

UCAS Exhibitions

Visitor Information Pack

Date: Wednesday 28th September 2022

Venue: Perth College UHI
Crieff Road, Perth, PH1 2NX



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	5
Emergency procedures	5
Event Ambassadors	5
F	6
First aid	6
I	6
Insurance	6
Internet.....	6
L.....	6
Lost property	6
O.....	6
Organisers.....	6
P	7
Parking	7
R.....	7
Risk assessment	7
S	7
Security	7
Student talks	8
Smoking	8

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 reception staff immediately, located at the entrance to the Academy of Sport and Wellbeing building. The accident or near miss will be logged and a first aider called, if required.

Arrivals

On arrival, walk through the Academy of Sport and Wellbeing reception area and head to the registration desk outside the exhibition hall. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please advise the event ambassadors on the 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

There is free parking available at the venue.

You can also travel by bus to the campus. The main buses to the Crieff Road campus are 1, 2 and 70 from Stagecoach, and the number 15 service which runs between Perth and Crieff. Bus timetables are available at [Stagecoach](#) or [PKC Bus Timetables](#).

Cash machines

There is not a cash machine onsite however the café accepts both cash and card.

Catering

There will be refreshments available for visitors to purchase in the Starbucks café, opposite the Academy of Sport and Wellbeing building where the exhibition is being held.

Coaches

Coaches should follow the postcode (PH1 2NX) and event signage to get onto the Perth College UHI campus. There will be a one-way system in place for coaches and an area to drop students off outside the exhibition hall. Coach Parking will be available at McDiarmid Park, PH1 2SJ.

D

Directions

Venue address

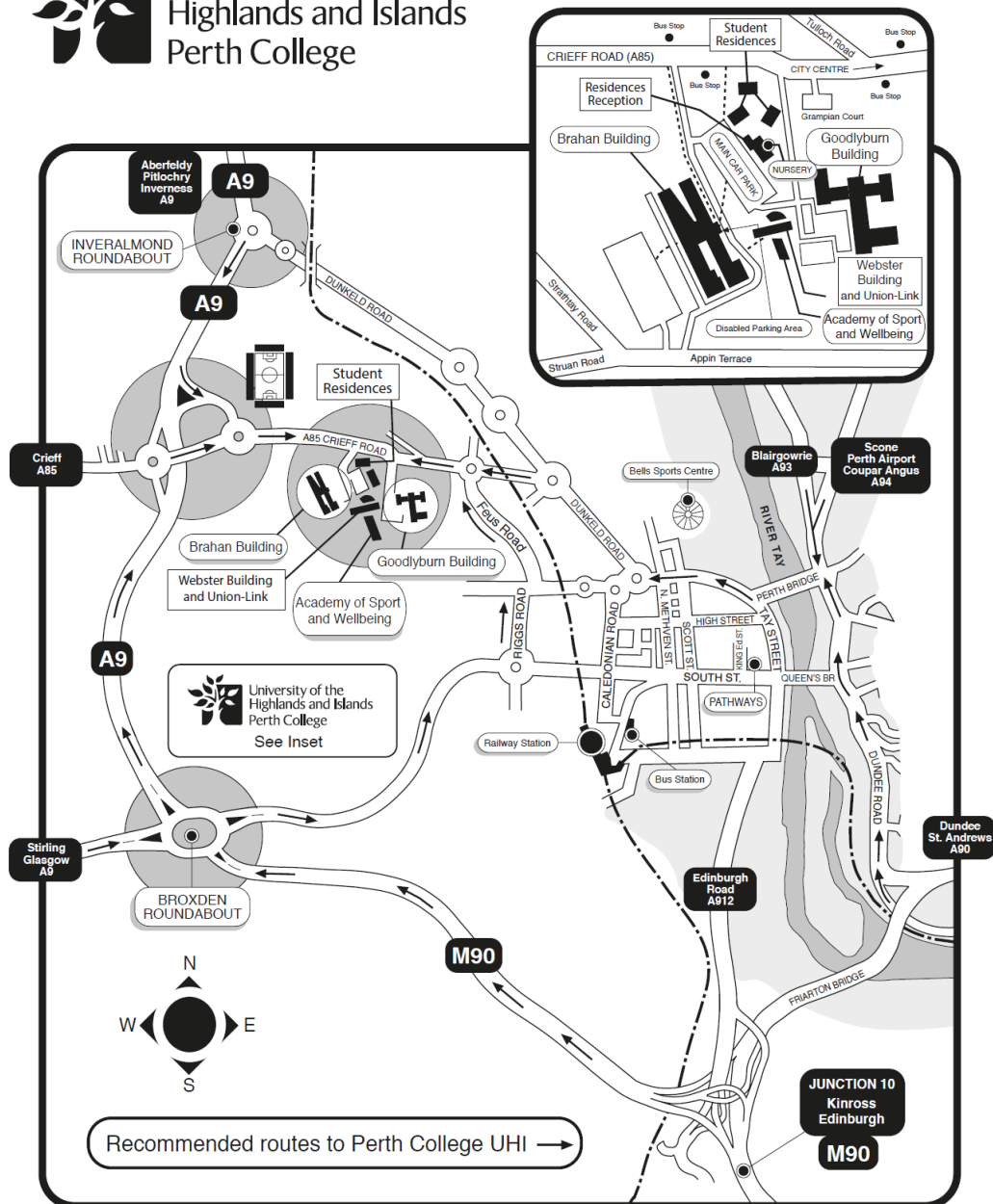
Perth College UHI
Academy of Sport and Wellbeing
Crieff Road
Perth
PH1 2NX

By road

There are a variety of routes to access the Crieff Road campus, where the venue is located. The postcode for satnav use is PH1 2NX.

Public transport

The main buses to the Crieff Road campus are 1, 2 and 70 from Stagecoach, and the number 15 service which runs between Perth and Crieff. Bus timetables are available at [Stagecoach](#) or [PKC Bus Timetables](#).



E

Emergency procedures

In the event of an emergency, please make your way to the nearest exit and follow instructions given by the venue fire wardens.

Event Ambassadors

For any general queries during the event (e.g. directions to facilities), ask any of the event ambassadors. Our Event Ambassadors will be visible wearing coral UCAS branded t-shirts.

F

First aid

If you sustain any personal injuries, or are present when an accident happens, please report to reception and a first aider will be called and the incident will be logged.

I

Insurance

The event 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 can register for WiFi through [UHI Visitor](#)

L

Lost property

If any property is lost or found in the venue, please report it to a member of the events team at the general information desk, in the entrance to the exhibition hall.

O

Organisers

If you wish to speak to the event organiser, they can be located at the general information desk, in the entrance to the exhibition hall.

P

Parking

There is free parking available at this venue.

R

Risk assessment

The organiser has completed a risk assessment for the event.

Group Leaders can obtain a copy by following these steps:

- On your confirmation email, click the link to access your booking
- Select Manage Group Booking
- Log in
- Click “download risk assessment”



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

For Individual bookings, please email events@ucas.ac.uk to request a copy of the risk assessment.

S

Security

There are security cameras on-site. Any theft or loss of items should be reported to reception staff, located at the main entrance. The venue is not responsible for any loss of personal belongings.

Student talks

Student talks will be running throughout the day in the Live Lounge within the main exhibition hall. Talks are available on a first-come, first served basis. The location of the Live Lounge and the full programme will be available to view on the UCAS website before the event and within the Event Guide available at the venue.

<https://www.ucas.com/events/tayside-ucas-exhibition-2022-416811>

Smoking

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



Certificate of Public Liability Insurance

Policy Number 100715697CCI

Name of Policyholder University of the Highlands and Islands, UHI Research & Enterprise

Date of Commencement of Insurance 1st August 2022

Date of Expiry of Insurance 31st July 2023

Limit of Indemnity £20,000,000

We confirm that the above numbered policy provides legal liability cover for:

- Indemnity to Principal
- Contractual Liability
- Sudden, identifiable, unintended and unexpected pollution.

Signed on behalf of: **Aviva Insurance Limited** (Authorised Insurer)

A handwritten signature in black ink, appearing to read "Adam Winslow", is positioned above the printed name and title.

Authorised Signatory
Adam Winslow
CEO, UK & Ireland General Insurance

Notes

Please refer to the Policy schedule and wording for additional information regarding the specific policy endorsements, exclusions, excesses or conditions.

TO WHOM IT MAY CONCERN

Dear Sirs

RE: Perth College UHI, Air Service Training (Engineering) Ltd

We act as Insurance Brokers to the above named client and confirm their insurance covers, subject to policy terms and conditions, as follows:

Employers' Liability		
Policy Number	100715744CCI	
Insurer	Aviva Insurance	
Period of Cover	01/08/2022 to 31/07/2023	
Limit of Indemnity	£25,000,000 any one event	
Public & Products Liability		
Policy Number	100715744CCI	
Insurer	Aviva Insurance	
Period of Cover	01/08/2022 to 31/07/2023	
Limit of Indemnity	Public Liability	£25,000,000 any one event
	Products Liability	£25,000,000 any one event and in the aggregate
Professional Indemnity		
Policy Number	100715744LAL	
Insurer	Aviva Insurance	
Period of Cover	01/08/2022 to 31/07/2023	
Limit of Indemnity	£5,000,000 any one event	

The above is only a brief resume' of our Client's Insurance, and should any further details be required, the policy document should be referred to. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or for any loss, damage or expense thereby occasioned to any recipient of this letter.

We trust you will find this to be in order, and should you have any queries at all regarding this matter, please do not hesitate to contact the writer.

Yours sincerely,



Andy Thomson
Account Director
Education Scotland Protect Ltd
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✉ athomson@educationprotect.co.uk