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Bedfordshire UCAS exhibition

Thank you for supporting the Bedfordshire UCAS Higher Education exhibition on 20-21 June 2019. Your key contacts on the day are:



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M: 07568 130527



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Our team of event staff are easily identifiable in their red UCAS t-shirts and jackets.

Each stand will have a designated staff member to offer support throughout the exhibition.

Please note that the University of Bedfordshire has multiple campuses - the UCAS exhibition is hosted at the Bedford campus:

University of Bedfordshire, Bedford campus, Polhill Avenue, Bedford, MK41 9EA

UC/\S

JC/\S

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Bedford campus map

Exhibitions and subject talks

- Registration
- **2** Exhibition marquee
- 😰 Teachers & exhibitors lounge
- Sports Hall exhibition
- Yellow subject talks
- Red subject talks
- orange subject talks
- pemonstration Zone
- Campus Centre and refectory
- Gateway main reception
- Teacher Education Centre
- Teacher Education Centre
- Teacher Education Centre
- reaction Education Centre
- Dance studios and sports facilities
- O Library
- Student accommodation
- Student accommodation



UCAS UCAS

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UCAS exhibition A-Z

Α

Accidents and near misses

In the event of an accident or near miss while on-site, please report to the event organiser as soon as possible on 07568 130 527.

Arrivals

A member of the Events Team will greet your coach and inform your students of the programme for the day. Our event staff will then take your students to the **Welcome Marquee**, where they collect their programmes and their entry tickets will be scanned. Your students will then be able to enter the exhibition halls. If any of your students forget or misplace their tickets, they'll be able to re-register on-site in the Welcome marquee.

Your exhibition ticket is personal to you and should not be passed on to other group members, as this would 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 will have to register again to be re-admitted.

Unfortunately, we have no coach parking on campus – please advise your coach driver that they will be asked to park off-site.

C

Car parking

Free car parking is available for visitors on campus, but it will be limited.

Cash machines

Credit and debit cards are only accepted in the Gateway Cafe and the Global Cafe.

The University has a free cash machine, which is located in the Campus Centre building.

Catering

All catering outlets on campus will be open during the event, but are expected to be busy.

Teachers and exhibitors

Complementary tea/coffee will be available for teachers and exhibitors throughout the exhibition in the teachers and exhibitors' lounge, which is located at the rear of the main marquee, next to the Sports Hall. There will also be a shop and lounge area to buy light refreshments and take your break.

In addition, the following catering outlets will also be open:

Global Cafe: Located next to the main campus theatre in D block, will be serving:

- sandwiches
- hot and cold beverages
- assorted 6" deep-pan pizzas
- burgers and chips

Gateway cafe: Located in the main Gateway building, will be serving:

- hot and cold beverages
- sandwiches, paninis and toasties

Catering marquee: Located next to the demonstration zone, there will be three temporary catering outlets serving:

- Outlet 1: hound dog (hot dog)
- Outlet 2: mac shack
- Outlet 3: platini's asian street food

In addition, there are smoothie outlets around campus. Students can also purchase ice creams, crisps, drinks, boxed salads, and fresh fruit from all outlets.

Coaches

To ensure a smooth and steady flow of coach traffic, in and around the University of Bedfordshire, we have produced an important set of guidelines for teachers and coach drivers. Please make sure these guidelines are read by your school representative, and your coach company. There is **no coach parking on site**, and you will need to make prior arrangements with your coach company to park for the duration of the event.

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Please follow directions to the University of Bedfordshire (postcode MK41 9EA). On arrival, there will be signs and event staff directing coaches to a designated drop-off point. Please make sure you arrive at your pre-arranged arrival time, as we have approximately 10,000 visitors arriving by coach over the duration of the event. If your coach is significantly early, you will be asked to keep your students on the coach until your allocated arrival time – please ensure your coach driver is aware of this.

On arrival at the university campus, each coach will receive a short briefing from a member of the event staff, before the students disembark. At this time, we will need to collect the following pieces of information from a member of school staff on each coach, so they will need following information to hand:

- School/college name.
- Contact name of staff member on-site.
- Expected departure time.
- Coach company name.

D

Directions

By road

From the north, leave the M1 at junction 14. Take the A422, following signs for Bedford. From the south, leave the M1 at junction 13, then follow the A421 to Bedford. From the A1, south of St Neots, take the A428 to Bedford, the Bedford campus is next to the A428, on the eastern side of Bedford.

For more detailed directions, please visit: www.unibeds.info/Bedford-directions

By rail

There are frequent trains, operated by Thameslink and Great Northern, from London St Pancras International station – journey time is about 50 minutes. East Midlands Trains run from London St Pancras station – journey time is about 40 minutes.

There are also direct trains from Leicester, Derby, Nottingham, and Sheffield. Services to the West Midlands, Lancashire, and Scotland are via Milton Keynes.

E

Emergency procedures

The exhibition is supported by a designated Health and Safety Team who have a remit to ensure the safety and welfare of our visitors.

Event staff

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

F

First aid

First aid facilities are available at the event, with a designated team of first aiders on hand throughout the exhibition. Should medical assistance be required, please request this from a member of staff.

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 visitors' 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 can be accessed on campus through Eduroam (if you work for a university or college that also supports this scheme). Guest Wi-Fi is also aviilable but not accessable from all loctions. Please note WiFi access is not guaranteed.

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Lost property

Please note that any goods, materials, deliveries, or miscellaneous items left on-site at the end of the exhibition will be treated as abandoned and disposed of accordingly.

Please do not leave any items unattended as they will be treated as suspicious and disposed of.



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Organisers

The organisers can be found in the marquee and are contactable via mobile phone.

Ρ

Parking

Please refer to Car parking and Coaches.

R

Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found on page 12.

S

Smoking

Please use the designated smoking area which will be clearly signposted.





TO WHOM IT MAY CONCERN

2rd July 2018

Dear Sir/Madam

THE UNIVERSITY OF BEDFORDSHIRE 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. YD16458QBED118A/D63

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

Limit of Indemnity £25,000,000 any one event unlimited in the aggregate

Includes Indemnity to Principals

Cover provided by QBE Insurance (Europe) Limited and Eucess Insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No. UMD63/02

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

Includes Indemnity to Principals

Limit of Indemnity £20,000,000 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 Cren

Paul Cusition

For U.M. Association Limited

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

U.M. Association Ltd [registered in England & Wales, no. 2731.799] is the Appointed Representative [FLA firm reference no. 4.1286] of Hacilwood Management Services Ltd [registered in England & Wales, no. 9.959343] which is authorised and regulated by the Financial Conduct Authority [FLA firm reference no. 665752]. Hacilwood Management Services Ltd is a wholly owned subsidiary of U.M. Association Ltd. The registered address of both companies is 5 St Helen's Place, London, EC3A 6AB. Hasilwood Management Services Ltd WARP Registration Number: 312749835.



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RISK ASSESSMENT: Bedfordshire UCAS Exhibition 20/21 June 2019

Date of Assessment: 16 January 2019 ------ Date of Review: February 2020

-											
Completed By											
Action by whom and when		SRT	Student Ambassado	rs First Aiders	SRT/Ambas sadors	University Staff	Exhibitors	Chelsea Hire	(providing	all event	equipment)
on of	Risk Rating	9			က						
Further Evaluation of Risk	Seventy	ო			8						
Furthe	Likefi- hood	2			-						
What control measures are in place already or will be put into place?		Where required, manual handling training to be provided.	Use of stewards and appropriate trolley	First Aiders identified and available	All staff and exhibitors will be informed of health	which will also be in the Exhibitor Guide.	Ensure that all electrics	PAT certificates are obtained for hired	equipment.	Suitable cable covers in	place to reduce risk of trip
noi	Risk Rating	9			ω						
Risk Evaluation	Severity	က			4						
Ris	Likeli- hood	2			2						
Who might be harmed and how?		Student Recruitment Team (SRT), Staff and	Student Ambassadors		SRT, Staff, Exhibitors Student	Visitors					
What are the hazards		Injury to back/neck/ shoulders from	carrying heavy loads.	I rip hazards.	Risk of being electrocuted.	Trip hazards over the cables.					
Activity/ Process/ Operation		Exhibition set up/unloading of materials/	take down		Use of Power						

Completed By							
Action by whom and when		SRT/ Ambassado rs	University Staff				SRT/ Ambassado rs
on of	Risk	က					က
Further Evaluation of Risk	Severity	ဇ					က
Further	Likeli- hood	-					-
What control measures are in place already or will be put into place?		Speed limits apply to Campus road so vehicles move slowly	Coaches limited to pre- arranged slots on timetable for the day and schools/colleges advised of these in advance	Ensure that all staff involved in directing coaches wear fluorescent jackets at all times and that this is monitored by H & S staff	Walkie ftalkies are made available to staff to ensure that coaches are directed effectively to minimise risk to disembarking students and teachers	Clear signage for coaches to enter and exit site	Car Park cleared of vehicles in the drop off area prior to the event.
noi	Risk Rating	თ					10
Risk Evaluation	Severity	e e					Ω.
Risk	Likeli- hood	က					2
Who might be harmed and how?		Staff, student ambassadors and visitors to campus					Staff, student ambassadors and visiting students
What are the hazards		Risk of collision with pedestrians and other vehicles					Collision with vehicles arriving onto site
Activity/ Process/ Operation		Coaches arriving and leaving the	site.				Visiting students disembarking coaches

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Completed By									
Action by whom and when		University Staff	Visiting Schools					SRT/ Ambassado rs University Staff	Visiting Schools
on of	Risk							7	
Further Evaluation of Risk	Severity							2	
Further	Likeli- hood							-	
What control measures are in place already or will be put into place?		University staff to ensure that all cars are directed to alternate parking area	for the day	Clear signs to direct coaches to drop off point	UoB staff and student ambassadors in fluorescent jackets directing coaches	Clear instructions sent to schools in advance	Clear signs to direct students to main HE Fair	Ensure that teachers /students are aware that University staff will be scanning registration tickets and handing out materials.	Direct students efficiently and monitor flow to main HE Fair facilities and ensure they move on as requested.
ion	Risk							4	
Risk Evaluation	Severity							2	
Risk	Likeli- hood							2	
Who might be harmed and how?								Staff, student ambassadors and visiting students	
What are the hazards								Possible queues and overcrowding	
Activity/ Process/ Operation	ě j							Registration Process	

Completed By			
Action by whom and when			SRT/ Ambassado IS University Staff Chelsea Hire
on of	Risk		-
Further Evaluation of Risk	Severity		-
Further	Likeli- hood		-
What control measures are in place already or will be put into place?		Schools are briefed about expected behaviour and how to get the most out of the event via pre arrival presentation	All staff and exhibitors will be informed of health & safety procedures which will also be in the Exhibitor Guide. Ensure Health and Safety regulations are met by Marquee Suppliers and assembly team. Exhibitors and Students saked not to prop equipment/bodies against the walls of the Marquee. Student Recruitment team and staff working at the event monitor numbers in the marquee to ensure they do not consure they do not
tion	Risk		ιn
Risk Evaluation	Severity		ιn
Risk	Likeli- hood		-
Who might be harmed and how?			Due to the excessive amounts of students in the marquee at one time, possible collision with walls may cause marquee to collapse. Visiting students, staff and exhibitors may suffer crush injuries with large mumbers entering and exiting the marquee
What are the hazards			Risk of Marquee Collapsing Large numbers of students, staff and exhibitors entering and extring the marquee
Activity/ Process/ Operation			Large capacity Marquee

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Completed By					
Action by whom and when					SRT/ Ambassado rs University Staff Chelsea Hire
ion of	Risk Rating				2
Further Evaluation of Risk	Severity				и
Further	Likeli- hood				-
What control measures are in place already or will be put into place?		exceed the recommended capacity.	Ensure in and out exit system is clearly marked and staff are available to direct students.	PA system to provide clear announcements including evacuation proceedures.	Student Recruitment team and staff working at the event monitor numbers in the sports hall to ensure they do not exceed the recommended capacity. Ensure in and out exit system is clearly marked and staff are available to direct students. One way system to be put in place in and out of exhibition areas PA system to provide clear announcements
noi	Risk Rating				4
Risk Evaluation	Severity				N
Risk	Likeli-				N
Who might be harmed and how?					Visiting students, staff and exhibitors may suffer crush injuries with large numbers entering and exiting the hall
What are the hazards					Large numbers of students, staff and exhibitors entering and extiing the Sports Hall
Activity/ Process/ Operation					Students entering the Sports Hall

Completed By																													
Action by whom and when			SRT		Ambassado	<u>0</u>	University	staff																					
ion of	Risk Rating		က																										
Further Evaluation of Risk	Severity		က																										
Furthe	Likeli- hood		_																										
What control measures are in place already or will be put into place?		including evacuation proceedures.	Staff members to be	present in each of the	seminar blocks to	flow of students.		Staff members to limit	numbers of students that	can access the talks to	agreed room numbers in	order to avoid over	crowding.		Radios/Walkie talkies to	be issues to staff in	seminar blocks.		Student ambassadors on	duty to assist and direct	visiting students.	1	Chair lifts available on	upper levels in case of	emergency and no lift	access. University staff	available who can	operate the chair lift.	Staff members to be
tion	Risk Rating		4																										
Risk Evaluation	Severity		2																										
Risk	Likeli- hood		7																										
Who might be harmed and how?			Staff, visiting	students and	speakers may	injuries		Staff, visiting	students and	speakers risk of	falls and trips on	the stairs																	
What are the hazards			Risk of	overcrowding	associated with	students moving	in and out of	teaching rooms		Risk of falls and	trips on the stairs		Crowding at	entrance to	rooms as	students wait for	one talk to end	and another to	begin		Risks for	wheelchair users	on upper levels in	an emergency	sitaution when	lifts are not	accessible.		
Activity/ Process/ Operation			Subject	seminars in	teaching	200																							

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Completed By														
Action by whom and when			SRT	Catering staff				SRT	Constructio n Workers					
ion of	Risk Rating		3					4						
Further Evaluation of Risk	Severity		2					4						
Further	Likeli- hood		2					_						
What control measures are in place already or will be put into place?		present in each of the seminar blocks to manage evacuation and first aid requirments.	Clear signs	Tables at which to consume food & drink.	Takeaway cup lids provided.	Clear signposting for staff and exhibitors to locate nearest refreshments	Cleaners available to deal with any spillages quickly and efficiently.	Ensure any construction	site workers are aware of large amount of students	being on campus.	Appropriate signage to warn students of the	dangers to be placed	around outside of construction site.	
ion	Risk		9					10						
Risk Evaluation	Severity		2					5						
Rish	Likeli- hood		3					2						
Who might be harmed and how?			Risk of scalding injuries to staff,	visiting students and exhibitors				Staff, visiting	exhibitors could be injured					
What are the hazards			Exhibitors carrying hot tea	and coffee around the	Marquee and Sports Hall			Students and	access to construction site	Use of heavy	vehicles and machinery		lools and equipment left out	as a trip hazard
Activity/ Process/ Operation			Exhibitor and teacher	refreshments				Construction	2					

Completed By				
Action by whom and when		SRT Ambassado rs University staff	Security Staff SRT Sports Beds staff	Health & Safety Safety Team University staff
on of	Risk	2	Ŋ	ω
Further Evaluation of Risk	Severity	4	б	4
Further	Likeli- hood	4	n	2
What control measures are in place already or will be put into place?		Advise attendees to bring suntan lotion, sunhats in hot weather. Provide bottled water for staff and exhibitors. Advise visitors that water outlets are available in all campuses. Advise attendees to take care on slippery surfaces in weather.	All security staff first and trained and additional first aiders identified and contactable by walkie-falkie. First aid kits readily available.	Prior to the event identify BEC's and Fire Wardens for all buildings, and ensure all staff working are briefed in fire evacuation procedures.
ion	Risk	က	ω	10
Risk Evaluation	Severity	ഗ	r)	Ŋ
Rist	Likeli- hood	ഗ	Ŋ	2
Who might be harmed and how?		Staff, visiting students and exhibitors could suffer sunstroke, dehydration, sunburn in hot weather. Staff, visiting students and exhibitors could slip in wet conditions.	Staff, visiting students and exhibitors	Staff, visiting students and exhibitors
What are the hazards		Hot weather – sunstroke, dehydration, sunburn Wet weather – slippery conditions	Illness or injury	Overcrowding Panic Visitors not aware of where they are/unfamiliar
Activity/ Process/ Operation		Weather Conditions	First Aid Needs	Fire Alarm/ Evacuation

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Activity/ Process/ Operation	What are the hazards	Who might be harmed and how?	Risk	Risk Evaluation	ion	What control measures are in place already or will be put into place?	Further	Further Evaluation of Risk	ion of	Action by whom and when	Completed By
1			Likeli- hood	Severity	Risk Rating		Likeli- hood	Severity	Risk		
	with fire					Exit points clearly marked in all locations				SRT	
										BECs/Fire	
						Ensure fire evacuation				Wardens	
						information signs are up				(Building	
						aware of assembly				Evacuation	
						points and refuge areas.				Controller)	
						Include fire evacuation					
						info in exhibitor packs					
Contact with	Upset, aggressive	Staff, Exhibitors,	2	5	5	Refer difficult visitors to	2	4	4	All	
the visitors	or violent	Student Ambaccadore and				senior staff.				attendees	
general		visiting students				Call University security				Security	
bublic		abuse, intimidation				sidil.				sidil.	
		or violence.									

UC∧S

Names of Persons involved in the Activity/Process/Operation

David Seaton- Assistant Director – Recruitment & Admissions

Signatures

Mark.

Low Risk Medium Risk High Risk

						Likelihood		
				Very Unlikely	Unlikely	Гікеіу	Very Likely	Almost Certain
		University of Bedfordshire	of e	Freak Event - no known history	Unlikely sequence of events	Foreseeable under certain circumstances	Easily foreseeable, has the potential to occur	Common Occurrence - aware of incidences
				1	2	3	4	5
	Very Severe	Long term disability / death	2	ιΩ	10	15	50	25
ø	Severe	Lost time accidents and major injuries	4	4	œ	12	16.	20
0 > 0 L - +	Moderate	Heavy bruising, deep flesh would, 3 day lost time accident	ю	8	6	Ō	12	15
>	Minor Injury	Minor cuts, bruises no long term effects	2	2	4	ဖ	8	10
	Negligible	First Aid injury/illness	-	₩	2	ε	4	w

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GUIDELINES FOR COMPLETING AN ASSESSMENT

The Aim of a Risk Assessment is to identify hazards and risks and implement suitable control measures to reduce potential harm in the workplace

DEFINITIONS:

HAZARD — Something with the potential to cause harm.

RISK - The likelihood of harm being realised.

- Identify an activity, process or operation where there is potential for injury or damage.
 Consider whether it is essential for the activity to continue, ie, without the hazard there is no risk.
- Identify the hazards within the activity, ie, using machinery, confined spaces, working at height, electricity, manual handling, knne working, exposure to hazardous substance etc. Use of the HPA form should assist with the identification of hazards for the work or activity that is planned and should be used to carry out a prefirminary assessment.
- Determine the risks involved and what type of incident is anticipated, eg, contact with moving/sharp equipment, asphysiation, falls, electrocurion, back injury, violence/abuse. Consider who and how many people will be affected, eg, employees, students, visitors, contractors.
- Estimate the risk level without the benefit of any control measures.
 Risk Level = likelihood x severity

HGH (12-25) certain or near certain that herm will result in serious injury/damage.

MEDIUM (8-10) harm will probably occur frequently with minor injury/damage.

LOW (1-8) It is unlikely that harm will be caused and the outcome would result in very minor

injury/demage.

High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by for example, Guarding, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Substitution of hazandous substance to substance of lower risk, etc.

Personal Protective Equipment should only be considered, as the last resort, if alternative control measures cannot achieve a lower risk level.

- Re- essess the risk level with existing or new control measures in place.
- Some additional control measures may be required to reduce the risk. Insert who these control measures will be actioned by. For clarity use an asterisk (*) to highlight those that need to be put into place before the activity or event takes place.
- Completed assessments should be shared and discussed with all persons involved in the activity/process/operation and where possible, signed to confirm their understanding and involvement.
- The completed assessments should also be signed by the assessor, Head of Department/Support
 Department or Dean and a member of the health and safety department.
- All assessments should be reviewed, as and when there is any significant change or annually whichever is sooner.
- Generic risk assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider individuals and local environment.
- There may be other risk assessments that need to be undertaken separately,

For example: Manual handing

COSHH (Control of Substances Hazardous to Health)

New & Expedient mothers

Young persons

Stress

And these may need other specific assessment forms to be completed.

Notes		

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Venue:

University of Bedfordshire Bedford campus Polhill Avenue Bedford MK41 9EA

Opening hours:

09:30 - 14:30

Contact details before the exhibition:

T: 01242 544808

E: events@ucas.ac.uk

Contact details during the exhibition:

T: 07900 996736

W: ucas.com/exhibitions

General enquiries:

Event staff wearing red UCAS t-shirts will be available to offer help and advice if you have any queries.

Thank you for registering to attend the UCAS Bedfordshire Higher Education exhibition on 20 — 21 June 2019.