

A background photograph showing a group of young people at a UCAS exhibition. In the foreground, a young woman with blonde hair is talking to a young man in a white shirt and tie. To the right, a young woman with curly hair is looking at a red book. Other students are visible in the background.

UCAS higher education exhibitions

Exhibitor manual

Address

Leeds Beckett University
Sports Arena
Headingley Campus
Leeds
LS6 3QQ

Date

Wednesday 19 June 2019
Thursday 20 June 2019

09:30 – 15:30
09:30 – 15:00

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A

Accidents and near misses

If any exhibitors are involved in an accident or near miss, they should inform the Event Manager, Chris Morley, at the registration & information point directly outside the exhibition hall.

Accommodation

There are several hotels close to Leeds Beckett University, Headingley Campus. Below are a few examples – please contact hotels directly for room rates and availability.

Village Hotel, Leeds North	t: 0113 323 6150
Weetwood Hall	t: 0113 230 6000
Ascot Grange Hotel	t: 0113 293 4444
Premier Inn – Arndale Centre	t: 0871 097 1063

Please note, the above examples are given as a guide for exhibitors only, and are not recommended by UCAS.

Arrival

On arrival, please make your way to the Sports Arena, where the exhibition will take place.

Parking permits must be displayed for access to the loading areas during build-up and breakdown, as well as for access to the car park.

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

B

Build-up and breakdown

Exhibitors will be able to set up between 16:00 and 19:00 on 18 June, and between 07:30 and 09:15 on 19 and 20 June. Please ensure your stand is set up by 09:15 at the latest, ready for the first visitors entering the hall.

You should not leave your stand, or begin to dismantle, until the exhibition closes.

All vehicles requiring access to the venue during build-up and breakdown should enter Headingley Campus by the Church Wood Avenue entrance. Security will direct you to the Sports Arena. You must display a parking permit.

C

Car parking

During the exhibition on Wednesday 19 and Thursday 20 June, all exhibitors will get one free parking space per stand.

Please use the Church Wood Avenue entrance. Exhibitors can park free of charge in the pay and display car park on the right-hand-side as you enter the campus.

A parking permit must be displayed at all times. Parking permits can be found in this manual. **Please complete your name and contact details in the space provided before leaving your vehicle.**

Catering

There will be a variety of street food vans outside the Campus Central building. There is also a food court in the Campus Central building, near the Students' Union. This is marked on the exhibition guide map.

Exhibitor tea and coffee will be available from the balcony in the Sports Arena throughout the event. Hot drinks taken into the exhibition hall must have lids. Bottled water will be provided on each stand.

D

Deliveries

Please do not deliver prospectuses or other materials to the venue until after 15:00 on Tuesday 18 June 2019.

Deliveries made before this time will not be accepted. Deliveries should be marked as follows:

West & North Yorkshire UCAS Fair
Stand number [***] (see floorplan for your stand number)
[Organisation name]
c/o Leeds Beckett University
Sports Arena, Headingley Campus
Leeds, LS6 3QQ

Note: All deliveries must access campus via the Church Wood Avenue entrance – for satnav, use **LS6 5LF**. No pallets/pallet trucks will be allowed inside the exhibition venue. All delivery companies must remove any pallets immediately following unloading. Storage space at the venue is extremely limited, so please only deliver resources that can be accommodated within the confines of your stand.

Electrical services and stand power

Power is not available at this event unless this has been checked and booked with UCAS by Friday 10 May. The venue only has capacity to offer electricity to a small number of stands, so this is on a first-come, first-served basis.

All electrical devices must have valid portable appliance testing stickers and certificates available for inspection. **Electrical devices which do not have valid stickers and certification will not be allowed to connect to the venue's power supply.**

Emergency procedures

Alarms will sound if the exhibition hall or any of the seminar buildings need to be evacuated. Leeds Beckett University staff will direct exhibitors and visitors to their nearest emergency exit.

The assembly point for the Sports Arena is outside the double gates by Gym 1 (next to the information marquee). A list of assembly points for buildings on Headingley Campus is below:

Bronte Hall	The Acre
Caedmon Hall	The Acre
Carnegie Hall	Front of building
Carnegie Research Institute	Front of building
James Graham Building	The Acre
Sports Arena/Blue Sports Hall (exhibition hall)	Front of building (by registration marquee) and grassed area opposite Campus Central.

Emergency exits will be clearly signposted. Evacuation routes from the exhibition hall and assembly points are marked on the evacuation plan towards the end of this manual.

Exhibition stands and furniture

Single stands are 2m wide x 2m deep. Double stands are 4m wide x 2m deep.

Stands will only be supplied with furniture if you have requested it. If you would like to check this, please contact UCAS. Please check the stand area you have booked before attending the event.

Event ambassadors

Staff and event ambassadors will be on hand to assist with any queries or problems. They will be wearing red UCAS branded t-shirts. If you are unable to locate a staff member or ambassador, please visit the information marquee outside the exhibition hall.

F

First aid

If you require first aid, please notify a member of event staff, or visit the information/registration marquee outside the exhibition hall.

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

There are no specific height restrictions for displays.

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

Free WiFi is available in the exhibition hall and seminar buildings.

To access it, you will need to connect to the network 'Guest Wi-Fi' and complete the short registration form. Higher education exhibitors will also be able to access the Eduroam network using their university logins.

L

Lost property

Any lost property found should be taken to a member of event staff at the information/registration marquee outside the exhibition hall.

If you lose an item of property, please report this to event staff at the information/registration marquee.

O

Organisers

If you wish to speak to the event organiser, please visit the information/registration marquee outside the exhibition hall.

Staff there will be able to contact the event organisers by mobile phone and radio.

P

Passages and gangways

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

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

R

Risk assessment

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

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

S

Scanner collection

If you have booked scanner hire, you will be able to collect devices in the main exhibition hall between 08:30 and 09:15 on the morning of 19 and 20 June. If you are unsure where to collect your scanner on the day, please contact a member of event staff.

Security

The exhibition hall will be locked overnight, and security staff will be present at all times (including build-up and breakdown). However, we recommend the following precautions:

- Do not leave valuable items (e.g. tablets, mobile phones) in the exhibition hall overnight.
- Do not leave your stand unattended at any time.
- Do not leave the hall until all visitors have left.
- Do not position high-value items at the front of the stand, where they may go missing.
- Ensure you have enough staff so the stand is not vulnerable to thieves.
- Do not ask a neighbouring exhibitor to watch over your stand – they may become busy.
- Remove all portable or valuable items from the stand as soon as the exhibition closes.
- Arrive in time for the exhibition – ensure your stand is staffed at least 15 minutes before the exhibition opening time on each day.
- If you are a victim of theft, please report it immediately to a member of event staff.

Random bag searches will be in operation across campus.

Smoking

Smoking (including the use of e-cigarettes and similar devices) is prohibited in all university buildings, student accommodation, vehicles, and within five metres of all building boundaries.

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

To Whom it May Concern

Dear Sirs,

EVIDENCE OF INSURANCE – Leeds Beckett University & Leeds Beckett University Enterprises Ltd

We are writing to confirm that we act as Insurance Brokers to the above client and that we have arranged liability insurance on their behalf as detailed below:

Employers Liability

Indemnity in respect of the Insured's liability for injury, death or disease, sustained by employees arising out of and during the course of their employment.

INSURER	:	Allianz Insurance Plc
POLICY NUMBER	:	55/SZ3859899
PERIOD OF INSURANCE	:	1 st August 2018 to 31 st July 2019
LIMIT OF INDEMNITY	:	£25,000,000 any one occurrence
MOJ PORTAL REFERENCE	:	C00027

Public/Products Liability

Indemnity in respect of the Insured's legal liability for accidental third party property damage and/or third party personal injury, arising out of and during the course of the business.

INSURER	:	Allianz Insurance Plc
POLICY NUMBER	:	55/SZ3859899
PERIOD OF INSURANCE	:	1 st August 2018 to 31 st July 2019
LIMIT OF INDEMNITY	:	£10,000,000 any one occurrence except in respect of Products where the Limit of Indemnity is in the aggregate any one period of insurance.
MOJ PORTAL REFERENCE	:	C00027

Excess layers have been provided by QBE and Chubb Ltd to reach a higher indemnity limit on the Public and Products Liability of £40 Million.

Subject to the policy terms, conditions, limitations, exclusions and cancellation provisions.

If you should require any further information or the above please do not hesitate to contact us.

Yours faithfully


Steven Smith
Corporate Broker

Direct Dial: 0113 393 6305
Email: steven.smith@hibl.co.uk

This document is issued as a matter of information only and confers no rights upon the document holder other than those provided by the policy. This document does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this document may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions or exclusions of such policy (policies). Limits shown may have been reduced by paid claims.

Exhibitor parking permit

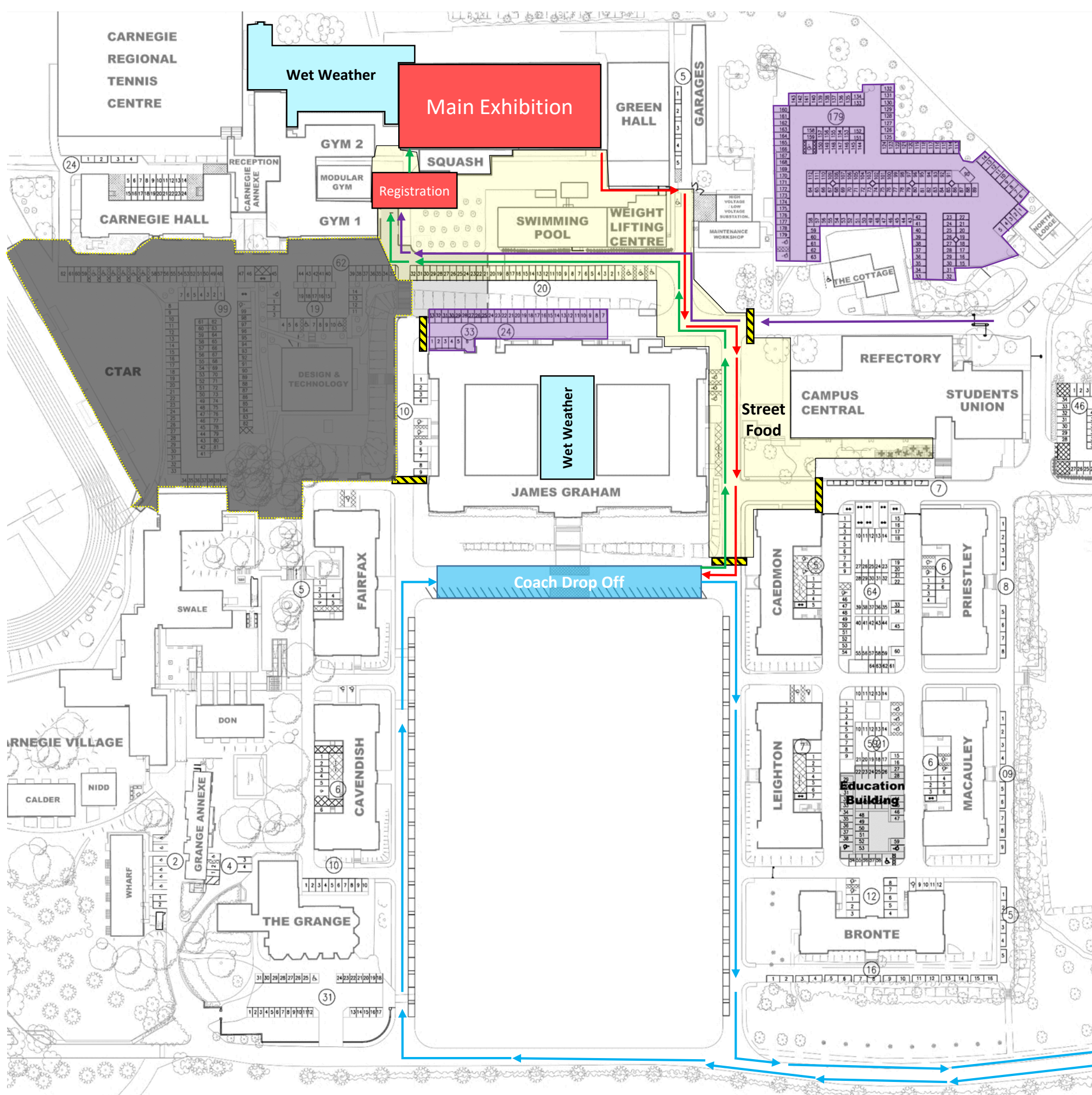
West & North Yorkshire UCAS HE exhibition 2019

Valid for parking at:

Leeds Beckett University Headingley Campus
Leeds, LS16 5LF

Dates valid: 19/06/2019 – 20/06/2019

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



KEY

-  Coach Route
-  Pedestrian Route (In)
-  Pedestrian Route (Out)
-  Deliveries / Access
(build times only)
-  Pedestrianised Area
-  Exhibitor Parking
-  Road Block
-  Site Boundary
-  Wet Weather Spaces

Form B- General Risk Assessment

Guidance for Risk Assessment Completion.

The **Form B** as attached below is to be completed for all university related activities undertaken, and will help you to record your findings.

For further information on how to carry out risk assessments and to complete the Form B please see the FAQ on the university [SHW A-Z](#).

Information can also be accessed via the HSE website, under [risk assessment](#).

Step 1- Think about the activity and decide what the **significant** hazards are, using the table below as a guide

Step2- When you have identified the hazards think about what you are doing to control those hazards

Step 3- What is the risk of injury or harm from your identified hazard, you can set this as High/Medium or Low

Step 4- Can anything else be done to lower the risk and consequence of any injury

Step5- Set a timescale to put actions in place to control the hazard or remove it completely, and record in the **Form B**

Hazard Examples

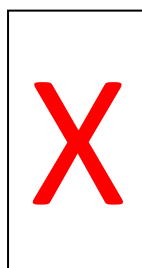
1.	Fall of person (from work at height)	6.	Lighting levels	11.	Use of portable tools and equipment	16.	Vehicles / driving at work	21.	Hazardous fumes, chemicals, dust	26.	Violence to staff / verbal assault/confrontation
2.	Fall of objects	7.	Heating & ventilation	12.	Fixed machinery or lifting equipment	17.	Outdoor work / extreme weather	22.	People movement and crowd control	27.	Induction of staff/contractors
3.	Slips, Trips & Housekeeping	8.	Stress	13.	Accidents/incidents	18.	Hazardous substances	23.	Confined space	28.	Security Provision
4.	Manual handling operations	9.	Welfare provision	14.	Noise or Vibration	19.	Layout , storage, space, obstructions	24.	Access and Egress	29.	Lone working / work out of hours
5.	Display screen equipment	10.	Electrical Equipment and PAT testing	15.	Fire hazards & flammable material	20.	First aid provision	25.	Food preparation both indoor and outdoor	30.	Other Hazards specific to your work.

Risk Evaluation Matrix

For activities that have a higher degree of risk it is useful to identify whether risk is **High- Medium -Low** by undertaking a simple calculation:

(L) **LIKELIHOOD** of harm occurring X (C) **CONSEQUENCE** or severity of harm or injury

Likelihood	L
1. RARELY-Won't be likely to re-occur	
2. UNLIKELY-Not expected to re occur but possible	
3. POSSIBLE-Occasionally may occur	
4.LIKELY-Will probably re occur but not persistently	
5. CERTAIN-Likely to occur persistently	



Consequence	C
1.NONE-No injury	
2. MINOR- Short term/resolved in less than 1 month	
3. MODERATE- Non permanent injury- up to 1 year	
4. MAJOR- Permanent harm-RIDDOR reportable	
5. CATASTROPHIC-Death	

Likelihood	Consequence				
	1 - NONE	2 - MINOR	3 - MODERATE	4 - MAJOR	5 - CATASTROPHIC
1 - RARELY	1	2	3	4	5
2 - UNLIKELY	2	4	6	8	10
3 - POSSIBLE	3	6	9	12	15
4 - LIKELY	4	8	12	16	20
5- CERTAIN	5	10	15	20	25

Priority/Timescales Calculator		
TOTAL	LEVEL OF RISK	TIME TO ACTION
10-25	HIGH	IMMEDIATELY
6-10	MEDIUM	1 MONTH
1-5	LOW	LOW PRIORITY

Location/Campus: Headingley Campus

Building: Blue Sports Hall / Sports Arena, Carnegie Research Institute, Carnegie Hall, Macaulay Hall, Cavendish Hall, Caedmon Hall, Priestley Hall, Bronte Hall, Campus Central

Date Completed: 03/04/2019

Author of Assessment: Mark McEllan

Signed: M.McEllan

Review date: 21/06/2019

Monitored by: Kaylea Blindell, Event organiser, UCAS

Signed: KABlindell

Date: 18/04/2019

Brief Description of the activity

West and North Yorkshire Higher Education Exhibition, Wednesday 19 June 09:30 – 15:30 & Thursday 20 June 09:30 – 15:00, Headingley Campus

The West and North Yorkshire UCAS Exhibition will take place at Headingley Campus over two days on the 19 & 20 June 2019, with setup taking place on 17 & 18 June.

The event is managed by Leeds Beckett University.

The event will include an exhibition in the Sports Arena, hosting c.180 exhibitors, each with a 2m x 2m space, in addition to a number of seminars taking place in various satellite buildings around the Headingley Campus as follows: James Graham Building, Macaulay Hall, Bronte Hall, Carnegie Hall, Caedmon Hall, Cavendish Hall and Carnegie Research Institute. Visitor flow around the exhibition will be monitored at all times, and entrance restricted if necessary to ease congestion.

A floor plan has been produced by UCAS, and checked by our Health and Safety team, to ensure that there is still sufficient floor space to facilitate visitor flow around the exhibition hall. Visitor flow will be monitored closely on the day and admittance to the hall can be temporarily suspended if necessary, should the venue become overcrowded.

In addition, a street food market will be set-up outside Campus Central. In the event of wet weather, breakout spaces for guests will be located in the CRI Hall and James Graham Great Hall to prevent congestion in the Sports Arena.

Due to the impact of construction work at Headingley Campus, the area between the Coach Drop Off Point (front of James Graham) and the Sports Arena will be pedestrianised. Access to vehicles will be allowed only during build and breakdown times (before 09:15 and after 15:30 each day). The area outside Campus Central will host Street Food vendors, with light patio furniture in place for guests. Please see the appended campus map for details.

Over 9,000 visitors are expected over the two days of the event, mainly aged between 16-17. The majority of visitors will arrive in school groups, accompanied by teachers and careers staff, with each group booked in to attend the exhibition for a 1-hour time slot.

St. John's Ambulance will be onsite to provide first aid assistance, alongside security staff from Leeds Beckett University. Security staff will also manage coach drop-off and pick-up and visitor car parking for the event. Student Ambassadors will be employed to act as stewards at the event, directing visitors and assisting in general roles.

A copy of the event programme (including site map) and exhibition floor plan are appended to this risk assessment, along with additional method statements, risk assessments and insurance documentation from external providers.

Event Contact Details

Project Manager (Leeds Beckett):

Mark McEllan, Student Recruitment Events Officer, Leeds Beckett University
T: 0113 812 8722 | E: m.v.mcellan@leedsbeckett.ac.uk | M: 07387 233 316

Event Control Point :

Registration Gazebo, outside Blue Sports Hall

Method Statement (Detailing the activity from start to finish)	
STEP	METHOD STATEMENT
▣	Event build-up; exhibition stands, furniture, signage and AV setup. Deliveries 18 June.
▣	Event Runs (19 & 20 June)
▣	Event breakdown; exhibition stands, furniture, signage and AV removed. Collections after event 20 June.
Emergency Contact Numbers – Headingley Campus: Security: 0113 812 3165 / 23165 (internal) Fire / First Aid: 0113 812 4444 / 4444 (internal)	

PPE required-Yes ☐ No ☒ NA ☐

COSHH Considerations? Yes ☐ No ☒ NA ☐

EQUIPMENT TO BE USED – YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
Item	Trained to Use yes <input type="checkbox"/> no <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Checked and Inspected
Step Ladders		
Barriers		
Safety Signage		
Power tools		
Battery tools		
Hand Tools		
Temporary power		
scaffolding		
Access power equipment		

Permissions received for activity – YES /NO/NA		
Area	yes <input type="checkbox"/> no <input type="checkbox"/>	NA <input type="checkbox"/>
Health and Safety Team	X	
Security (HC/CC)	X	
Conferencing Team	X	
Grounds	X	
Estates Services	X	
Estate Helpdesk	X	
CARES Helpdesk	X	
Local SHW Coordinator	X	

What are the Hazards?	Who might be harmed and how?	What are you doing already?	Risk H/ M /L	Do you need to do anything else to manage the risk?	Action by whom	Action by when	Completed Yes / No
Overcrowding / pedestrian bottlenecks	Visitors, Exhibitors, Staff Overcrowding - Overheating; minor / moderate injury	<ul style="list-style-type: none"> ▫ The floor plan has been designed to maximise aisle widths (a minimum of 3 metres wide) to avoid overcrowding. ▫ Suitable space around stands and feature areas, which will be monitored by event staff. ▫ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Event staff to monitor, and reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. ▫ Flow managed through pre-approved coach arrival schedule for schools/colleges. ▫ Continuous monitoring of flow throughout event, via staff members stationed at each entrance/exit and additional staff member on balcony with oversight of hall. ▫ Appropriate staffing put in place by organisers. Event staff visibly identifiable. ▫ Numbers of arriving students is restricted to 350 per 15 minutes. Tickets include entry times which are staggered by UCAS to avoid exceeding this limit. This will be monitored during the event by staff members at each entrance / exit and floor manager on balcony level, with oversight of hall. ▫ Overall room capacity limited to 1,300. ▫ St John Ambulance will be on hand to provide first aid. They will be based at the registration marquee. ▫ Stewards on hand at entrance and exit to the halls to monitor crowd flows. 	L	<ul style="list-style-type: none"> ▪ Monitor throughout the event ▪ LBU staff in radio contact with Event Control. ▪ Temporarily limit access to exhibition hall if overall capacity reached, or crowd flow becomes congested. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. 	Event Manager / Floor Manager	During Event	Ongoing
Congestion in registration area	Visitors, Exhibitors, Staff Overcrowding - Overheating; minor / moderate injury	<ul style="list-style-type: none"> ▫ Registration will be housed in a marquee outside the sports arena. ▫ Will be supervised and staffed at all times. ▫ Stewards, staff and students present to ensure the flow of attendees is constant and that flow through the sports halls avoids congestion. ▫ Arrival times have been pre-arranged and staggered to prevent congestion. 	L	Monitor throughout the event	Event Manager	During event	Ongoing
Fire hazards & flammable material	Visitors, Exhibitors, Staff Fire - Minor / moderate / major Injury; Death	<ul style="list-style-type: none"> ▫ Inspection of premises by H&S team prior to the event. ▫ All fire exits to be kept clear of obstructions. ▫ No smoking policy in operation. ▫ All electrical equipment certified (PAT). 	M	<ul style="list-style-type: none"> ▪ Full Health & Safety / evacuation briefing will take place prior to the event for student stewards and support staff. 	Event Manager / Floor Manager	During Event	Ongoing

		<ul style="list-style-type: none"> Power available only by prior arrangement. Exhibitors must provide details of electrical items and agree to requirement for electrical item testing in order to be given a connection. Additional fire extinguishers will be put in place prior to the event, based on the floor plan. Leeds Beckett staff are trained to respond in the event of fire. Separate fire Risk Assessments have been carried out by Leeds Beckett Health & Safety Office. Prior to the event start and during the fair, a dynamic risk assessment will be undertaken via inspections. Notices are mailed to exhibitors and schools in advance of the event. In the event of a fire in the sports hall, an alarm will be raised within the sports halls. The fire panel will sound in James Graham Building security office – which is staffed 24/7. In the event of a fire in one of the satellite buildings, an alarm will sound. The fire panel will sound in James Graham Building security office – which is staffed 24/7. Leeds Beckett evacuation procedures in place. Leeds Beckett staff will assist in the evacuation process by directing evacuees to the fire exits/ assembly points, and will maintain a presence externally at a safe distance from the fire exits in order to control them and prevent anyone from re-entering the arena, until the all clear has been given to re-enter. Fire action notices and fire extinguishers are present in all buildings, but should only be used by trained persons. Furniture, rubbish bins and other potential fuel sources to be kept clear of catering units in the Street Food area. External caterers to provide event-specific risk assessments detailing their fire prevention measures, as well as Public Liability Insurance. Exhibitors to ensure all waste and flammable waste is removed from stand area. 		<ul style="list-style-type: none"> Additional bins onsite to allow quick disposal of waste, preventing build-up of flammable waste around stands / event site. Student ambassadors to regularly collect and dispose of paper waste from the exhibition hall. <p>Check that all caterers have adequate fire-fighting equipment.</p>			
Evacuation	Visitors, Exhibitors, Contractors, Staff	<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. 	M	<ul style="list-style-type: none"> 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. All emergency exits maintained and kept clear for the duration of the event. Ensure all gangways and emergency exits are kept clear. Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand 	Event Manager / Floor Manager	During Event	Ongoing

				displays are kept within the allocated stand space.			
Accident, injury or dangerous occurrence.	Visitors, Exhibitors, Staff Minor / moderate / major injury; death	<ul style="list-style-type: none"> St John's Ambulance will be on hand to provide first Aid Leeds Beckett security staff and event staff are first aid trained. Radio contact will be maintained throughout both days between (i) Event Manager, (ii) Event Staff / Area Supervisors (iii) LBU Security and (iv) St Johns Ambulance. All accidents/ injuries or D/O to be reported as per Leeds Beckett accident reporting procedure. HS1 forms available from event manager or Security. CARES briefed on the events. Nearest defibs at HC are SALs Reception and JG Security Reception. Additional defib with St John's Ambulance staff. 	M	<ul style="list-style-type: none"> Check arrangements in place on each day. Monitor throughout event. 	Event Manager / Floor Manager	During Event	Ongoing
Trip Hazards	Visitors, Exhibitors, Staff, Contractors Slips, trips & falls, minor/moderate injury	<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. Event staff will monitor and resolve any waste accumulation throughout event. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. Organisers and exhibitors to ensure personal belongings are stored away appropriately. Organisers and exhibitors to ensure all other waste is stored and removed safely. Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin. 		<ul style="list-style-type: none"> Check arrangements in place on each day. Monitor throughout event. 	Event Manager / Floor Manager / Exhibitors	During Event	Ongoing
Use of electrical equipment.	Visitors, Exhibitors, Staff Fire, electrocution, cable trips – minor/moderate/major injury; death	<ul style="list-style-type: none"> Leeds Beckett staff will make visual checks on both days. Exhibitors will make visual inspections on both days. All equipment to be PAT labelled or refused use. Cable runs to be isolated from public thoroughfares. Electrical equipment to be isolated from flammable materials where possible. 	L	<ul style="list-style-type: none"> Check arrangements in place on the day. 	Event Manager / Floor Manager	During Event	Ongoing

		<ul style="list-style-type: none"> Exhibitors to only use supplies / sockets supplied by the event organisers. Exhibitors are not permitted to undertake 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 is designed. Exhibitors should ensure no sockets or connections are overloaded in their stand area, and seek approval from event organiser if in doubt. If an item is found / considered to be defective or faulty, exhibitors are required to disconnect from power for the duration of the event. 					
Tables	Visitors, exhibitors, staff Collapse - minor / moderate injury	<ul style="list-style-type: none"> Table legs locked into position Tables not positioned outside of exhibitor stand area. Minimum distance between rows 3m. Tables moved into position and set up by LBU porters and LBU event staff. 	L	<ul style="list-style-type: none"> Visual checks on day to ensure no damage or faults. 	Event Manager / Floor Manager	During Event	Ongoing
Vehicle & pedestrian movement	Visitors, exhibitors, staff Collisions – minor / moderate / major injury; death	<ul style="list-style-type: none"> Road outside Sports Arena closed to traffic. Road between James Graham and Campus central closed to traffic. Speed restrictions and speed humps in place on campus roads. Designated coach pick-up and drop-off point, staffed at all times. Clear directional signage erected on campus. Area to front of James Graham to be used as drop-off point. Pedestrians will use the most direct available route to the exhibition. Route to exhibition from coach drop-off pedestrianised. Staff shuttle bus will be diverted to area outside SU for event dates. Directional signage will be erected on campus. Stewards will be available to help ensure the safety of students walking on the Headingley Campus. Stewards will be identifiable by UCAS branded t-shirts. Adequate pavements and walkways are available throughout the campus. Stewards will wear high visibility jackets at all times. Exhibitors will be allowed to drop-off at the venue but must park their vehicle in the designated Exhibitor Parking (see details below). 	M	<ul style="list-style-type: none"> Check measures are in place and monitor throughout the day. 	Event Manager	During Event	Ongoing
Vehicle parking	Exhibitors, staff, visitors Congestion / collisions - minor / moderate / major injury; death	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Leeds Beckett staff to control vehicle movement and flow of traffic throughout the day. Venue contact details to be made available in advance, along with parking permits. Traffic marshals in place in car park / unloading areas. Care to be taken when driving to and from the venue. Speed restrictions and speed humps in place on campus roads. 	M	<ul style="list-style-type: none"> Monitor throughout the event 	Event Manager	During event	Ongoing

Exhibitors arriving late and leaving early.	Visitors, exhibitors, staff Collisions – minor / moderate injury	<ul style="list-style-type: none"> ▫ ‘Conditions of Attendance’ forbid late set up whilst students are in the sports hall. Exhibitors have been notified of this 	L	<ul style="list-style-type: none"> ▫ Stewards to monitor throughout. 	Stewards	During Event	Ongoing
Hot drinks and food	Visitors, exhibitors, staff Spillages – minor / moderate injury	<ul style="list-style-type: none"> ▫ Trained members of Leeds Beckett staff serving hot food and drinks. A separate area is provided for exhibitors to take refreshment breaks. Drinks will not be supplied to student visitors in the exhibition area. ▫ Regular checks of the exhibition hall by Leeds Beckett staff. ▫ Removal of cups ongoing by student helpers. ▫ All hot drinks will be supplied in cups with lids to prevent spills. ▫ CARES responsible for cleaning spillages and waste management. ▫ Food hygiene checks and allergen controls undertaken by CARES. ▫ Water coolers available for all in exhibition hall. These will be monitored by Event Staff and CARES staff. Bottled water available for event staff and exhibitors. 	L	<ul style="list-style-type: none"> ▫ Monitor throughout the event 	Event Manager / Floor Manager	During Event	Ongoing
Barbeque	Visitors, exhibitors, staff Burns – minor / moderate / major injury	<ul style="list-style-type: none"> ▫ Tables placed around the barbecue act as a barrier and stop students getting too close ▫ The barbecue will be manned at all times by CARES staff. ▫ CARES BBQ risk assessment provided. ▫ Food hygiene checks and allergen controls undertaken by CARES. 	L	<ul style="list-style-type: none"> ▫ Monitor throughout the event 	Event Manager	During event	Ongoing
Visitors messing about/fighting	Visitors, exhibitors, staff Minor / moderate injury	Teachers, stewards, Security and Leeds Beckett staff in attendance through both days of the event.	L	<ul style="list-style-type: none"> ▫ Monitor throughout the event 	Event Manager / Floor Manager	During event	Ongoing
Delivery of prospectuses and branded materials – machinery, heavy lifting.	Staff, exhibitors, contractors Collisions and manual handling - Minor / moderate / major injury; Damage to carpet - creating trip hazard	<ul style="list-style-type: none"> ▫ Refer to sub-contractors H&S policy. Policy in file. ▫ Manual handling instructions to be given to stewards at their briefing. ▫ Deliveries must be made before 09:00 on both days of the event. No vehicles will be allowed to the Sports Arena after this time. There is a build-up period scheduled the day before the event between 16:00 and 19:00 – this has been advertised to exhibitors. ▫ Manual handling instructions to be given to stewards at their briefing. ▫ Trolleys not allowed into the hall during the event. ▫ Plywood runway to be laid over carpets during loading times to prevent damage to / rucking of carpet. This will be removed prior to event start. ▫ Only small trolleys to be allowed into hall once carpet is laid. 	L	<ul style="list-style-type: none"> ▫ Monitor throughout loading periods. 	Event Manager	During event	Ongoing

Carpets laid in hall	Staff, exhibitors, contractors, visitors Slips, trips and falls – minor / moderate injury	<ul style="list-style-type: none"> ▫ Carpets will be secured using tacky substance, preventing accidental movement. This will be done by sports centre staff. ▫ Continuous checks to floor covering by events staff during both days of the event. ▫ Carpet tiles to be used in place of carpet rolls to prevent kinks in carpet and reduce trip hazard. 	L	<ul style="list-style-type: none"> ▫ Monitor throughout the event. ▫ Tape down any trip hazards, isolate any damage ▫ Report issues to Carnegie Sports staff 	Event Manager / Floor Manager	During event	Ongoing
Visitors smoking indoors (e.g. in toilets)	Staff, exhibitors, visitors Fire – minor / moderate / major injury; death	<ul style="list-style-type: none"> ▫ No smoking policy in place (includes vapour devices and electronic cigarettes). ▫ 'No Smoking' notices on display in all buildings. ▫ Periodic checks by Leeds Beckett staff / stewards. ▫ Fire evacuation procedure in place. 	L	<ul style="list-style-type: none"> ▫ Monitor throughout the event. 	Event Manager / Floor Manager	During event	Ongoing
Build-up and breakdown	Staff, exhibitors, contractors Collisions / Manual handling – minor / moderate / major injury	<ul style="list-style-type: none"> ▫ Manual handling instruction to be given to staff at their briefing ▫ Handling risk assessed using TILE process (Task, Individual, Load, Environment) ▫ 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. ▫ All staff to be briefed on the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. ▫ Passes 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. 	L	<ul style="list-style-type: none"> ▫ Monitor build-up and breakdown times and reallocate staffing resources to provide support where needed. 	Event Manager / Floor Manager	During build-up / breakdown	Ongoing
Building works on campus	Staff, visitors, exhibitors, contractors Trips and falls; minor / moderate / major injury	<ul style="list-style-type: none"> ▫ Advance notice of event given to estates services so that they can plan around this event. ▫ Estates services to advise of any works likely to impact the event. ▫ Deliveries to CTAR site stockpiled on 17 & 18 June, meaning there are no deliveries during the event days 19 & 20 June 2019. ▫ All areas affected by works will be cordoned off from visitors. Where this is not possible, stewards will be deployed to ensure visitors do not enter these areas. 	L	Monitor throughout event and report any issues to Estates services.	Event Manager	During event	Ongoing
Street Food Vendors	Staff, visitors, exhibitors, contractors	<ul style="list-style-type: none"> ▫ CARES to ensure all vendors have appropriate training, certification and insurance (including health and hygiene, etc.) 	L	Monitor throughout event.	Event Manager	During event	Ongoing

	Trips and falls; minor / moderate injury	<ul style="list-style-type: none"> ▫ CARES will ensure that each vendor has completed own risk assessments and implement control measures as appropriate. 					
Seminar rooms	Staff, visitors, exhibitors.	<ul style="list-style-type: none"> ▫ Maximum distance to any emergency exit in the seminar rooms does not exceed 12 metres. ▫ All emergency exits have illuminated emergency exit signs above the door. ▫ All cables securely fastened away to avoid trip hazards. ▫ All cables sited away from public thoroughfares. ▫ 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. ▫ Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc. 	L	Check all measures are in place. Monitor throughout event.	Event Manager	During event	Ongoing
Alcohol / Controlled Substances	Staff, visitors, exhibitors Intoxication / Illness – minor / moderate / major injury	<ul style="list-style-type: none"> ▫ No alcohol/substances permitted in the venue. ▫ 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. LBU security will manage the process of notifying police. ▫ Any offenders will be asked to leave the event. 	L	Monitor throughout event.	Event Manager / Floor Manager	During event	Ongoing
Access and egress for mobility impaired people.	Staff, visitors, exhibitors Minor / moderate / major injury; obstruction	<ul style="list-style-type: none"> ▫ Level access is provided throughout the Sports Arena and Blue Sports Hall. ▫ One-way system in operation in the Sports Arena. ▫ Minibuses carrying visitors with impaired mobility able to park on campus. ▫ All satellite buildings have accessible entrances and toilets. ▫ Accessibility suite in James Graham building with built-in hoist. ▫ Accessible toilets are available in the Sports Arena / Blue Sports Hall. 	L	Monitor throughout event.	Event Manager	During event	Ongoing
Welfare provision (i.e. toilets)	Staff, visitors, exhibitors, contractors Overcrowding	<ul style="list-style-type: none"> ▫ Toilets (including accessible toilets) are present in the Sports Arena, Blue Sports Hall and satellite buildings. ▫ Additional toilets are available in the James Graham building. ▫ CARES staff clean toilets regularly throughout the day. 	L	Monitor throughout event.	Event Manager	During event	Ongoing
Lighting and ventilation	Staff, visitors, exhibitors, contractors Minor / moderate / major injury; overheating; dehydration	<ul style="list-style-type: none"> ▫ Sports Arena fire exits propped open to provide ventilation throughout the day. ▫ Adequate lighting provided in the Sports Arena / Blue Sports Hall, as well as satellite buildings. ▫ Emergency lighting installed. ▫ Exhibitors provided with free drinking water to prevent overheating / dehydration ▫ Extractor fans in the Sports Arena set to full for the duration of the event, including overnight before the event. 	L	Monitor throughout event.	Event Manager	During event	Ongoing

Working at Height	Staff, exhibitors, contractors Minor/moderate/major injury	<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. Suitable personal protective equipment (PPE) clothing and footwear to be worn 	L	Monitor throughout event.	Event Manager / Floor Manager	During build / breakdown	Ongoing
Stands falling over	Staff, exhibitors, contractors, visitors Minor/moderate/major injury	<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 	L	Monitor throughout event	Event Manager / Floor Manager	During event	Ongoing
Variety of contractors and exhibitors on-site	Contractors, exhibitors, staff	<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. This will be managed by UCAS. No helium balloons or pressurised gas canisters allowed in the venue. 	L	Monitor throughout event / build	Event Manager / Floor Manager	During build / breakdown and event	Ongoing
Visitor orientation	Staff, exhibitors, contractors, visitors Minor/moderate/major injury	<ul style="list-style-type: none"> Visitors to access venue through clearly marked main entrance. All relevant information included in Exhibition Guide to aid safe movement around venue– including exhibitor stand positions, entrance and exit points, event control point, seminar rooms, and the locations of first aid and catering provision. All exhibitors are informed, at point of booking and during stand inspection, that stands should have access for disabled visitors. Organisers and event staff to monitor disabled guests for ease of movement around venue, and ensure level access/egress is in place. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. Strictly no use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. 		Ensure all measures are in place, monitor throughout event / build.	Event Manager / Floor Manager	During event	Ongoing

		<ul style="list-style-type: none"> Staff and security to monitor movement of traffic and pedestrians around venue. 				
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Evacuation Plan showing Assembly points



Risk Assessment Form B

GENERAL EMERGENCY ARRANGEMENTS

Details of nearest emergency arrangements (A&E Hospitals) and emergency contact details are identified below, in addition:

First Aid

First Aid available from SJA, LBU security and trained UK Student Recruitment & Outreach staff.

Fire

See item 3 on above risk assessment.

Local A&E

Leeds General Infirmary

Incident and Accident Checklist

Please ensure the following are undertaken in the event of an accident/incident or Dangerous occurrence

1. Ensure medical attention is sought as soon as possible ☐
2. Security contacted if ambulance to scene(LBU) ☐
3. Manage the scene ☐
4. Locate first aid supplies ☐
5. Ensure first aid boxes are restocked ☐
6. Complete HS1 Accident. Incident or Dangerous Occurrence report ☐
7. Take witness statement (where required) ☐
8. Report defects to the CARES/Estates Services Helpdesk ☐
9. AED Used during incident-please report to SHW Team ☐