



Venue address

Sports Arena

University of Essex

Colchester

Essex

CO4 3SQ

Event date

Thursday 13 June 2019

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A

Accidents and near misses

In the event of an accident or near miss, please report to a member of UCAS staff, or event staff. Event staff will be available in each exhibition venue, and at the Silberrad Student Centre reception.

Further information can be found in the risk assessment, attached with this manual.

Accommodation

Wivenhoe House Hotel is located on campus.

<u>Visit Colchester</u> has details on a good selection of accommodation in Colchester.

There are three Premier Inns within a 15-minute drive of the Colchester campus.

Arrival

Please follow the signage to the exhibition venue – the Sports Arena at the top of the campus. To gain entry, you must register the details of who will be attending before the event, through your ENet account – instructions will be sent to the lead booker by email. When you arrive at the exhibition, you will be required to sign in, and will be provided with an exhibitor lanyard, to be worn at all times.

В

Build-up and breakdown

Build-up exhibitor access

Wednesday 12 June 16:00 – 18:00 Thursday 13 June 08:00 – 09:30

Breakdown exhibitor access

Thursday 13 June 15:00 – 17:00

Please remain on your stand until the exhibition closes.



Business centre

Facilities not available.

C

Car parking

Free parking for exhibitors is provided on campus from 16:00 on Wednesday 12 June until 17:00 on Thursday 13 June.

Please park in car park B, which will be signposted and is marked on the <u>campus map</u>.

Please enter the campus using the **main** entrance along the B1028. There is a barrier system which is not for public access along Boundary Road, so please make sure you have the correct entrance.

Catering

Complimentary water will be provided on each of the exhibition stands.

Tea, coffee, and biscuits will be available in our teachers' and exhibitors' lounge on the first floor of the Sports Arena.

A lunchtime tuck shop will also be available on the first floor of the Sports Arena for exhibitors and teachers only.

There are also several catering outlets on campus that will be open all day, providing a selection of hot and cold food and drinks.

D

Deliveries

Please arrange for all deliveries to be made on **Wednesday 12 June, from 10:00 – 16:00**.



Any deliveries should be clearly marked with the exhibitor's name, and addressed to:

Rosanna Lord
CER
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ

We cannot guarantee access for deliveries made outside the above times. For queries regarding stand deliveries, build-up, or HE freight companies, please email r.lord@essex.ac.uk.

Deliveries will be made through car park B. Lorries can reverse, using a banks-person, to the rear Sports Hall doors (not on the Tarmac road). Then equipment will need to be moved into the Sports Arena with trolleys, along the tarmac path at the side.

Vans no larger than transit size are allowed on the main Sports Arena tarmac path.

Ε

Electrical services and stand power

Electricity supply cannot be guaranteed, but we will try to arrange a power supply to those exhibitors who request it, where possible.

If you require electricity, please email r.lord@essex.ac.uk by Monday 3 June.

Emergency procedures

In an emergency, please alert event staff, or dial 2222 from any campus telephone (0120 687 2222 from a mobile). Please do not dial 999 – we have a special arrangement with the emergency services.

If an alarm sounds, please evacuate the building immediately, and make your way to the assembly points, outside the main entrance of the Sports Arena.

Exhibition stands and furniture

Please make sure your stand is no more than 2m wide x 1.5m deep.



If you require furniture, please request it via your ENet account.

Event staff

Event staff will be available to assist you. They will be easily identifiable by their red UCAS t-shirts and event staff coats.

They can assist with deliveries, ensure empty boxes are cleared away, help keep aisles tidy, and direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance.

F

First aid

A designated team of first aiders will be on hand throughout the exhibition. Should medical assistance be required, please request this from a member of event 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.

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Height restrictions

There are no height restrictions within the venue. However, the multi-storey car park has a height restriction. Therefore, any vehicle much taller than a standard car/van will need to park in car park B or Valley car park.

П

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

WiFi is available on campus, including eduroam. Login information will be provided on the day of the exhibition.

L

Lost property

Any lost property should be handed in to the university reception, in the Silberrad Student Centre (square 5).

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Organisers

The event organiser is Rosanna Lord –her contact details are:

t: 01206 876 018 m: 07717 450 055 e: r.lord@essex.ac.uk

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 exhibitions@ucas.ac.uk.

S

Scanner collection

Scanners can be collected from the UCAS scanner collection desk, inside the Sports Arena, on the morning of the event, and must be returned when the exhibition closes.

Security

The exhibition venues will be locked overnight, but any equipment left behind is done so at exhibitors' own risk. There is 24/7 security on campus. Security can be contacted on 01206 872 125.

Smoking

The University of Essex operates a strict no-smoking policy on campus. Designated smoking areas are located throughout the campus, and event staff will be able to direct you to these.



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 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

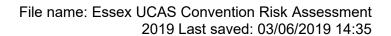
UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

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







Risk assessment

Title	Essex UCAS Exhibit Wednesday 12 June Thursday 13 June 09	99:00-18.00pm	Location	University of Campus	Essex, Colchester	Risk assessment No	55566
Mana	Manager responsible Natasha Winsor-		Senior Even	ts Officer	Signature & date	N.Winsor 23/04/201	9
Asse	ssed by (name &	Rosanna Lord			Signature & date	R.Lord 23/04/2019	
role)			ts Officer				
Monitored By Holly Golden, UC		H. G	olden _{03/0}	06/19			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	 Sole admission for exhibitors in the Sports Arena for 2 hours during the event set up, to limit unauthorised visitors and monitor assembly of exhibition stands. 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. Staff (both UCAS and University), exhibitors, visitors and student ambassadors to be aware of the potential hazards of contractors moving around site, including the use of pallet movers and delivery vehicles, through the use of the exhibition and visitor guides and 	Very unlikely and Minor= Very low risk		Very unlikely x Minor = Very low	

	Catastrophic	Medium	High	Very High	Very high	Very High
onsednence	Major	Low	Medium	High	High	Very High
le le	Moderate	Very low	Low	Medium	Medium	High
l ğ	Minor	Very low	Low	Low	Medium	Medium
136	Insignificant	Very low	Very low	Low	Low	Low
S	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
"	ıs event					



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
Build up, breakdown and crowding of Dome	Everyone (visitors, exhibitors, event employees)	 ambassador briefing at the beginning of the day. Lanyards to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored onsite, 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. Build up for Dome will be erected on Tuesday before any exhibitors, visitors or guests are present. A safe working area of 1m Breakdown will be on Saturday evening after all exhibitors, visitors and staff have left. Student ambassadors and staff will monitor numbers entering and leaving the dome during, before and after the talks. Maximum capacity of 80 (seated). Electrics tested before day, in case of failure, deflation time is 10 minutes to clear students from inside. Dedicated silent talk headphones monitored for use in dome talks. Separate risk assessments completed for the Dome. 	Very unlikely and Minor = VERY LOW	Safe working area of at least 3m around exits and entrances	Very Unlikely x Minor =Very Low	

	Catastrophic	Medium	High	Very High	Very high	Very High		
၂၁	Major	Low	Medium	High	High	Very High		
Jer	Moderate	Very low	Low	Medium	Medium	High		
þ	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
Consequence	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
			Likelihood of hazardous event					



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
 Crowd congestion Overcrowding of event halls Large volumes of people causing injury 	Everyone (visitors, exhibitors, event employees)	 Students arriving in school and college parties. Students allocated time slots throughout the day. Monitor amount of people in the buildings through security on entrance and exits. Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provided for all Student Ambassadors and staff with specific roles. PA systems available for emergency messages in the Sports Arena. The floor plan has been designed to maximise aisle widths due to extra space and (3 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. 	Unlikely and Minor = Low	Implement a one way system on campus to ensure the through traffic continues to flow	Unlikely x Minor = Low	
 Crowd congestion Overcrowding in seminar rooms The seminar rooms becoming too full which may cause injury/ illness 	Visitors, guest speakers	 Staff introducing speakers will be briefed to manage the numbers of students to ensure overcrowding does not occur. A wide choice of seminars for each session for students to access. Arrival and departure times of schools have been staged to reduce overcrowding. Staff on Information Stand will be on hand to assist if required. 	Unlikely and Minor LOW	Student Ambassadors will be stationed in all locations to control the numbers of students in rooms.	Unlikely x Minor = Low	

_	Catastrophic	Medium	High	Very High	Very high	Very High		
ce	Major	Low	Medium	High	High	Very High		
onsednence	Moderate	Very low	Low	Medium	Medium	High		
∌dı	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
Col	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
0		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
 Visitors getting lost on campus Visitors getting lost or separated from their schools 	Visitors, staff from schools.	 Campus maps included in the exhibition guide and on UCAS exhibitor/visitor websites. Campus signage to all venues Training/briefing for all staff and Student Ambassadors. PA systems available for emergency messages in the Sports Arena. Several school staff attending the event will have previously visited the University of Essex and will also be able to give directions. Visiting schools asked to provide on-site emergency contact name/mobile number – information to be held by University organisers and Information Stand. 	Unlikely and Insignificant VERY LOW	Student ambassadors will be stationed around campus to direct visitors	Unlikely x Insignificant = Very low	
 Vehicle Management Staff, students and visitors involved in an accident due to traffic movements Injury 	Everyone- visitors, event staff, coach drivers, student ambassadors, exhibitors	 Coach route agreed with University Security and Estate Management Section. Appropriate pick up and drop off areas agreed by University Security and Estates Management Section. Security staff to direct all students away from the car park and coach turnaround areas. Coach drop off and pick up point has suitable waiting area away from the roadside, where people are separated from traffic. Ensure entrance to buildings is free from traffic during event times. Member of University security staff and Student Ambassador to meet all coaches. 	Unlikely and Moderate LOW RISK		Unlikely x Moderate = Low	

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	Catastrophic	Medium	High	Very High	Very high	Very High
၂၁	Major	Low	Medium	High	High	Very High
eouenbesuo	Moderate	Very low	Low	Medium	Medium	High
) be	Minor	Very low	Low	Low	Medium	Medium
JSE	Insignificant	Very low	Very low	Low	Low	Low
S	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
			Likelihoo	d of hazardou	ıs event	



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
		Student Ambassadors to wear high visibility jackets when working with traffic and briefed.				
 Vehicle Management Staff, students and visitors involved in accident in car parks Injury 	Everyone	 Designated exhibitor parking in multi-storey car park and car park b Students advised in exhibition literature not to bring their own cars and travel by coach where possible. Security staff and Student Ambassadors to staff the main university entrance to direct traffic flow. Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provided for all Student Ambassadors with specific roles. 	Unlikely and moderate LOW RISK		Unlikely x Moderate = Low	
 Trips, slips and falls Trip hazard caused by exhibitor stands Injury 	Everyone	 All exhibitors have completed the UCAS Events risk assessment to ensure they are using safe equipment and adhere to safe storage and removal of boxes. All exhibitors to be set up before event opening time and not to dismantle until the event has closed. All exhibitors to ensure stands are erected correctly, securely and stable. PA systems available for emergency messages in the Ivor Crewe and Sports Hall St Johns Ambulance confirmed to attend for any first aid issues. Emergency procedures guidelines published in exhibitor's manual. 	Unlikely and minor LOW RISK		Unlikely x Minor = Low	

	Catastrophic	Medium	High	Very High	Very high	Very High		
ည	Major	Low	Medium	High	High	Very High		
eouenbesuo	Moderate	Very low	Low	Medium	Medium	High		
) be	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
S	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
-		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
		 Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. Organisers and exhibitors to ensure personal belongings are stored away appropriately. Organisers and exhibitors to ensure all other waste is stored and removed safely. Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin. 				

	Catastrophic	Medium	High	Very High	Very high	Very High		
9	Major	Low	Medium	High	High	Very High		
Jer	Moderate	Very low	Low	Medium	Medium	High		
) be	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
Consequence	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		Likelihood of hazardous event						



Hazard hazardous event	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk	Date achieved
consequence	namou		LXO K	oona olo	LxC=R	domovou
 Trips, slips and falls Accident/injury/trips and falls due to poor housekeeping (e.g. boxes, wrapping) Injury 	Everyone	 Skips provided close to Sports Arena for removal of empty boxes. Student Ambassadors briefed to continuously remove empty boxes from exhibitor stands. Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provide for all Student Ambassadors and staff with specific roles. St Johns Ambulance confirmed to attend for any first aid issues. Emergency procedures guidelines published in exhibitors manual. 	Unlikely and minor LOW RISK		Unlikely x Minor = Low	
 Trips, slips and falls Block of walkways and fire exits in exhibition halls and dome Injury 	Everyone	 Fire exits clearly identified. Layout and flow plan ensures clear walkways for all visitors. Student Ambassadors to ensure all exits and walkways are kept clear. Training/briefing for all Student Ambassadors. Individual briefing sheets provided for all Student Ambassadors and staff with specific roles. St Johns Ambulance to attend to first aid if necessary Emergency procedures guidelines published in exhibitors manual. 	Unlikely and minor LOW RISK	 PA/ tannoy announcements to alert exhibitors to fire exits and reminders to keep walkways clear Student Ambassadors briefed to keep walkways clear 	Unlikely x Minor = Low	
Trips, slips and fallsTrips, slips and falls	Everyone	Visitors to follow pathways on the campus, as directed by signage.	Unlikely and minor		Unlikely x Minor = Low	

nsequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
Jer	Moderate	Very low	Low	Medium	Medium	High
βďι	Minor	Very low	Low	Low	Medium	Medium
JSE	Insignificant	Very low	Very low	Low	Low	Low
Col	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
0	ıs event					



	Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
•	outside of exhibition halls Injury		 Student Ambassadors to direct students and know what to do in case of accident (briefing sheet). One way system in place in the Lecture Theatre Building and Sports Arena. First Aid facility on campus if required. St Johns Ambulance to attend fair in the instance of first aid needing to be administered Emergency procedures guidelines published in exhibitors manual. 	LOW RISK			
•	Manual handling Injury due to manual Iifting/ handling Injury	Everyone	 External logistics companies and University Estates team to carry out any heavy lifting required for set up and break down of event. All Senior Student Ambassadors and Communications and External Relations staff to have completed the online manual handling training provide by the University. All staff and Student Ambassadors to be briefed on Health and Safety prior to event. Manual handling brief included in the exhibitor pack on each stand. All staff to wear flat soled shoes. 	Unlikely and minor LOW RISK	Availability of trolleys for staff to use	Unlikely x Minor = Low	
•	Fire Evacuation/risks Panic/ injury	Everyone	 No fire alarms are planned for the 13 June 2019. University facilities all meet required fire safety standards. University fire evacuation procedures to be followed including attendance of University Fire Marshall and Security. Staff to brief students on fire evacuation 	Very unlikely and catastrophic MEDIUM		Very Unlikely x Catastrophic = Medium	

	Catastrophic	Medium	High	Very High	Very high	Very High		
9	Major	Low	Medium	High	High	Very High		
Jer	Moderate	Very low	Low	Medium	Medium	High		
) be	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
Consequence	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
		 Procedure at the start of each seminar. All exhibitors are aware of evacuation procedures. Students Ambassadors briefed on emergency procedures. Fire evacuation meeting points will be given to exhibitors on briefing sheet. Ensure all waste is collected at regular intervals by Student Ambassadors. Ensure all electrical risks are controlled and used safely. Ensure gangways are clear of rubbish. No smoking is permitted inside venue. University Fire Officer to issue instructions to organisers. Staff have been issued with briefing sheet on what to do in event of fire. Seminar speakers and student ambassadors will be asked for their mobile phone numbers, so that they may be contacted in an emergency. Fire exits to be kept clear of obstructions. Fire extinguishers to be available in the venue to be used by trained staff. Ensure all waste is collected and stored correctly. Exhibitors to ensure all waste and flammable waste material is removed from stand area. 				

ousedneuce	Catastrophic	Medium	High	Very High	Very high	Very High		
	Major	Low	Medium	High	High	Very High		
	Moderate	Very low	Low	Medium	Medium	High		
	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
Col	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
)		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
		 Exhibitors will use designated smoking areas. Fire alarm systems are in operation, with smoke / heat detectors and sounders, in all used buildings. Buildings will be evacuated in the event of an alarm sounding. There is also a direct link to the Security Information Centre and Security will mobilise immediately in the event of an alarm sounding. Venue to ensure fire prevention detection and alarm systems are suitable 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 suitable. 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 must 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 				

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High		
	Major	Low	Medium	High	High	Very High		
	Moderate	Very low	Low	Medium	Medium	High		
	Minor	Very low	Low	Low	Medium	Medium		
JSE	Insignificant	Very low	Very low	Low	Low	Low		
Ö	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
_		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
 Visitors Contractors/ exhibitors deliveries Injury 	Everyone	 evacuate. Ensure all gangways and emergency exits are kept clear. All emergency exits maintained and kept clear for the duration of the event. Exhibitors must not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. Organisers to ensure PA system can be heard clearly in all public areas, where possible. If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. Only reputable contractors previously used for this event to be used for deliveries. Contractors are aware of set up times and procedures and are familiar with the venues having delivered to campus before. Contractors have their own company safety procedures that they will follow. Contactors and exhibitors must adhere to set up and break down times provided by event organiser. No contractor vehicles allowed during event opening times. 	Unlikely and minor LOW RISK		Unlikely x Minor = Low	
 Compromising situations Safeguarding 	Under 18 visitors, staff	 Exhibition held in open, public area. Catering outlets will be briefed regarding the large volume of students under 18 on campus 	Unlikely and minor LOW RISK		Unlikely x Minor = Low	

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High	
	Major	Low	Medium	High	High	Very High	
	Moderate	Very low	Low	Medium	Medium	High	
	Minor	Very low	Low	Low	Medium	Medium	
	Insignificant	Very low	Very low	Low	Low	Low	
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
0		Likelihood of hazardous event					



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
visitors under the age of 18 • Safeguarding issue		 Catering outlets selling alcohol will be extra cautious when asking for ID. Clear signage and maps for directing visitors around campus. Student ambassadors available for assistance 24/7 security and first aid available Student Ambassadors will be in each venue to ensure safety of students. 				
Emergency Situation	Everyone: event employee, visitors, university staff, student ambassadors	 Event organiser to have full event briefing with venue pre-event for 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 any changes. 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. 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. 	Very unlikely and catastrophic MEDIUM RISK		Very Unlikely x Catastrophic = Medium	

eou	Catastrophic	Medium	High	Very High	Very high	Very High	
	Major	Low	Medium	High	High	Very High	
Jer	Moderate	Very low	Low	Medium	Medium	High	
) be	Minor	Very low	Low	Low	Medium	Medium	
Consequence	Insignificant	Very low	Very low	Low	Low	Low	
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
		Likelihood of hazardous event					



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
Malicious attack Armed terrorists attack or terrorist incident occurs during the event. Multiple catastrophic injuries. (Applies only to large scale ^[1] events with more than 250 participants. Smaller events are at significantly lower risk and existing security and emergency arrangements are adequate, see Fire and emergency.)	Event participants and employees. Other people nearby.	 The Event Organiser must contact the Security Manager two weeks before the event to carry out a separate security risk assessment to determine the threat level and the University's response. (emsriskreview@essex.ac.uk) The Event Organiser and the Security Manager review the security risk assessment a couple of days before the event to ensure the threat level and response is still appropriate. 	Very unlikely and catastrophic MEDIUM RISK	The security risk controls will be dependent on the event security risk assessment outcomes. The assessment will be part of your event plan.	Very Unlikely x Catastrophic = Medium	Two weeks and two days before the event. Security risk controls in place before and during the event.

nsequence	Catastrophic	Medium	High	Very High	Very high	Very High	
	Major	Low	Medium	High	High	Very High	
	Moderate	Very low	Low	Medium	Medium	High	
	Minor	Very low	Low	Low	Medium	Medium	
	Insignificant	Very low	Very low	Low	Low	Low	
Col	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
0		Likelihood of hazardous event					

^{• [1]} large events at the University of Essex are defined as:

[•] Specific one-off or scheduled events on campus expected to attract or be attended by more than 250 people.

[•] Specific, one off or scheduled events of reputational importance.

[•] Large events are not considered to be activities that take place as part of "business as usual" at the University such as lectures and seminars. The usual, daily security plans will be followed for all of these types of activities.



TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITY OF ESSEX 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/T017

Period of Indemnity 1st August 2018 to 31st July 2019

Limit of Indemnity £30,000,000 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. UMT017/13

Period of Indemnity 1st August 2018 to 31st July 2019

Includes Indemnity to Principals

Limit of Indemnity £30,000,000 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 Cron

Paul Cusition

For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB T: 020 7847 8670 www.umal.co.uk

