

UCAS higher education exhibitions

Exhibitor manual

Address Moray College UHI
 Moray Street
 Elgin
 IV30 1JJ

Event date Wednesday 25 September

Contents

A	3	Footwear	6
Accidents and near misses.....	3	H	7
Accommodation.....	3	Height restrictions.....	7
Arrival.....	3	I.....	7
B	3	Insurance.....	7
Build-up and breakdown.....	3	Internet	7
Business centre	4	L.....	7
C	4	Lost property.....	7
Car parking	4	O.....	8
Catering.....	4	Organisers	8
D	5	P.....	8
Deliveries.....	5	Passages and gangways	8
E.....	5	R	8
Electrical services and stand power.....	5	Risk assessment	8
Emergency procedures	6	S.....	9
Exhibition stands and furniture	6	Scanner collection	9
Event staff	6	Security.....	9
F.....	6	Smoking.....	9
First aid.....	6	T.....	9
		Trolleys	9

A

Accidents and near misses

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

Accommodation

There are a number of hotels and bed and breakfast accommodation in Elgin.

[Find out more here.](#)

This is a general list provided for information only, and is not to be treated as recommendations from UCAS.

Arrival

On arrival, exhibitors should enter through the main reception. Visitors are required to sign in and out of the campus.

On the day of the exhibition, please sign in and collect your exhibitor lanyard from the general information desk, outside the exhibition hall. You must wear this at all times while in the venue.

To gain entry to the venue, you must register details of who will be attending before the event through your ENet account – [read instructions on how to do this.](#)

B

Build-up and breakdown

Build-up

Tuesday 24 September 2019 17:00 - 19:00

Wednesday 25 September 2019 07:30 – 09:15

Breakdown

Wednesday 25 September 2019 15:15 - 17:00

Please note: We appreciate that the end of an event day can be quiet, and we're doing our utmost to keep visitor consistency across the day. However, even if you have no visitors around

your stand, they can still be in the venue, which is why it's not good practice to start taking your stand down early.

If exhibitors start to dismantle stands while the event is still open, this poses a health and safety risk to our visitors, and we may have to cordon off your stand. This might affect access to exhibitors near you, and footfall to their stand. If you need to leave early, please speak to a member of our Events Team, so we can assess the impact of doing so on the exhibition. We appreciate your cooperation.

Business centre

Unfortunately, there are no printing or faxing facilities at the exhibition.

C

Car parking

Car parking on campus is limited. To reserve a space, please contact kathleen.moran@uhi.ac.uk by 18 September 2019. Parking permits will be issued on a first-come, first-served basis.

Please note the parking space number, and print and display the permit on your vehicle for the duration of the event.

Spaces 1 – 15 are at the front of the campus on Moray Street [opposite Elgin Police Station], and spaces 16 – 27 are at the back of the campus, which can be accessed through Hay Street [opposite Elgin Fire Station]. This is labelled on the campus map at the back of this manual.
Please ensure you park in your allocated car park.

Exhibitors without a permit should visit the [Moray Council website](#) for further parking facilities in Elgin.

Catering

Refreshments

We will provide each exhibition stand with four refreshment vouchers. These will entitle exhibitors to a complimentary tea, coffee, or soft drink, on arrival or throughout the day.

Lunch

The event will not close for lunch, but food is available to purchase on campus. A selection of sandwiches, snacks, and hot and cold drinks are available from the refectory – **cash only**. If you

are a lone exhibitor and do not want to leave your stand, event staff will be happy to fetch you refreshments, if they can.

Snacks and drinks can also be purchased from the vending machines situated around the campus – **cash only**.

Moray College UHI is committed to reducing single use plastic on campus. Please bring your own bottle, and refill it from water fountains on-site. Event ambassadors can direct you, if needed.

D

Deliveries

There are no facilities for the advance storage of exhibition materials at Moray College UHI before Tuesday 24 September 2019.

If you wish to deliver materials before the event, please arrange for all deliveries to be made between 08:00 and 17:00 on Tuesday 24 September 2019. Any deliveries arriving earlier than this **will not** be accepted at the venue.

All deliveries should be clearly marked with the following information:

Moray UCAS higher education exhibition

Exhibitor name and stand number

Kirsty Liebnitz

Moray College UHI

Moray Street

Elgin

IV30 1JJ

Please notify kathleen.moran@uhi.ac.uk if you are sending materials in advance.

The venue will not be responsible for signing for deliveries. Any deliveries not clearly addressed, as above, are likely to be returned to the sender.

E

Electrical services and stand power

Electrical services are available. Please contact g.rishworth@ucas.ac.uk to request.

Emergency procedures

In an emergency, please exit through your nearest emergency exit and proceed to the nearest meeting point. Event staff will be available to guide you.

Exhibition stands and furniture

Exhibitors are allocated a 2m x 1.5m stand area, unless a double or triple stand has been booked. Tables and chairs are available, if requested through your ENet account. If you are unsure if your provider has booked furniture, you can check by signing in to your ENet account.

Event staff

Event staff can be easily identified by their red UCAS t-shirts, and will be available throughout the day to assist exhibitors. They can help you with the breakdown of boxes, how to locate toilets, refreshments, and any other queries you might have.

If the event ambassadors are busy and you need assistance, please go to the general information desk.

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.

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 no height restrictions at the venue.

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

WiFi access will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, you can [register for WiFi 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

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 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 is 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 email a copy to the organisers at exhibitions@ucas.ac.uk.

S

Scanner collection

If you have booked scanners for use at the exhibition, you can collect them from 08:30, at the front of the exhibition hall. Please bring your licence codes with you, and return your scanners to the same location at the end of the day.

Security

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

Smoking

There is a strict **no smoking** policy on the campus. There are designated smoking areas outside the venue, which are clearly signposted.

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.

Exhibitor code of conduct

Who does this apply to?

This code of conduct forms part of the exhibitor terms and conditions and applies to exhibitors or organisations/sole traders of any background booking marketing opportunities or stand space at an exhibition or conference.

Introduction

UCAS organises a network of events across the UK, for prospective students to gather information, advice and guidance about education and career opportunities, from a wide range of course providers and organisations. To ensure students' needs are at the heart of the events, and all exhibitors are able to engage effectively with them, all exhibitors must adhere to this code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- **Exhibitors should arrive and set up in sufficient time before opening of the event, and not depart until it has officially closed. Exhibitors are required to remain at the event for the duration of the opening times, to ensure that all visitors have fair access to information and advice.**
- All members of staff attending or working at events should be given a copy of the code of conduct, and fully comply with it. They should display a high standard of professionalism in their work, and offer information, advice and guidance effectively, and with integrity. Any member of staff, including contractors and couriers, who are rude, disregard instructions from the organisers, or behave in any way that is deemed inappropriate for a UCAS exhibition, will be asked to leave the event. All incidents of this nature will be followed up and reported to the provider/organisation the member of staff represents.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their provider 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 on a 2m x 1m stand, three people on a 3m x 2m/3m x 3m stand, four people on a 4m x 3m and 5m x 3m stand, six people on a 6m x 2m/6m x 3m stand, and eight people on a 6m x 6m stand. Any additional staff may be asked to leave if the health, safety, or comfort of visitors or other exhibitors is compromised.

- Student talks are delivered on an impartial basis. To uphold the event's impartiality, those asked to deliver a student talk at an event must ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular higher education provider, organisation, or company. Any presenter who does not support impartiality will be prohibited from delivering student talks 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 future participation.

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 order furniture options when booking.
- Campus events – 2m x 1m. Furniture will not automatically be provided – you can order furniture options when booking.
- Specific stand sizes and locations are selected when booking stands at the Create your future exhibitions. Furniture will not automatically be provided – you can order furniture options when booking.

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

- Stands must not be dismantled while visitors remain in the hall, for health and safety reasons.
- Exhibitors must remain on their stand throughout the event, and must not carry out any promotional based activity in the gangways or between stands. This is for health and safety, and to ensure visitors are able to access a range of information, advice and guidance.
- Exhibitors should not leave their stand when trying to get visitors' attention, or when having any discussions with visitors. Please stay on your stand, so the aisles are kept clear.
- Information, advice and guidance must not be to the detriment of other exhibitors.
- Trolleys/cases cannot be brought onto the exhibition floor during event opening hours.

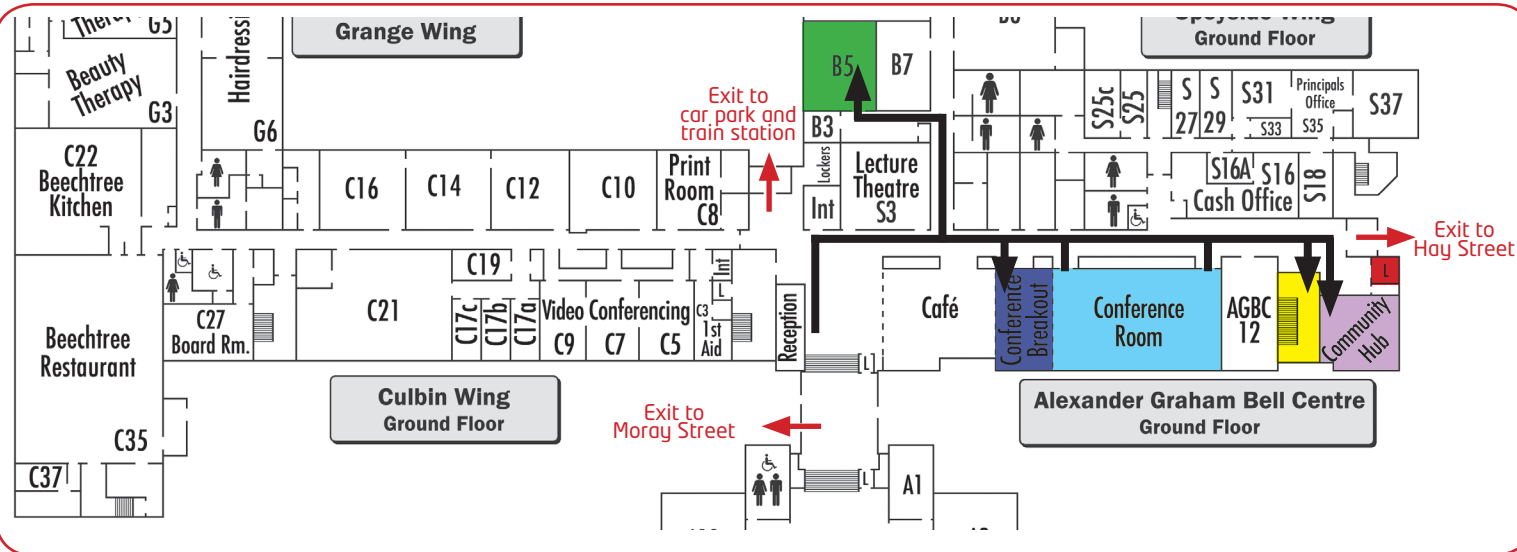
Upholding the code of conduct

UCAS and HELOA recognise that exhibitors work hard 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 attending the event. The UCAS representative will liaise with the relevant exhibitor(s) 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 provider/organisation will be notified, and appropriate resolution sought. Attendance at future events 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 event organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors, and visitors.

Outside of event opening times, UCAS can be contacted at events@ucas.ac.uk.



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

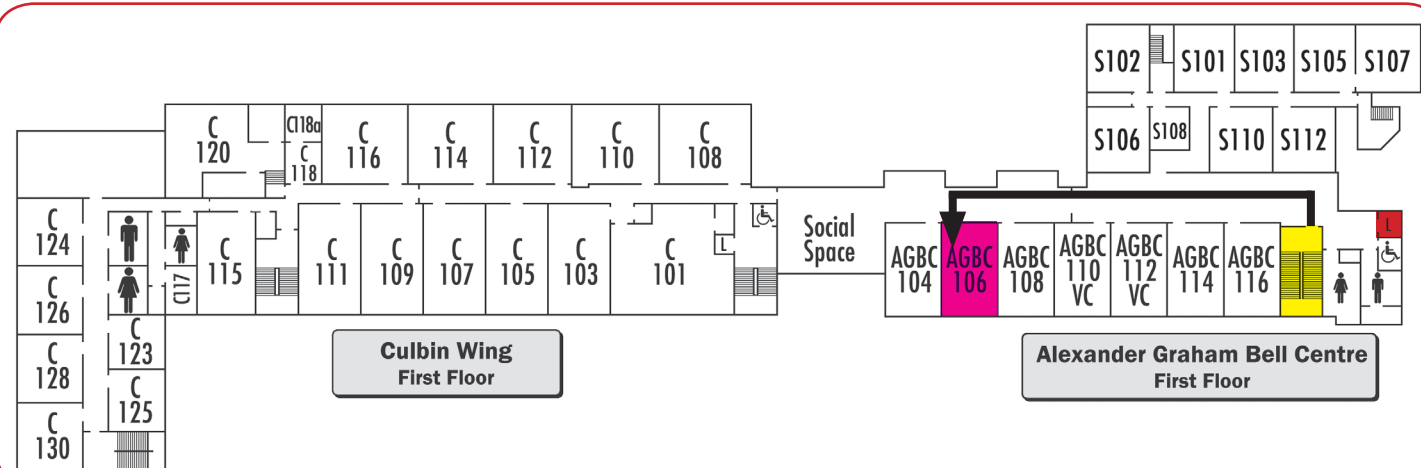
Continue past Café Area towards Hay Street exit - Breakout Room is next on your right.

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*

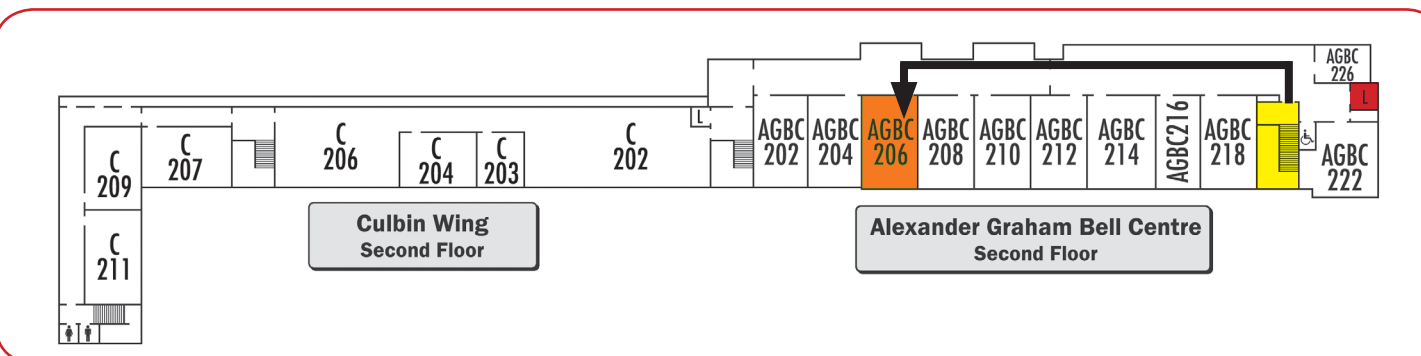
AGBC 106

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 			
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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