

## UCAS exhibitions

# Visitor information pack

Date:

Wednesday 4 May 2022

Venue:

Olympia Building,  
Teesside University



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## A

### Accidents and near misses

If you are involved in, or witness an accident or near miss while on-site, please report it to the general information desk immediately.

### Arrivals

On arrival, please head to the Olympia building. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the Olympia building registration desk.

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 re-register to gain re-admittance.

## C

### Cars

The allocated car park for this event is the Woodlands car park, post code TS1 3QJ.

- Follow directional signage to Middlesbrough town centre from the A66.
- Leave the A66 at the Marton Road roundabout (signposted A172) and take the second exit.
- Continue up the road. Go straight on at the traffic lights (Cineworld and Pizza hut should be on your left) and continue along the road for next 500 yards.
- You will come to another set of traffic lights at a crossroads. Proceed straight on at these lights.
- Continue another 500 yards before turning right onto Southfield Road (tyre garage should be on your right-hand side).
- Carry on along Southfield Road, turn left at Woodlands Road.
- At the second mini roundabout, turn right onto Waterloo Road. Follow this road to the Woodlands car park. Student helpers will direct you to the allocated area for visitor parking.

Please display a valid parking permit, which can be found at the back of this manual.

### Cash machines

The nearest cash machines are located in the Centuria building and Students' Union. If you require directions please speak to a member of event staff.

## Catering

There will be refreshments available for visitors to purchase in the the Centuria Building, Students' Union and the Library. Please note all university catering except the Students' Union are cashless facilities. Other catering outlets on campus can be found [here](#).

## Coaches

**\*\* Under no circumstances must coaches drop off students anywhere other than the Woodlands car park. Please follow the directional signage on the day. \*\***

The coach drop-off point is the Woodlands car park. Coaches will also be able to park here.

- Follow directional signage to Middlesbrough town centre from the A66.
- Leave the A66 at the Marton Road roundabout (signposted A172) and take the second exit.
- Continue up the road. Go straight on at traffic lights (Cineworld and Pizza hut should be on your left) and continue along the road for next 500 yards.
- You will come to another set of traffic lights. Proceed straight on at these lights.
- Continue another 500 yards before turning right onto Southfield Road (tyre garage should be on your right hand side).
- Carry on along Southfield Road, and turn left at Woodlands Road.
- Carry on for 400 yards and then take the turning on the right by the old chapel – you have now arrived at Woodlands Car Park.

Please display a valid permit, which can be found at the back of this manual.

## D

### Directions

From the Woodlands car park, walk towards the fenced sport pitches, following the pathway past the climbing wall which is located inside the Olympia building. Bear left following the path, and the Olympia building will be on the left hand side. Student helpers will be located at Woodlands car park and the surrounding area to direct visitors.

If you're making your way from the train station, exit on to Albert Road (turning right). Continue until you reach the main university entrance. Middlesbrough tower will be on your left. Walk through the campus, passing the business school and student life building. Follow signage to the event venue.

## E

### Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. In the event of an emergency, please make your way to the nearest exit.

## Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff.

## F

### First aid

There are many trained first aiders throughout the university campus. If you require any treatment, please inform a member of the events team who will arrange for a first aider. Alternatively, you can telephone the security control room on ext. 01642 342086 to arrange for a first aider.

If you or someone you are with requires an ambulance, phone 999, stating the building where required. Make sure to also inform the event staff and security control room on 01642 342086 that you have called one.

## 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

Visitors in the venue will have access to the guest Wi-Fi. The password will be displayed on posters throughout the venue on the day of the event

## L

### Lost property

If any property is lost or found in the venue, please report it to the Olympia building's main reception.

After the event all property found at venue will be handed in to the lost property department, and will be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the venue shall consider that title to that property has been abandoned.

## O

### Organisers

If you wish to speak to the event organiser, they can be located at the Olympia building reception.

## P

### Parking

Please see information in the Coaches/Cars section.

## R

### Risk assessment

The organiser has completed a risk assessment for the event, if you would like to request a copy please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## S

### Security

Uniformed security officers patrol and monitor the campus on CCTV. If you have any security concerns or problems (including car parking), telephone the security control room on 01642 342 086.

### Student talks

Student talks will be running throughout the day in the live lounge and are available on a first-come first served basis. They will be signposted, but please ask a member of staff for directions. The full live lounge programme can be found on the event webpage.

## Smoking

The university has a [no smoking policy](#) which supports the aim of a smoke-free campus. The policy aims to provide a healthy working environment and protect the health of employees, students, and visitors to the university. The no smoking policy states:

Smoking is prohibited in the following locations:

- all university buildings, including student residential accommodation
- all areas of the Middlesbrough campus owned or managed by the university

The preparation of smoking material in public areas within buildings is also prohibited.

Vaping is prohibited in the following locations:

- all university buildings, including student residential accommodation
- the vicinity of entrances, exits, and ground floor windows of all university buildings