

A photograph of a UCAS exhibition. In the foreground, a young man in a black hoodie with three white stripes on the sleeve is looking at a brochure. Next to him, a young woman wearing a black hijab and a teal UCAS staff shirt is also looking at a brochure. She has a red lanyard with a badge that says 'Exhibitor' around her neck. In the background, other students and staff are visible, along with a large blue wall featuring a world map.

UCAS higher education exhibitions

Visitor information pack

Address Edge Hill University
St Helens Road
Ormskirk
L39 4QP

Date Thursday 27 June 2019

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Accidents and near misses

Should a visitor have an accident or near miss, they are required to inform event staff, who will take appropriate and immediate action for first aid assessment.

All accidents and near misses, however minor, must be recorded on the 'Accident Reporting Form' at the earliest opportunity following the incident on the day. UCAS/Edge Hill University staff will assist in the provision of the relevant forms. Please ask any member of staff, who can be easily identified by their red UCAS-branded t-shirts or visit the General Information desk beside the entrance for a form.

Arrivals

On arrival, you will be greeted by event staff and given a short welcome brief. You will then be escorted to the registration area where your ticket will be scanned.

To avoid queues, please make sure you have your barcode ticket ready for scanning on entry to the main exhibition hall. There will be an area for on-site registration, if required.

Your exhibition ticket is personal to you, and should not be passed on to other group members, as this could compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors' stands. Anyone found to be in breach of this will be asked to leave the event, and register again to gain readmittance.

C

Car and coach parking

All visitor parking is free of charge. The Traffic Management Team will be available to direct vehicles into the car park. Please use the 'Student and Staff entrance' as identified on the campus map (see exhibition guide or [download here](#)).

Cash machines

There are three cash points available to use on-site.

Catering

Refreshments for visitors are available to purchase near the main exhibition hall. Outlets serving drinks, snacks, and hot food are accessible, including a barbeque.

D

Directions

If you are travelling to the university by coach, minibus, or car, take the M58 and exit at Junction 3 (Southport and Ormskirk) onto St Helens Road (A570), to the 'Student and Staff entrance' identified on the campus map (see the exhibition guide or [download the map here](#)).

For the purposes of route planners and sat navs, the postcode of the university is L39 4QP, but please arrive at St Helens Road – access is not available from the rear entrance on Ruff Lane. AA signs will be in place to direct you to the correct entrance – please follow the signs for 'Student coaches' to Entrance 2. Coaches will be able to park on campus.

E

Emergency procedures

No fire alarms are planned during the exhibition. If a fire alarm does sound, you will be guided by event staff to the fire assembly point.

The fire evacuation procedure can be found at the back of this document.

Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be easily identified by their red UCAS-branded t-shirts.

F

First aid

Trained on-site first aiders will be present at the event, please speak to a member of event staff and they will contact them.

Any other problems

If help is needed, please contact event staff or a student ambassador. Alternatively, please go to the General Information desk located beside the entrance to speak to the organiser, or ask anyone in a red UCAS t-shirt.

I

Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

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

Internet

WiFi is available for visitors via the Cloud. Students are welcome to sign up for this service, once they have read the terms and conditions provided.

If you are a teacher or adviser accompanying a school group, there will be WiFi available in the designated teachers' lounge.

L

Lost property

For all lost property, please go to the General Information desk where they will be able to help.

O

Organisers

Please go to the General Information desk beside the entrance to speak to the organiser, or ask anyone in a red UCAS t-shirt for help.

P

Parking

All visitor parking is free of charge. The Traffic Management Team will be available to direct vehicles into the car park.

R

Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this can be found at the back of this pack.

S

Security

Edge Hill University Campus Support Team are available 24/7 to ensure the safety and well-being of all of students, staff, visitors, and partners during event.

Seminars

Seminars will take place in the Business School, which is clearly marked in the exhibition guide – staff will be on-hand to provide directions.

Each seminar will last for 20 minutes, with five minutes for questions and answers.

Smoking

Smoking and the use of e-cigarettes are not allowed in any building at Edge Hill University. There are designated areas outside of the building where smoking is permitted. Please ask a member of staff if you require assistance.



Aon UK Ltd
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03 August 2018

FAO Susan O'Neill
Edge Hill University
St Helens Road
Ormskirk, Lancashire
L39 4QP

Dear Sue,

Client Information Letter

We, Aon UK Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that the contract(s) of insurance described on the attached pages (the '**Insurances**') are in force at the date of this letter.

All of the Insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised on the attachment. Please refer to the actual policies if full terms and conditions are required.

We accept no obligation to inform any other person or entity should any of the Insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Yours sincerely,

Simon Hughes
For and on behalf of Aon UK Limited



The Insurances

Details	Employers' Liability
Insurer	Allianz Insurance Plc
Policy Number	SZ/21706648
Policy Period	01/08/2018 – 31/07/2019
Limit of Indemnity	£25m any one claim or series of claims arising out of one occurrence

Details	Public Liability
Insurer	Allianz Insurance Plc
Policy Number	SZ/21706648
Policy Period	01/08/2018 – 31/07/2019
Limit of Indemnity	£15m any one occurrence

Details	Excess Public Liability
Insurer	AIG Europe Ltd
Policy Number	24633172
Policy Period	01/08/2018 – 31/07/2019
Limit of Indemnity	£25m in excess of £15m primary policy

Details	Professional Liability
Insurer	Markel
Policy Number	SC1919X170VR
Policy Period	01/08/2018 – 31/07/2019
Limit of Indemnity	£5m any occurrence

Edge Hill University

Institutional

Fire Safety Policy and Procedure

2017-2018

Document Control

Version	Date	Change Author	Summary of Changes
HSEC012-001 v3	July 2016	FM – Property Services	Minor Revisions
2017-2018	February 2018	FM – Property Services	Major Revisions – legislation updated, responsibilities expanded and all information checked and correct. New template created and fully formatted.

Change Revisions

Revisions to documents are made at the draft stage, regular reviews and changes to law requirements.

Revisions	
Minor Revisions	Are small changes made such as grammar, spelling or change of individual or a team name etc. These changes do not require re-approval.
Major Revisions	Are large changes made such as a revamp, changes in law or an additional flow chart etc. These changes do require re-approval.
No Revisions	A document may be reviewed – at least annually and no changes required – you will need to amend the review date.

As part of the document control and reviewing strategy please complete detail of changes with specific points in the Summary of Changes section. Please include the wording:

MAJOR REVISIONS, MINOR REVISIONS OR NO REVISIONS.

Title:	Fire Safety Policy and Procedure
Purpose and Scope:	The purpose of this Policy and Procedure is to set out a framework and specific guidelines to enable Edge Hill to be assured that Fire Safety is being managed proactively to agreed standards for the protection of life.
Legislation, Codes and Standards:	Fire Safety Management to be carried out in accordance with BS 9999:2008 Part12 2004 “Fire precautions in the design, construction and use of buildings – Managing Fire Safety”, and The Regulatory Reform (Fire Safety) Order 2005.
Ratified:	Institutional Health, Safety and Environment Committee
Published:	February 2018 – Website and FM Wiki
Revision Date:	Annually
Supersedes:	HSEC 012-001 v3
Originator:	Facilities Management – Property Services
Responsible Person:	Director of Facilities Management
Contact:	FM Helpdesk
Target Audience:	Staff, Students, Visitors and Contractors

Fire Safety Policy

The Fire Safety Policy is intended to provide the framework whereby Facilities Management (FM) ensure that suitable and sufficient management systems and procedures are in place to ensure the protection of life. The principles of effective fire safety management will enable Edge Hill to maintain business continuity.

Managing fire safety is the whole process throughout the life of a building, starting with the initial design, which is intended both to minimise the incidence of fire and to ensure that, when a fire does occur, appropriate fire safety systems are in place and are fully functional.

FM will proactively manage fire safety, by:

- Ensuring suitable and sufficient fire risk assessments are undertaken for the whole estate, taking remedial action where necessary and recording all findings;
- Working proactively to prevent fires in the first instance;
- Being aware of the numbers and diversity of building users, including any special risks or needs of those who require a Personal Emergency Evacuation Plan; (PEEP)
- Ensuring that all of the fire safety measures in the building are kept in working order, and in particular the means of escape are always available;
- Training staff and organising the evacuation plan to ensure the safe exit of all building users when an incident occurs or a drill takes place;
- Taking ownership of the situation during a drill or in the event of a fire until the fire service arrives;
- Ensuring all legal requirements are met.

This Policy will be formally reviewed by FM annually as a minimum or whenever there are changes to the layout, occupation levels or function of the space that could impact on the Policy and Procedure, and will be ratified by the Institutional Health, Safety and Environment Committee to ensure its relevance and appropriateness with regards to the risk posed.

Fire Risk Assessment (FRA) and Statutory Compliance Register

FM is responsible for ensuring FRA's and FRA reviews are undertaken, at appropriate intervals. Fire risk assessments provide the foundation for subsequent effective fire safety management within a building.

FM will ensure FRA's are undertaken as follows:

Property Type	New FRA	FRA Review
Residential	Every 3 years	Annually
Non-residential	Every 5 years	Annually

All FRA's will be reviewed annually or whenever there are any significant changes, which could affect the fire risk, including changes to the building, staff, occupancy, or use.

A register has been set up to monitor the progress of any outstanding actions and to ensure that each FRA is reviewed accordingly. Copies of the Statutory Compliance Register are available from the FM Buildings and Maintenance Manager. This will ensure remedial works are identified, prioritised, completed and recorded.

Planned Fire Evacuation Schedule

Building / Accommodation Type	Frequency of Drills
Residential	1 per Term
Non-residential (non-Teaching) e.g. Durning Centre, SIC	1 per Year
Non-residential (Teaching)	1 per Year

All scheduled evacuations will be carried out during the academic year, whereby any building which fails to evacuate within a reasonable timescale (three minutes) is subject to a repeat exercise within 14 days.

Fire Wardens

Each team must provide a minimum of 1 trained 'Fire Warden' and 1 trained 'Fire Warden Deputy'. Where teams are larger than 50 members of staff, there must be 1 trained 'Fire Warden' and 1 trained 'Fire Warden Deputy' for every 50 members of staff or part thereof.

If there are small multiple teams within a building or floor, a co-ordinated approach must be agreed and adopted by those teams. This is to ensure there is a provision of the required number of Fire wardens and Deputies for the number of staff within that building or floor. Facilities Management will assist with the co-ordination of this if required.

Fire Safety Procedure

The following sections of this Fire Safety Procedure detail Edge Hill's approach to fire safety and identifies those individuals and areas with specific responsibilities.

Roles and Responsibilities

Person or Department	Responsibilities
Director of Facilities Management	<ul style="list-style-type: none">• Fulfilling the role and duties of the 'Responsible Person', with specific reference to The Regulatory Reform (Fire Safety) Order, including the development, implementation and monitoring of the University's Fire Safety Strategy.• Establishing a management structure which ensures key responsibilities are allocated at the appropriate level.• The Director may delegate, to specific members of staff, duties relating to health, safety and wellbeing, as they consider appropriate to assist them with their duties, some of which are identified below.
Deputy Director of Facilities Management	<ul style="list-style-type: none">• Responsible for effectively supporting the Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Procedure, so far as is reasonably practicable.• Ensure robust systems are in place and responsibilities discharged, with specific reference to The Regulatory Reform (Fire Safety) Order, including the development, implementation and monitoring of the University's Fire Safety Strategy.• Ensuring the FM Service Area Managers have in place systems for monitoring; legal compliance, and ensuring issues or risks are dealt with at an appropriate level.• Notify the Director of Facilities Management of any breach of statutory requirements, which cannot be dealt with effectively.
Property Services Head of Estate Management	<ul style="list-style-type: none">• Responsible for effectively supporting the Deputy Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Procedure, so far as is reasonably practicable.• Ensure robust systems are in place and responsibilities discharged, with specific reference to The Regulatory Reform (Fire Safety) Order, including the development, implementation and monitoring of the University's Fire Safety Strategy.

	<ul style="list-style-type: none"> • Ensure the Buildings and Maintenance Manager and Property Services Supervisors have in place systems for monitoring; legal compliance, and ensuring issues or risks are dealt with at an appropriate level. • Produce, develop and maintain the Fire Evacuation Plans. Include details of fire detection and firefighting systems, means of escape, special evacuation needs, assembly points and nominated personnel within each area. • Notify the Deputy Director of Facilities Management of any breach of statutory requirements which cannot be dealt with effectively. • Ensure all building plans and fire risk assessments (FRA's) are developed and remedials acted upon.
Property Services Buildings and Maintenance Manager	<ul style="list-style-type: none"> • Manage the maintenance and inspection of fire alarms, automatic detection, emergency lighting and firefighting equipment and call point checks. • Manage means of escape, signage, evacuation chairs, fire doors and fire extinguishers. • Develop the building plans, Fire Risk Assessments (FRA'S) and monitor. • Ensure any remedials identified are acted upon with records maintained and updated. • Appoint competent contractors. • Notify the Head of Estate Manager of any breach of statutory requirements, which cannot be dealt with effectively.
Property Services Project Manager	<ul style="list-style-type: none"> • Appoint competent Contractors. • Ensure all minor works projects are compliant with The Regulatory Reform (Fire Safety) Order. • Where appropriate fire risk assessments are considered, amended appropriately and updated. • Ensure any alterations to the FRA are communicated to all FM Managers. • Notify the Head of Estate Manager of any breach of statutory requirements, which cannot be dealt with effectively.
Property Services Supervisors	<ul style="list-style-type: none"> • Ensure staff and contractors are competent. • Ensure contractors are provided with information and instruction. • Check Contractors RAMS (Risk Assessment and Method Statement) to ensure they are suitable and sufficient. • Monitor contractors' performance and provide feedback. • Ensure all remedial works identified are acted upon and recorded via the FM Helpdesk.




	<ul style="list-style-type: none"> • Notify the Buildings and Maintenance Manager of any areas of non-compliance. • Pro-actively review areas for fault, defect and non-compliance.
Campus Support Manager	<ul style="list-style-type: none"> • Appointed as the University Fire Safety Officer, and responsible for the development of the University's Fire Safety Strategy and its associated provisions. • Monitor fire alarm activations and report findings. • Manage building evacuations, including scheduled fire drills, training and escape route visual inspections. • Assist in review and monitoring of the fire risk assessments (FRA's). • General housekeeping and building management. • Notify the Deputy Director of Facilities Management of any breach of statutory requirements, which cannot be dealt with effectively. • Manage and co-ordinate the Fire Evacuation Plans.
Campus Support Team	<ul style="list-style-type: none"> • Carry out evacuations tests. • Record activations and tests data. • General housekeeping and building management. • Notify the Campus Support Manager of any breach of statutory requirements, which cannot be dealt with effectively.
Contractors	<ul style="list-style-type: none"> • Adhere to the Fire Safety Policy and Procedure and ensure all equipment used on site is safe, tested and used correctly. • Be aware of the University's Fire and Emergency Management Plan and Procedures. • Read and understand the Guidance for the Selection Engagement and Management of Contractors notes. • Must ensure that they and their employees are fully aware of the Fire Safety Policy. • Notify the Head of Estate Management and Buildings and Maintenance Manager of any areas of non compliance.
FM Service Area Managers and FM Managers	<ul style="list-style-type: none"> • Responsible for implementing and managing the provisions of this Policy and Procedure within their areas of responsibility and working with their peer Service Area Managers to ensure effective fire safety management practices are consistently applied across all aspects of the Facilities Management service.

Faculty and Departmental Director and Deans	<ul style="list-style-type: none"> • Provide adequate and appropriate information, instruction, training and supervision, as may be necessary, to ensure the safety and wellbeing of those under their control. • Prepare an Emergency Management Plan covering risks such as fire, flood etc. which both compliments and is consistent with the University's Emergency Management Plan, ensuring the provision of regular briefings to staff, students and visitors on these procedures. • Ensure each building has the required number of trained Fire Wardens and Deputies, to ensure effective communication and positive engagement with fire safety. • Effectively manage general housekeeping and building management in relation to fire safety.
Fire Warden	<ul style="list-style-type: none"> • Each building should have a trained Fire Warden and a Deputy to ensure effective communication and positive engagement with fire safety. • The role of Fire Warden the is crucial in the event of a fire situation or an emergency. The responsibilities are far reaching and include proactive involvement in evacuation drills, housekeeping and reactive response to emergency situations. • To complete Fire Awareness training. • To be diligent around fire safety and housekeeping in and around the workplace, reporting hazards when encountered, and following up as required. • To ensure where possible, evacuation by staff from their designated area or floor in the event of a fire drill or evacuation. • Carry out a sweep all offices, open plan areas meeting rooms and toilets to ensure all parts of their allocated areas have been vacated. • To report to the Campus Support Team whether their designated area is clear or if anyone remains in the building.
University Line Managers	<ul style="list-style-type: none"> • Every Line Manager is responsible for ensuring fire safety information is provided to their staff members and should ensure that they conduct staff inductions and verbal briefings on fire safety at regular intervals. • Line Managers have primary responsibility for ensuring any of those staff members or visitors requiring assistance to access, move round or evacuate from an area or building, are provided with a PEEP (Personal Emergency Evacuation Plan) and put suitable support and provisions in

	<p>place to assist in the effective evacuation of their staff.</p> <ul style="list-style-type: none"> • Effectively manage general housekeeping and building management in relation to fire safety. • Ensure any visitors to the department or faculty are aware of the fire evacuation procedures. • Should ensure call staff complete fire awareness training.
Student Services – Inclusion Team	<ul style="list-style-type: none"> • The Inclusion Team will identify those students who may require assistance to evacuate an area or building and develop record, and implement an appropriate Personal Emergency Evacuation Plan (PEEP) through discussions and agreement with the individual. • Ensure that the PEEP is sent to the FM Campus Support Manager.
All Staff, Students and Visitors	<ul style="list-style-type: none"> • In the same way that successful Health and Safety relies on a responsible approach from everybody within an organisation, so does effective fire safety management. • Every student, visitor and member of staff at Edge Hill has an obligation to act in a responsible manner and adopt a positive safety culture, which includes proactively co-operating with FM.

Edge Hill University

Document Title	Fire Safety Policy and Procedure
Document Owner	Facilities Management – Property Services
Approved By	Institutional Health, Safety Environment Committee
Date of Publication	February 2018
Date for Review	February 2019

ASSESSOR (LINE MANAGER) NAME: Ruth Slater SIGNATURE:  DATE: 22/05/2019	UCAS RISK ASSESSMENT 2019 Lancashire UCAS Higher Education Exhibition Edge Hill University Inclusive dates of site attendance: 26 th and 27 th June 2019	ORIGINATOR & MONITORED BY THE  Kristi Flower UCAS Event organiser
NAME OF STAFF: Rachel Collinson SIGNATURE:  DATE: 22/05/2019		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk

Over-crowding of event hall / stand	Public and exhibitors	4	3	12	<ul style="list-style-type: none"> ▪ The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding. ▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. ▪ Organisers to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. ▪ Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. ▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ Organisers to monitor the exhibition area. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. ▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows. 	3	2	6
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	16	<ul style="list-style-type: none"> • Fire exits to be kept clear of obstructions. • Fire extinguishers to be available in the venue. • Ensure all waste is collected and stored correctly. • Exhibitors to ensure all waste and flammable waste material is removed from stand area. • Exhibitors will use designated smoking areas. 	4	3	12

Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<ul style="list-style-type: none"> ▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. ▪ Organisers and venue to ensure the current number of exits from the venue are adequate. ▪ Floor plan submitted to venue in advance of the event for approval. ▪ Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors. ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. ▪ Ensure all gangways and emergency exits are kept clear. ▪ All emergency exits maintained and kept clear for the duration of the event. ▪ Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. ▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible. <p>If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</p>	3	3	9
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Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	3	12	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. 	3	3	9
Working at height	Exhibitors, contractors, venue and UCAS staff	3	4	12	<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. 	3	3	9
Stands falling over	Public and exhibitors	2	4	8	<ul style="list-style-type: none"> All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. <p>Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</p>	2	3	6
Special structure: platforms/marquees etc.	Exhibitors and venue staff	3	4	12	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 4m. 	3	3	9

Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	3	4	12	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary. 	3	3	9
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	2	4	8	<ul style="list-style-type: none"> All catering facilities and staffing provided by venue, and therefore at the control of venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately. 	2	3	6
Variety of contractors and exhibitors on-site	Contractors and exhibitors	3	3	9	<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 by the organiser. 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. No helium balloons allowed in the venue. 	3	2	6

Electricity: connections, and power to stands etc.	Exhibitors	3	4	12	<ul style="list-style-type: none"> ▪ Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. ▪ The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. ▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. ▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. ▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. ▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. ▪ Only experienced, reliable and approved contractors used. ▪ All orders for electricity must be placed before the deadline, where applicable. 	3	3	6
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Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	4	12	<ul style="list-style-type: none"> At least two hours set-up period for exhibitors with access from 4:00pm, and access for contractors from 2:00pm. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. 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. 	3	3	9
Car parking during exhibition	Visitors and exhibitors	2	3	6	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic marshals used to control flow of traffic on-site Venue contact details to be made available in advance, along with parking permits, if applicable. Traffic marshals in place in car park / unloading areas. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'. 	2	2	4
Manual handling	Exhibitors and student helpers	4	3	12	<ul style="list-style-type: none"> Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and student helper packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. 	3	3	9

Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	3	12	<ul style="list-style-type: none"> Visitors to access venue through front main entrance at the side of the building during event. All relevant information will be put in the exhibition guide – including first aid, catering, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshments areas. All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. Organisers and stewards to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. Security marshals in place to monitor flows of traffic and pedestrians in the venue. 	3	3	9
Seminar rooms	Visitors and speakers	1	2	2	<ul style="list-style-type: none"> Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres. All emergency exits are to have illuminated emergency exit signs above the door. All cables must be securely fastened away to avoid trip hazards. Loud speaker stands must not protrude into gangways. Noise levels must be kept at a reasonable level. Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc. 	1	1	1

Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	1	2	2	<ul style="list-style-type: none"> No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. Venue will be responsible for relevant checks, if necessary. If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified. Any offenders will be asked to leave the event. 	1	1	1
<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <p>a) PPE</p> <p>b) manual handling</p> <p>c) work equipment and electricity</p> <p>d) chemicals</p> <p>e) slips, trips and falls</p> <p>f) work at height</p> <p>emergency procedures</p>	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision. Work at height: training and competence. Emergency procedures: staff training in health & safety and emergency procedures. Audible and visible alarms and warnings suitable for danger and regularly tested. 	3	3	9

Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	3	4	12	<ul style="list-style-type: none"> A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide. First aid post will not be manned throughout the day, but organiser to ensure qualified persons are contactable if required and UCAS organiser to be first aid trained. If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS. Room temperature to be monitored throughout the event to maintain appropriate levels. 	3	3	9
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	4	4	16	<p>Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. UCAS event organiser to alert UCAS incident management team Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. 	3	4	12

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

Likelihood

Impact

Level	Descriptor	Guidance	Level	Descriptor	Guidance
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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.