

UCAS higher education exhibitions

Visitor information pack

Address

Moray College UHI
Moray Street
Elgin
IV30 1JJ

Event date

Wednesday 25 September

Contents

A	3
Accidents and near misses	3
Arrivals	3
C	3
Cars	3
Cash machines	3
Catering	3
Coaches	4
D	4
Directions	4
E	4
Emergency procedures	4
Event ambassadors	4
F	4
First aid	4
I	5
Insurance	5
Internet	5
L	5
Lost property	5
O	5
Organisers	5
P	5
Parking	5
R	6
Risk assessment	6
S	6
Security	6
Seminars	6
Smoking	6

A

Accidents and near misses

If you're involved in an accident or near miss, please report the incident to reception, where it will be logged and a first aider called, if required.

Arrivals

On arrival, please enter through the main reception and follow directions to the exhibition area. Event staff will guide you to the exhibition area, if required.

Please bring your printed ticket, or have it available on your smartphone. Your ticket is unique to you, and must not be used by anyone else, as all data collected by exhibitors must comply with data protection regulations.

In the interests of health and safety, it is vital that you keep to your booked time slot.

C

Cars

Car parking at the college is extremely limited. For car parking facilities in Elgin, please visit the [Moray council website](#).

Cash machines

There are no cash machines on campus – the nearest is at the Royal Bank of Scotland, 209 High Street, Elgin, IV30 1DL.

Catering

Food and drink are available to purchase on campus. A selection of sandwiches, snacks, and hot and cold drinks are available from the refectory, which is **cash only**.

Alternatively, visitors can access the Beechtree restaurant, which serves a range of specialty dishes and refreshments. Snacks and drinks can also be purchased from the vending machines around the campus – **cash only**.

Coaches

Coaches should drop-off and collect visitors at the large car park at the back of the college, accessed via Hay Street [opposite the fire station]. This is labelled on the campus map on page 7.

An event representative will greet you at the drop-off point and direct your group safely to the campus. **Please note, there is no available coach parking.**

D

Directions

Public transport

Moray College UHI is located in Elgin city centre, with easy access from Elgin railway station (five-minute walk) and Elgin bus station (ten-minute walk).

By road

There are a variety of routes to access Elgin city centre, where the college is located. The postcode for satnav use is IV30 1JJ.

E

Emergency procedures

In an emergency, please leave through your nearest exit and proceed to the nearest meeting point. Event staff will be available to guide you. Meeting points and exits can be found on the campus map at the back of the manual.

Event staff

For any 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

If first aid is needed, the exhibitor or witness needs to report the incident to reception. A first aider will be called, and the incident logged.

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 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

Visitors can [register for WiFi access through the Cloud](#).

L

Lost property

If property is lost or found, please report this to a member of staff at the general information desk, in the entrance to the exhibition hall.

O

Organisers

On the day of the event, if you wish to contact the event organiser, please visit the general information desk, in the entrance to the exhibition hall.

P

Parking

Please see the 'Cars' and 'Coaches' sections above.

R

Risk assessment

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

S

Security

Any theft or loss of items should be reported to staff at the main reception, in the main entrance beside the exhibition hall.

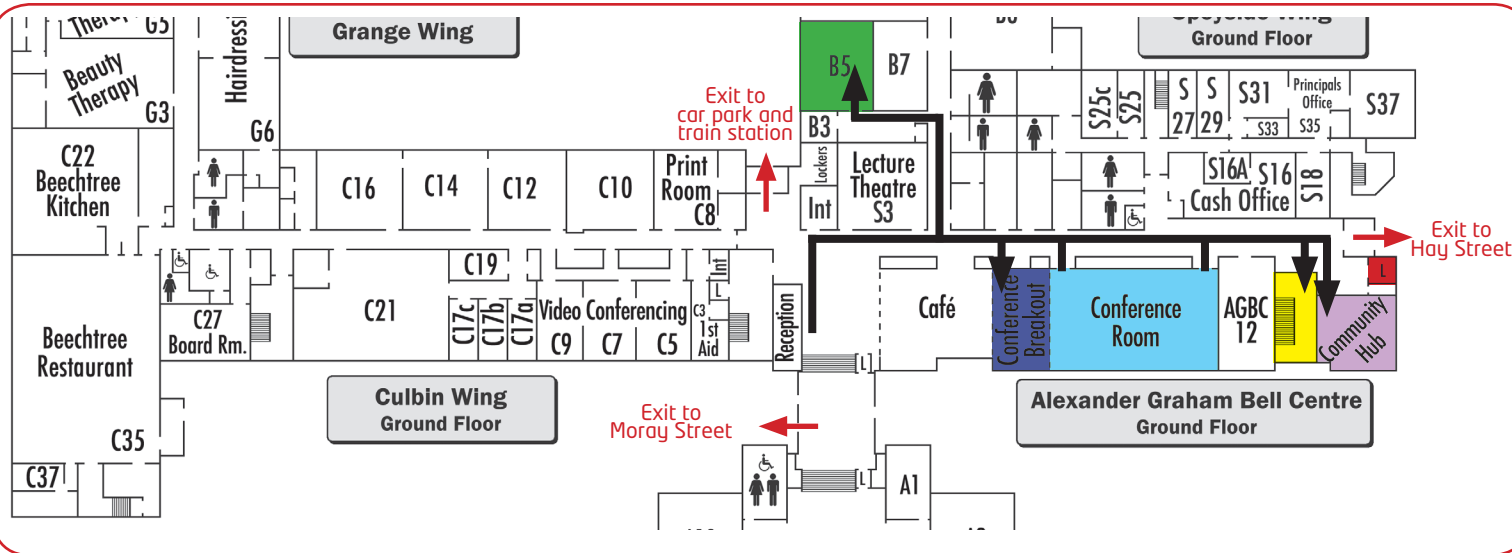
Seminars

Seminars are available to students on a first-come, first-served basis. Tickets are not required. Places in seminars are limited by room capacity, and should last no longer than 20 minutes.

A full seminar programme can found on the [Moray higher education exhibition](#) web page.

Smoking

Moray College UHI operates a strict **no smoking** policy. There are designated smoking areas outside the venue, which are clearly signposted.



GROUND FLOOR

Leave Reception and head towards Hay Street exit. Café Area is the first opening on your right.

B5

Go down corridor on the left (opposite Café Area) - take 1st turning on left (B3 is straight ahead). B5 is to the right of B3.

Breakout Room

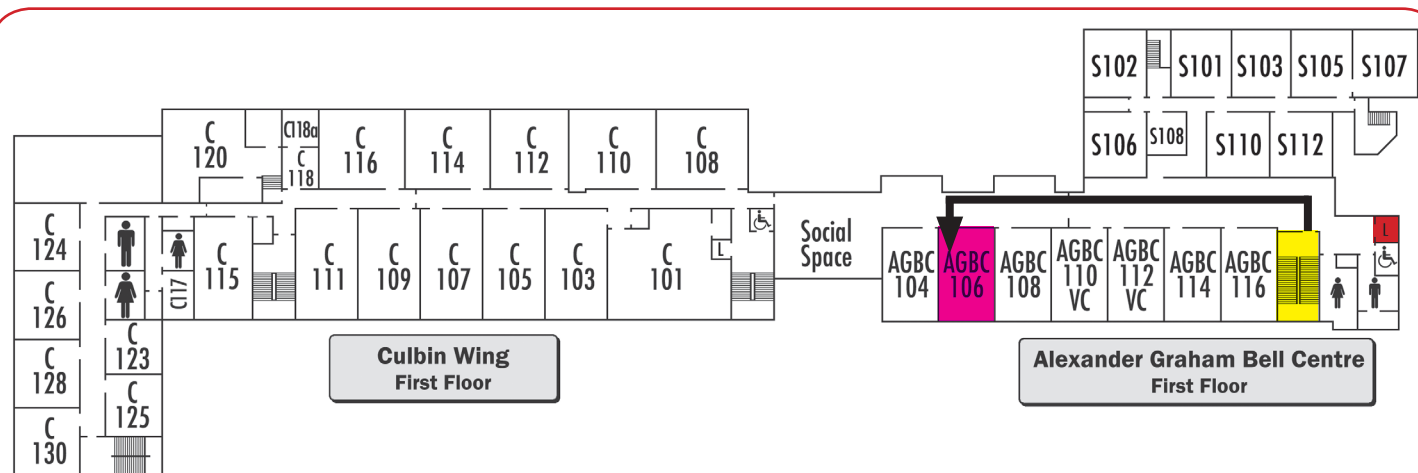
Continue past Café Area towards Hay Street exit - Breakout Room is next on your right.

Conference Room

The Conference Room is next on right after Breakout Room.

Community Hub

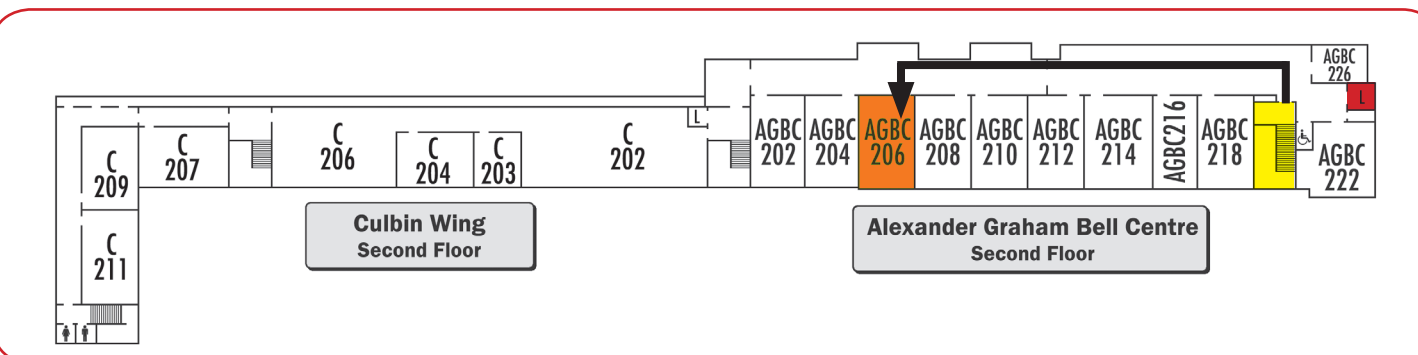
Continue past the Conference Room and past the stairwell - the Community Hub is the last room on the right before the Hay Street exit.



FIRST FLOOR*

AGBC 106

Using the stairwell between the Conference Room and the Community Hub - go up one flight of stairs and walk left along the corridor until you see classroom AGBC106.



SECOND FLOOR*

AGBC 206

Using the stairwell between the Conference Room and the Community Hub - go up two flights of stairs and walk left along the corridor until you see classroom AGBC206.

**Lift available - please contact Reception for Lift Key*

ASSESSOR (LINE MANAGER)	UCAS RISK ASSESSMENT 2019 Moray UCAS event at Moray College UHI, Moray Street, Elgin, IV30 1JJ 25 September 2019	MONITORED BY Grace Rishworth UCAS Event Organiser <i>GRishworth</i>
NAME: Jacqui Taylor		
SIGNATURE: <i>J. Taylor</i>		
DATE: 08.08.2019		
NAME OF STAFF: Kirsty Fraser		
SIGNATURE: <i>K. Fraser</i>		
DATE: 08.08.2019		

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Build-up and breakdown (minor injury)	Exhibitors, contractors, venue and UCAS staff	2	2	4	<ul style="list-style-type: none"> Only authorised persons are permitted in the venue for build-up and breakdown. On the day before the event, only venue staff are given access to the hall to set-up furniture requirements for all exhibition stands. During build-up, on the day of the event, exhibitors and contractors are given access to the hall from 8am to set-up individual stands. On the day of the event, exhibitors and contractors have two hours to remove materials from the exhibition hall, after the event closes at 3pm. Children under 18 are not allowed in the exhibition hall for the entire duration of build-up and breakdown. Staff (UCAS and venue staff), to be made aware of potential hazards of contractors moving around site, including the use of pallet movers and delivery vehicles, through the use of briefings before the event. On the day of the event, exhibitors are issued with lanyards, which must be worn at all times while the event is open to the public. 	1	2	2

Overcrowding in the exhibition hall or on exhibition stands (large volume of people causing injury)	Visitors and exhibitors	2	2	4	<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. Organisers to reinforce the exhibitor code of conduct. This recommends no more than two people on a 2m x 1m stand, three people on a 3m x 2m stand, and six people on a 6m x 2m stand. Any additional staff may be asked to leave if the health, safety, or comfort of visitors or other exhibitors is deemed to be compromised. Exhibitors to ensure that staff manning the exhibition stands keep within their stand to avoid congestion in the aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. Organisers have scheduled arrivals throughout the day, in line with venue capacities, and will monitor arrivals to prevent overcrowding. Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. Organisers to continually monitor the exhibition area. Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. Individual briefing sheets will be provided for all event staff with specific roles. 	2	1	2
Overcrowding in seminar rooms (seminar rooms becoming too full which may cause injury or illness)	Visitors	2	1	2	<ul style="list-style-type: none"> Staff introducing speakers will be briefed to manage the numbers of students to ensure overcrowding does not occur. A wide choice of seminars for each session will be available for students to access. Arrival and departure times have been scheduled throughout the day to reduce overcrowding. Event ambassadors will be on hand to assist if required. 	1	1	1
Visitors, exhibitors or advisers getting lost at the venue (personal inconvenience)	Visitors, exhibitors and advisers	2	1	2	<ul style="list-style-type: none"> Campus maps will be included within exhibitor and visitor guides. Signage for exhibition hall/seminar rooms will be displayed clearly. Briefing for all staff and event ambassadors of routes from exhibition hall to seminar rooms. School staff who have previously visited the college will be able to give directions. 	1	1	1

Visitors/advisers getting separated from their group (anxiety)					<ul style="list-style-type: none"> Visiting schools asked to provide on-site emergency contact name / mobile number – information to be held by university organisers on the general information stand. 			
Slips/trips and falls (injury)	Everyone	2	2	4	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within their allocated exhibition space. UCAS will remind exhibitors via email of the exhibitor terms and conditions, highlighting that exhibitors should keep their displays within their allocated stand space. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Event ambassadors will remove empty, flat-packed, and broken boxes from exhibition stands. Organisers and exhibitors to ensure no trailing cables in the stand area, or in adjoining pedestrian walkways. Organisers and exhibitors to ensure personal belongings are stored away appropriately. Organisers and exhibitors to ensure all other waste is stored and removed safely. Exhibitors should ensure that they do not break down their stand until all visitors have left the exhibition area, and the organiser has advised that breakdown can begin. 	1	2	2
Fire (evacuation risks, panic or injury)	Everyone	2	4	8	<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, if applicable. Exhibitors will only smoke in designated smoking areas. 	1	3	3
Evacuation (evacuation risks, panic or injury)	Everyone	2	3	6	<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. 	1	2	2

					<ul style="list-style-type: none"> Evacuation plan to be known by organisers, and communicated to everyone involved in the exhibition. Organisers will provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. Exhibitors should ensure that they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. Contractors, exhibitors and visitors to ensure that they are aware of evacuation procedures, read all 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. If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls and evacuate people. 			
Working at height (injury requiring hospitalisation)	Exhibitors, contractors, venue and UCAS staff	2	3	6	<ul style="list-style-type: none"> Maximum height 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 staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn. 	2	2	4
Exhibition stands falling over (injury)	Visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. Any exhibitors with complex stands to submit their own risk assessment to UCAS events. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand. 	1	2	2
Tea/coffee facilities	Exhibitors and event staff	1	2	2	<ul style="list-style-type: none"> No open cups on the exhibition floor. Spillages will be cleaned up immediately 	1	1	1

(spillages or injuries)								
Car parking during exhibition (staff, pupils, visitors, and exhibitors involved in an accident in the car park)	Staff, pupils, visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors to be communicated in advance of the exhibition. Venue contact details to be made in advance, along with parking permits, if applicable. Care to be taken when driving to and from the venue. Drivers to observe speed limits and good driving practice. Student ambassador to meet all coaches. 	1	2	2
Manual handling (injury due to manual lifting/handling)	Exhibitors and event staff	2	1	2	<ul style="list-style-type: none"> Exhibitors to ensure staff manning their stands are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and event staff packs. All to wear appropriate footwear. 	1	1	1
Variety of contractors and exhibitors on-site (injuries from not using appropriate equipment; or due to incorrect manual handling/lifting)	Contractors and exhibitors	2	2	4	<ul style="list-style-type: none"> Exhibitors agree to a risk assessment as part of their booking, and supply additional information where appropriate. Only experienced, reliable and approved contractors are used. Organiser to be informed of any particular hazards arising prior to, and during the exhibition. Basic checks made on contractor and exhibitor risk assessments. Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so. All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, for arrangements to be made in advance. 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. 	2	1	2

Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<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 event ambassadors and featured on the floor plan in the Exhibition Guide. ▪ Organisers to ensure first aid post is staffed by qualified persons. ▪ UCAS organising staff 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. 	2	3	6
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	4	12	<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, event ambassadors 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, event ambassadors, exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security. 	2	3	6

					<ul style="list-style-type: none"> If bomb threat, venue and UCAS to follow venue's emergency procedures 			
--	--	--	--	--	---	--	--	--

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

<u>Likelihood</u>			<u>Impact</u>		
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.

Mr N Clinton
Moray College
Moray Street
Elgin
Scotland
IV30 1JJ

Ref: 30394197/19

01 August 2019

Dear Mr Clinton,

Confirmation of Insurance – Moray College

As requested by you, we are writing to confirm that we act as your Insurance Broker and that we have arranged insurance(s) on your behalf as detailed below. A copy of this letter may be provided by you to third parties who have a legitimate need to receive confirmation of your insurance cover.

Employers' Liability:

Insurer: RSA Group PLC

Policy Number: RSAP0926565200

Period of Insurance: 01/08/2019 to 31/07/2020

Loss Limit (Any one Event (excluding liability arising directly or indirectly out of Terrorism)): GBP 10,000,000

Any one event arising directly or indirectly out of Terrorism: GBP 5,000,000

Deductibles: Nil



Education Practice, Capital House, 1-5 Perrymount Road, Haywards Heath, West Sussex RH16 3SY
Tel: 01444 458144 Fax: 01444 415088

Registered in England and Wales Number: 1507274
Registered Office: 1 Tower Place West, Tower Place, London EC3R 5BU
Marsh Ltd is authorised and regulated by the Financial Conduct Authority

Excess Employers' Liability:

Insurer: Chubb

Policy Number: UKCANC65408

Period of Insurance: 01/08/2019 to 31/07/2020

Loss Limit (for each and every occurrence): GBP 5,000,000

Deductibles: Nil

Public & Products Liability:

Insurer: RSA Group PLC

Policy Number: RSAP0926565200

Period of Insurance: 01/08/2019 to 31/07/2020

Loss Limit:

- a) Any one Event: GBP 10,000,000
- b) All Events happening during any Period of insurance in respect of products supplied: GBP 10,000,000
- c) All incidents considered to have occurred during any Period of insurance in respect of pollution or contamination of buildings or other structures or of water or land or of the atmosphere: GBP 10,000,000

Deductibles: Nil

Excess Public & Products Liability:

Insurer: Chubb

Policy Number: UKCANC65408

Period of Insurance: 01/08/2019 to 31/07/2020

Loss Limit (for each and every occurrence): GBP 5,000,000

Deductibles: Nil