



UCAS higher education exhibitions

## Exhibitor manual

Venue address     Rowley Mile Conference Centre  
Newmarket Racecourses  
Newmarket  
Suffolk  
CB8 0TH

Event date        Monday 17 June 2019

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## A

### Accidents and near misses

If you are involved in an accident or near miss, please report it to the organisers, who will be available at the information desk in Hall 1. This will ensure that appropriate medical attention is given, and allow us to put measures in place to help prevent reoccurrences. Alternatively, you can contact the staff looking after your area of the exhibition.

### Accommodation

Please visit the [Newmarket Racecourse website](#) for information on local accommodation.

### Arrival

On arrival, please go to the exhibitor reception desk in Hall 1 to sign in and collect your lanyard. You'll also need to collect your exhibitor pack, which includes important information. From there, we will direct you to your stand. Please be aware that some stands are upstairs, but there are lifts.

To gain entry to the venue, you must register the details of who will be attending, before the event – this needs to 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

**Build-up:** If arriving by car, please access the rear of the grandstand through the 'commercial offices' entrance. This is marked on the map at the end of this document, and will be signposted on the day. Once you have unloaded, please move vehicles to the car park as directed by racecourse staff. If arriving by taxi, please access the venue via the 'Conference centre and Premier Enclosure entrance'.

**Build-up times:**

Sunday 16 June      12:00 – 17:00

Please be aware, there will be logistics companies on-site.

Monday 17 June      08:00 – 09:15

Trolleys are not allowed on the exhibition floor after it starts at 09:30.

Breakdown times:

Monday 17 June 14:30 – 18:00

Due to the large number of visitors, exhibitors are reminded not to start packing down until it has been announced that the event has officially closed, at 14:30. All items must be collected by 17:00.

## Business centre

There are no facilities for printing at this venue.

## C

### Car parking

There are two racecourses in Newmarket – the Rowley Mile Course and the July Course. This event will be held at the Conference Centre at the Rowley Mile Racecourse. Full directions, location maps, and accommodation information can be viewed from the conference pages of the [Newmarket Racecourses website](#).

Car parking is free of charge to all visitors, and marshals will direct you to drop off materials at the Millennium Grandstand, and then park in the exhibitor car park by the Grandstand and Paddock Enclosure (marked on the map as the 'Head-on Stand'). Please be aware, access from this car park is via steps – there is no ramp at this entrance. Should you need accessible parking, please speak to a marshal or member of staff, who will be able to help.

### Catering

Tea and coffee will be available for exhibitors, free of charge, in the Owners and Trainers Bar on the first floor, from 08:00 – 14:00. The Devil's Dyke restaurant, on the ground floor, will be open from 08:00 – 14:00 on the day of the event, and will be serving sandwiches and hot food, with prices starting from £3.60.

## D

### Deliveries

Due to limited storage facilities, deliveries can only be accepted on **Sunday 16 June, between 12:00 and 18:00, or between 08:00 and 09:15 on Monday 17 June**. Please address all deliveries as follows, otherwise they may be refused:

Cambridge UCAS Exhibition  
[please add your stand name and number]  
C/O The Millennium Grandstand  
Rowley Mile Racecourse  
Newmarket  
Suffolk  
CB8 0TF

## E

### Electrical services and stand power

Electricity will be available at all stands, on request in advance to UCAS via [events@ucas.ac.uk](mailto:events@ucas.ac.uk). Please ensure that all equipment in use is PAT tested, and carries the appropriate sticker, otherwise the venue will not allow it to be used.

### Emergency procedures

A briefing sheet with key information will be included in your exhibitor pack on the day. We are not expecting a fire drill, so please leave by the nearest exit if the fire alarm sounds.

### Exhibition stands and furniture

All stands are 2m wide x 1m deep. Tables and chairs will only be supplied if you requested them at the time of booking. Tables are standard 6ft trestle tables. Should you need to make changes to this, please contact UCAS via [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

### Event staff

There will be event staff assisting in each hall throughout the exhibition. They will be wearing red UCAS-branded t-shirts, so will be easily identifiable. They will remove cardboard at intervals, and answer any queries.

## F

### First aid

First aiders will be located in the Owners and Trainers bar on the first floor. Should you need

their assistance, please contact a member of staff with a radio, or event staff wearing UCAS t-shirts.

## 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 height restrictions for doors, which are 2.3 m high.

## 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 – the network is called 'Free Jockey Club WiFi'.

## L

### Lost property

Any lost property should be handed into a member of UCAS' event staff, or to the event organiser at the conference's reception area.

## O

### Organisers

The organisers can be contacted by any member of staff with a radio. Alternatively, please go to the information desk in Hall 1 to ask for assistance.

## 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 [exhibitions@ucas.ac.uk](mailto:exhibitions@ucas.ac.uk).

## S

### Scanner collection

Scanners can be collected from the exhibitor's scanner collection desk in Hall 1.

### Security

The exhibition halls will be locked overnight. While the event organiser will take reasonable precautions to ensure the security of all stands, we cannot take responsibility for their contents.

### Smoking

Dedicated smoking areas are signposted at the venue.

## 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](mailto:events@ucas.ac.uk)

# **Exhibitor parking permit Cambridge UCAS HE exhibition 2019**

**Valid for parking at:**  
Cambridge UCAS Exhibition,  
C/O The Millennium Grandstand,  
Rowley Mile Racecourse,  
Newmarket, Suffolk, CB8 0TF

**Date valid: 16 & 17 June 2019**

Please ensure this pass is displayed in the windscreen of your vehicle.



**ROWLEY MILE**  
Conference Centre

**MILLENNIUM GRANDSTAND**

- GROUND FLOOR**  
Exhibition Halls 1 & 2
- FIRST FLOOR**  
Exhibition Halls 3 & 4
- SECOND FLOOR**  
Millennium Suite  
Press Room
- THIRD FLOOR**  
Champions Gallery  
Limekilns Suite
- FOURTH FLOOR**  
Small Executive Boxes  
Large Executive Boxes

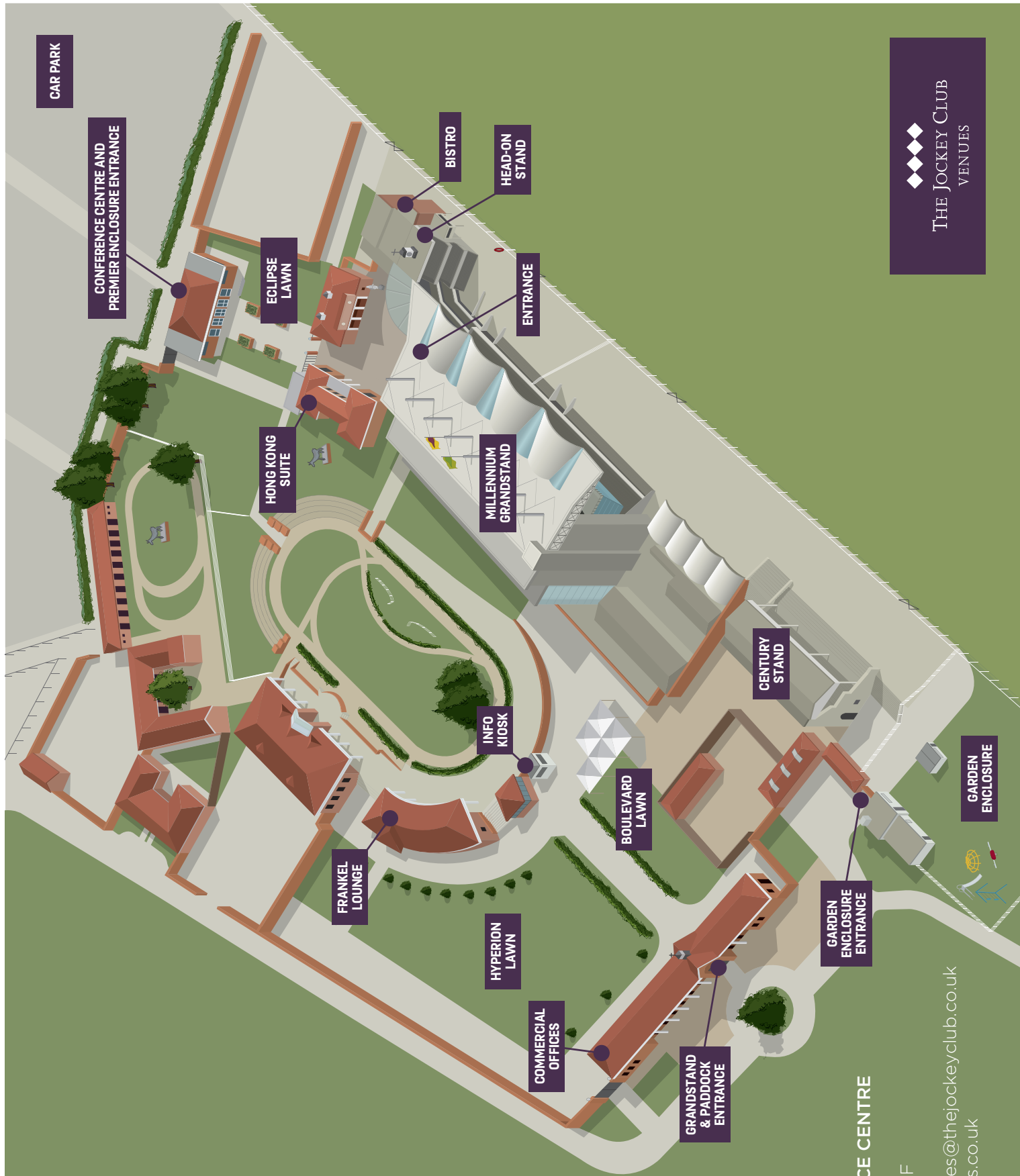
**HEAD-ON- STAND**

- GROUND FLOOR**  
The Bistro
- FIRST FLOOR**  
Runners Lounge  
Guineas Suite  
Royal Box
- SECOND FLOOR**  
Thoroughbred Lounge  
Head-on-Stand  
Executive Boxes

**ROWLEY MILE CONFERENCE CENTRE**

Rowley Mile Racecourse,  
Newmarket, Suffolk CB8 0TF  
Tel: 01638 675300  
Email: [newmarket.conferences@thejockeyclub.co.uk](mailto:newmarket.conferences@thejockeyclub.co.uk)  
Web: [newmarketracecourses.co.uk](http://newmarketracecourses.co.uk)

◆◆◆◆  
**THE JOCKEY CLUB**  
VENUES





## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)*

1. Name of policy holder Policy No Y016458QBE0118A / 007  
Anglia Ruskin University Higher Education Corporation

2. Date of commencement of insurance policy 1<sup>st</sup> August 2018

3. Date of expiry of insurance policy 31<sup>st</sup> July 2019

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf **(b)**: and;
2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**; or  
~~(b) the cover provided under this policy relates to claims in excess of [£ ] but not exceeding [£ ].~~
3. the policy covers the holding company and all its subsidiaries

Signed on behalf of QBE Insurance (Europe) Limited (Authorised Insurer)

### Notes

- (a)** Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b)** Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c)** See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

### Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

<b>ASSESSOR (LINE MANAGER)</b>	<b>UCAS RISK ASSESSMENT 2019</b>  <b>Cambridge UCAS HE Exhibition</b>	<b>EVENT DETAILS</b>  <b>Venue:</b> Rowley Mile Conference Centre, Newmarket Racecourse, Newmarket Suffolk, CB8 0TF <b>Date:</b> 16 & 17 June 2019
<b>NAME:</b> Jenny Webster, Events Manager at Anglia Ruskin University		
<b>SIGNATURE:</b> J. Webster		
<b>DATE:</b> 30 April 2019		
<b>Monitored by:</b> Holly Golden		
<b>SIGNATURE:</b> <i>H. Golden</i>		
<b>DATE:</b> 24/05/19		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Impact	Likelihood	Initial Risk	RISK CONTROL MEASURES	Impact	Likelihood	Residual Risk
Over-crowding of event hall / stand	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> <li>The floor plan has been designed to maximise aisle widths (a minimum of 2 metres wide) to avoid overcrowding.</li> <li>Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers.</li> <li>Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles.</li> <li>Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space.</li> <li>Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding.</li> <li>Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable by a UCAS T shirt.</li> <li>Organisers to monitor the exhibition areas – Hall 1, 2 and 3.</li> </ul>	3	1	3

					<ul style="list-style-type: none"> <li>Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</li> <li>All to obey instructions given by the organiser, or venue staff, to help control traffic and pedestrian flows.</li> <li>Organisers have chosen venue (Jockey Club) highly experienced in hosting large scale events.</li> <li>Organisers to assign members of staff to key areas with the responsibility to look after their area. All in radio contact.</li> </ul>			
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	3	12	<ul style="list-style-type: none"> <li>Fire exits to be kept clear of obstructions.</li> <li>Fire extinguishers to be available in the venue where required and on recommendations of the venue.</li> <li>All to ensure all waste is collected and stored correctly. Student Ambassadors assigned to regular monitor exhibition hall and collect waste.</li> <li>Exhibitors to ensure all waste and flammable waste material is removed from stand area. A dedicated skip will be provided for the event, adjacent to the main exhibitor hall.</li> <li>Exhibitors staff and visitors will use designated smoking areas.</li> </ul>	4	2	8
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<ul style="list-style-type: none"> <li>Venue to ensure fire prevention detection and alarm systems are adequate for the venue and have been checked and maintained in efficient working order.</li> <li>Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>Floor plan submitted to venue in advance of the event for approval.</li> <li>Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors (Venue briefing with the clear instructions attached to this risk assessment) <ul style="list-style-type: none"> <li><b>The below will be shared will all exhibitors/visitors and staff ahead of the event:</b></li> <li>There are no scheduled fire alarm tests for today</li> <li>In the event of discovering a fire please break glass in your nearest fire alarm call point</li> <li>The fire alarm is a continuous siren combined with ceiling-mounted flashing beacons in certain areas</li> </ul> </li> </ul>	3	2	6

					<ul style="list-style-type: none"> <li>○ Upon hearing the fire alarm please vacate the building by the nearest available exit (as indicated by the green running man signs) and proceed immediately to the Assembly Point in the Conference Centre Car Park situated back through the courtyard</li> <li>○ All lifts will go to and stay on the ground floor with the doors open once the fire alarm has been sounded</li> <li>○ Disabled delegates are advised to wait in the Refuge holding areas on each level in the nearest fire exit stair case (located at each end of the building on every floor)</li> <li>○ The only balcony that serves as a fire escape is that on level 1 of the Grandstand</li> <li>○ Do not re-enter the buildings until advised to do so by the Racecourse Duty Manager</li> <li>○ <u>Under NO circumstances should fire exits be blocked or propped open</u></li> <li>● Exhibitors are asked to ensure they are aware of the nearest emergency exit and keep all exits and aisles clear of obstructions at all times.</li> <li>● Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. Venue emergency procedures have been included in the exhibitor and visitor manual.</li> <li>● Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space.</li> <li>● Organisers to ensure PA system can be heard clearly in all public areas, where possible.</li> <li>● If any evacuation announcements cannot be heard over the atmospheric noise, then venue staff are to go into the halls to evacuate people.</li> </ul>			
Slips / trips and falls	Exhibitors, contractors, visitors,	3	3	9	<ul style="list-style-type: none"> <li>● Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space.</li> </ul>	3	2	6



	venue staff, organiser staff, student helpers				<ul style="list-style-type: none"> <li>• UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>• Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Organisers to assign a Lead staff to every exhibition hall to regular watch out for any hazards.</li> <li>• Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the Student Ambassadors/ event staff.</li> <li>• Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers.</li> <li>• Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> <li>• Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li> <li>• Organisers and exhibitors to ensure all other waste is stored and removed safely.</li> <li>• Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has announced that breakdown may begin.</li> </ul>			
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> <li>• All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary.</li> <li>• Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>• Suitable personal protective equipment (PPE) clothing and footwear to be worn where relevant.</li> </ul>	3	2	6
Stands falling over	Public and exhibitors	2	3	6	<ul style="list-style-type: none"> <li>• All exhibitors to ensure their stands are safe and secure and report any problems to the organiser.</li> <li>• Any exhibitors with complex stands to submit their own risk assessment to UCAS Events.</li> <li>• Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> </ul>	2	2	4

Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> <li>Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>Maximum height build of 4m.</li> </ul>	3	2	6
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	3	3	9	<ul style="list-style-type: none"> <li>Only the appointed qualified contractor supplied by venue to use lifting equipment.</li> <li>Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on.</li> <li>Appropriate signage and warning lights used, where necessary.</li> </ul>	3	2	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	2	3	6	<ul style="list-style-type: none"> <li>All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>Reputable and known concessions units only.</li> <li>Hygiene regulations to be followed rigidly.</li> <li>Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.</li> </ul>	2	1	2
Variety of contractors and exhibitors on-site	Contractors and exhibitors	3	2	6	<ul style="list-style-type: none"> <li>Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate.</li> <li>Only experienced, reliable and approved contractors used.</li> <li>Organiser to be informed of any particular hazards arising prior to, and during the exhibition.</li> <li>Basic checks made on contractor and exhibitor risk assessments.</li> <li>Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.</li> <li>Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so.</li> <li>Estimated staffing number of contractors is two.</li> <li>All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands.</li> </ul>	3	1	3

					<ul style="list-style-type: none"> <li>Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number.</li> <li>No helium balloons allowed in the venue.</li> </ul>			
Electricity: connections, and power to stands etc.	Exhibitors	3	3	9	<ul style="list-style-type: none"> <li>Exhibitors to only use electrical supplies/sockets supplied by the venue.</li> <li>Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised.</li> <li>Exhibitors to ensure equipment is used safely and for the purpose for which it was designed.</li> <li>Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser.</li> <li>All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.</li> <li>Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.</li> <li>Only experienced, reliable and approved contractors used.</li> <li>All orders for electricity must be placed before the deadline, where applicable.</li> </ul>	3	2	6
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> <li>At least 1-hour set-up period for exhibitors on the event day (between 8am – 9.15am), and half day access for contractors on the set-up day the day before.</li> <li>Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown.</li> <li>No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser.</li> <li>All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.</li> <li>Lanyards to be worn by exhibitors to allow them access before the event opens to the public on the event day. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary.</li> </ul>	3	1	3

					<ul style="list-style-type: none"> <li>Organisers to control access into areas where major lifting and construction is taking place.</li> <li>Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.</li> </ul>			
Car parking during exhibition	Visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> <li>Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance.</li> <li>Traffic marshals used to control flow of traffic on-site</li> <li>Venue contact details and directions to the venue to be made available in advance.</li> <li>Traffic marshals in place in car park / unloading areas.</li> <li>Care to be taken when driving to and from the venue.</li> <li>Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'.</li> </ul>	2	1	2
Manual handling	Exhibitors and student helpers	3	3	9	<ul style="list-style-type: none"> <li>Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>All to wear appropriate footwear.</li> <li>Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</li> </ul>	3	2	6
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<ul style="list-style-type: none"> <li>Visitors to access venue through the Premier Enclosure Entrance during the event.</li> <li>All relevant information will be put in the exhibition guide – including first aid, catering, etc.</li> <li>Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshments areas.</li> <li>All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>Organisers and stewards to monitor disabled guests for ease of movement around the venue.</li> <li>Organisers to ensure there is disabled access/egress to the venue.</li> <li>All height limits will be strictly enforced to enable clear view of signs and banners.</li> </ul>	3	1	3

					<ul style="list-style-type: none"> <li>Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors, and to provide directions where required.</li> <li>No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.</li> <li>Car parking marshals in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>			
Seminar rooms	Visitors and speakers	1	1	1	<ul style="list-style-type: none"> <li>Maximum distance to any emergency exits in the seminar rooms must not exceed 12 metres.</li> <li>All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>All cables must be securely fastened away to avoid trip hazards. A member of IT staff will be assigned to the talks.</li> <li>Loud speaker stands must not protrude into gangways.</li> <li>Noise levels must be kept at a reasonable level.</li> <li>Organisers to assign a Talks Manager and student ambassadors to assist with crowd flow and directions.</li> </ul>	1	1	1
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	1	1	<ul style="list-style-type: none"> <li>No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event.</li> <li>Venue will be responsible for relevant checks, if necessary.</li> <li>If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified.</li> <li>Any offenders will be asked to leave the event.</li> </ul>	1	1	1
Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	3	9	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> <li>a) PPE training on all types of PPE, and on skin care: <ul style="list-style-type: none"> <li>o risk assessment requirements briefed to staff</li> <li>o PPE as identified in risk assessment</li> </ul> </li> <li>b) Manual handling training provided: <ul style="list-style-type: none"> <li>o mechanical handling equipment training provided where required</li> <li>o risk assessment requirements briefed to staff</li> <li>o staff competence and supervision</li> </ul> </li> <li>c) Work equipment and electricity:</li> </ul>	3	2	6

<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 emergency procedures</p>					<ul style="list-style-type: none"> <li>○ staff work equipment training where relevant</li> <li>○ pre-shift and statutory checks in place, and checked for implementation if relevant</li> </ul> <p>d) Chemicals - COSHH risk assessment requirements briefed to staff.</p> <ul style="list-style-type: none"> <li>○ MSDS and product guidance available where relevant</li> <li>○ staff competence &amp; supervision.</li> <li>○ waste storage, collection and disposal system in place where relevant</li> </ul> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff</p> <ul style="list-style-type: none"> <li>○ cables and tripping hazards controlled.</li> <li>○ staff competence and supervision.</li> </ul> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health &amp; safety and emergency procedures.</p> <p>h) Audible and visible alarms and warnings suitable for danger and regularly tested.</p>			
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>• A member of the venue event staff or St John's to be contacted if in need of first aid. A member of event staff to be positioned in the venue at all times.</li> <li>• Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide.</li> <li>• Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained.</li> <li>• If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS.</li> <li>• Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff,	<b>4</b>	<b>4</b>	<b>16</b>	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.	<b>4</b>	<b>3</b>	<b>12</b>

	Organiser Staff, Student Helpers (Approx. 3000+)				<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"> <li>• Staff, Student helpers and exhibitors to be provided with a copy of the venue's emergency procedures/Evacuation procedures (see attached)</li> <li>• UCAS event organiser to alert UCAS incident management team</li> <li>• Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security.</li> </ul>			
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**KEY TO RISKS: Likelihood x Impact = Initial Risk; and Risk Control Measures = Residual Risk**

**Likelihood**

**Impact**

Level	Descriptor	Guidance	Level	Descriptor	Guidance
1	Remote	Less than 10% chance	1	Minor	Minor injury or medical issue; little threat to safety; personal inconvenience.
2	Possible	10-50% chance	2	Moderate	Injury or medical issue requiring local support; feeling unsafe; personally disruptive.
3	Likely	Greater than 50% chance	3	Significant	Injury requiring hospitalisation; loss/theft of possessions; safety threatened.
4	Almost certain	Greater than 90% chance	4	Severe	Trauma, life-threatening injury or loss of life.