

UCAS higher education exhibitions

Visitor information pack

Address Ayrshire College
Hill Street
Kilmarnock
KA1 3HY

Date 19 September 2019

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A

Accidents and near misses

It is essential that you report all accidents which occur in the college. An accident is any incident where someone was injured (no matter how trivial) or could have been injured where buildings, property, equipment, or personal belongings were damaged or could have been damaged.

Report all accidents either through your host or directly to the Health, Safety, and Wellbeing Team at hsw@ayrshire.ac.uk.

The college is required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to keep a record of all accidents and take appropriate action.

Arrivals

Upon arrival, please follow the direction of the event staff, who can be identified by red UCAS t-shirts.

Please ensure you have printed your 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.

C

Cars

There will be no parking on campus. Public parking can be found in the nearby multistorey (Zone B £1 for the day), or other public parking near the station and local shops.

Cash machines

There is a cash machine on the ground floor of the campus.

Catering

The Still Room and Refectory will be open, where visitors can purchase refreshments.

Coaches

Coaches should drop pupils and staff off, and will be instructed on the day by the College Estates Team where they can wait.

D

Directions

The venue address is Ayrshire College, Kilmarnock Campus, Hill Street, Kilmarnock, KA1 3HY. It is a five minute drive, or ten minute walk from the centre of Kilmarnock. The college is located near Kilmarnock train station.

E

Emergency procedures

In the event of an emergency, college staff will assist with the evacuation of the event.

Fire:

A. If you hear the fire alarm:

- 1 Stop what you are doing.
- 2 Evacuate the building to Assembly Point 2.
- 3 Do not return for valuables.
- 4 Do not re-enter building until told to do so by the Evacuation Controller (orange hi-vis) or Fire and Rescue staff.

B. If you discover a fire:

- 1 Do not attempt to fight it.
- 2 Leave the room.
- 3 Close the door to contain the fire.
- 4 Operate the nearest break glass call point to evacuate the building (Estates will call the Fire Brigade).
- 5 Evacuate the building to Assembly Point 2.
- 6 Inform the first member of staff you meet, or the Fire and Rescue team of the location and type of fire.
- 7 Do not return for valuables.
- 8 Do not re-enter the building until told to do so by the Evacuation Controller (orange hi-vis) or Fire and Rescue staff.

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

The college has trained first aid personnel available on all campuses. Details of first aiders can be found on the health, safety, and wellbeing noticeboards.

If you require first aid for yourself or for someone else who has been injured, please inform Front of House.

Give full details of the incident, including what the injury/incident is and how serious it is. A first aider will be contacted.

Keep calm and keep the injured person calm. Do not let them leave until they have been seen by the first aider.

If you think that an ambulance is required, then ask for one when you request first aid. If an ambulance has already been sent for, please inform Front of House.

Automated External Defibrillators are located:

- First Aid Room, Health and Wellbeing Centre, ground floor.
- Outside 0.21 Motor Vehicle classroom, ground floor.
- Opposite double lifts, second floor.

The types of AED installed are suitable for any person to use. At every stage, audio instruction is given by the equipment.

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

Pupils and staff can use the Ayrshire College open WiFi.

L

Lost property

Please report any lost or found property to reception.

O

Organisers

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

P

Parking

There will be no parking on campus. Public parking can be found in the nearby multistorey (Zone B £1 for the day), or other public parking near the station and local shops.

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

The campus is a secure, and has CCTV in operation. College security staff can be contacted at the reception desk.

Seminars

Seminars are available to students on a first-come, first-served basis. Tickets are not required. The seminars are located in the Open Space, on the ground floor.

You can [view the seminar programme here](#).

Smoking

The college campuses are designated as 'no smoking areas.' This means that staff, students, and visitors are not allowed to smoke anywhere within college campuses. This includes all college grounds, buildings, and vehicles.

The restriction on smoking also applies to e-cigarettes and other electronic nicotine dispensing systems.

If you wish to smoke or vape, please go off campus.