

UCAS exhibitions

Visitor information pack

Date:

24th June 2022

Venue:

Utilita Arena Sheffield
Broughton Lane
S9 2DF



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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 organiser's office immediately.

Accessibility

Full details on accessibility can be found on the Utilita Arena Webpage:
www.utilitaarena.co.uk/plan-your-visit/accessibility

Arrivals

On arrival, please head up to the red concourse of Utilita Arena, or Entry B if you require accessible access.

Please have your ticket ready to scan into the event. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.

Your exhibition ticket is personal to you and should not be passed on to other group members, as this could 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 register again to be readmitted.

Please be aware, the venue will be conducting bag searches – we ask that you keep the number of personal belongings to a minimum.

C**Cars**

There is free parking available on-site. Please follow the direction of the traffic marshals to the designated car park

Cash machines

There are no cash machines available on-site.

Catering

There will be refreshments available for visitors to purchase at the venue on the concourse level, with a variety of items available. The teachers' and exhibitors' lounge can be found in the Arena club, and will be sign-posted. In both areas, a variety of items are available.

Cloakroom

There are no cloakroom facilities at this venue.

Coaches

If you are travelling by coach, there is a designated car park area for coaches to park in that you will be directed to by traffic marshals on arrival. If coaches are dropping off only, they will be directed to a different location to drop off students and be directed off site. They can then return to the same area for collection later in the day. You will not need to display a coach pass as there is plenty of parking for coaches.

Covid-19 Precautions

Correct at date of publishing 30/05/2022, this information may change alongside government advice

Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the organiser's office but advise that you bring your own.

Social distancing

We will be promoting a recommended social distancing of 1m+ within the hall.

Cleaning and hygiene

The Utilita Arena will be regularly cleaning high traffic areas throughout the event

Hand sanitiser

There are hand sanitiser stations located throughout the venue and our event hall. We will also have a provision of this at the organiser's office but advise that where possible you bring your own.

D

Directions

Directions by car and coach:

If using a satnav, please use postcode S9 2DF. Alternatively, for directions from your own postcode, please visit the [venue website](#).

By Rail:

Sheffield's main railway station is situated in the city centre and is approximately a ten-minute taxi or Supertram journey to the venue. An alternative station is available at Meadowhall Interchange, which has a five-minute Supertram link to the venue.

E**Emergency procedures**

In the event of an evacuation, there will be an announcement over the arena's PA system. Should an evacuation of the building occur, please follow the instruction of the arena stewards, and leave the build via the nearest exit.

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 UCAS-branded t-shirts.

F**First aid**

There will be first aid cover throughout the open day of the exhibition, and the venue has a medical room staffed by qualified first aiders. Should you require medical assistance, please contact the organisers in the organiser's office.

I**Insurance**

The organiser has adequate public and employee liability cover.

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

An open WiFi network is available at this event, however, a reliable connection cannot be guaranteed.

L**Lost property**

All property found should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner claims it. If no owner is found for the duration of the event, the property will be left with the venue. Lost property will remain at the venue for approximately two months.

O**Organisers**

The organiser's office is located in the corridor behind the red tiered seating and will be signposted. A member of the Events Team will be in the office throughout the event.

P**Parking**

Please see the information in the 'Cars' and 'Coaches' sections for details.

R**Risk assessment**

The organiser has completed a risk assessment for the event, a copy of this can be obtained by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button. (as per screenshot below)

[Manage Group Bookings](#)
[Change password](#)
[Change event](#)
[Sign out](#)

Manage Group Bookings

You can use this area to help you manage your group booking(s).

Session details - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

Email invitations - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

[Session details](#)
[Email invitations](#)

Individual bookings – a copy of the risk assessment can be requested by emailing events@ucas.ac.uk.

S

Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

More information on safety and security at Utilita Arena can be found on their [website](#)

Seminars

Student talks will take place in our Live Lounge and Subjects Live zones in the main arena, which will be clearly signposted. A full programme of events can be found on the [event webpage](#)

Smoking

Utilita Arena operates a strict no-smoking policy on-site, and asks for your full cooperation in ensuring this is complied with.