) clothing and footwear to be worn.</p>	1	2	2

Stands falling over	Public and exhibitors	2	2	4	<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. <p>Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</p>	1	2	2
Special structure: platforms/marquees etc.	Exhibitors and venue staff	2	2	4	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. <p>Maximum height build of 4m.</p>	1	2	2
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	1	2	2	<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. <p>Appropriate signage and warning lights used, where necessary.</p>	1	1	1
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser	1	3	3	<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. <p>Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.</p>	1	2	2

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, i.e. the exhibitor. ▪ Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so. ▪ Estimated staffing number of contractors is two. ▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. ▪ Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. <p>No helium balloons allowed in the venue.</p>	2	2	4
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Electricity: connections, and power to stands etc.	Exhibitors	1	3	3	<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. 	1	2	2
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Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	2	6	<ul style="list-style-type: none"> At least two hours 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 18 are not allowed on-site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. 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. <p>Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.</p>	2	2	4
Car parking during exhibition	Visitors and exhibitors	2	4	8	<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, 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'. <p>Organisers to ensure that all Staffordshire University staff are aware of the event prior to the 5th June</p>	1	4	4

Manual handling	Exhibitors and student helpers	2	1	2	<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. <p>Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</p>	1	1	1
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	2	6	<ul style="list-style-type: none"> Visitors to access venue through front main entrance during event. All relevant information will be put in the exhibition guide – 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. <p>Security marshals in place to monitor flows of traffic and pedestrians in the venue.</p>	1	1	1

Seminar rooms	Visitors and speakers	1	1	1	<ul style="list-style-type: none"> Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres. All emergency exits are to have illuminated emergency exit signs above the door. All cables must be securely fastened away to avoid trip hazards. Loud speaker stands must not protrude into gangways. Noise levels must be kept at a reasonable level. Seating runs must be clipped together, or benches used. <p>Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc.</p>	1	1	1
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	2	2	<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. <p>Any offenders will be asked to leave the event.</p>	1	2	2

<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>The significant ones are:</p> <p>a) PPE</p> <p>b) manual handling</p> <p>c) work equipment and electricity</p> <p>d) chemicals</p> <p>e) slips, trips and falls</p> <p>f) work at height</p> <p>emergency procedures</p>	<p>Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers</p>	<p>3</p>	<p>2</p>	<p>6</p>	<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) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision</p> <p>c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</p> <p>d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health & safety and emergency procedures. Audible and visible alarms and warnings suitable for danger and regularly tested</p>	<p>2</p>	<p>2</p>	<p>4</p>
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Illness or injury	Exhibitors, contractors , visitors, venue staff, organiser staff, student helpers	4	4	16	<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 student helpers, and featured on the floor plan in the Exhibition Guide. ▪ 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 assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS. <p>Room temperature to be monitored throughout the event to maintain appropriate levels.</p>	4	2	8
Emergency situation	Exhibitors, Contractors , Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	1	4	4	<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, Student helpers 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, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. 	1	2	2

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

STAFFORDSHIRE 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/T044
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£25,000,000 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.	UMT044/13
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£25,000,000 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

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