

Bristol higher education exhibition 2018

Exhibitor manual

University of the West of England

Exhibition Conference Centre

Filton Road

Bristol

BS34 8QZ

11 – 12 April 2018 09:30 – 15:00



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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.

Accommodation

Holiday Inn Filton

Filton Road, Bristol BS16 1QX
0871 9429014

Express by Holiday Inn

Bristol Parkway Business Park
Bristol BS34 8SJ
0117 3172700

Both hotels are within a ten-minute walk of the Exhibition Conference Centre, with the Express by Holiday Inn being closest to the venue. It takes approximately 15 minutes (during the evening) by car to/from the city centre and should cost approximately £12 – £15 cab fare.

Alcohol and drugs policy

The consumption of alcohol is not permitted during build-up and breakdown. The venue has a strict drugs and alcohol policy, which allows them to offer, test, or eject from site any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol will not be permitted.

Animals

Assistance dogs are permitted entry to the show. However, if you plan to have any other animal(s) on your stand, you must apply for permission through the organisers, as there are licensing implications, and the city vet's approval will be required.

Arrival

To gain entry to the venue, you must register the details of who will be attending pre-event – this needs to be done via your e-net account – instructions on how to do this can be found [here](#). On arrival, you will need to sign in, and will be issued with an exhibitor lanyard, to be worn at all times.

B

Build-up and breakdown

Build-up times are as follows:

Tuesday 10 April	16:00 – 18:00
Wednesday 11 April	08:00 – 09:15
Thursday 12 April	08:00 – 09:15

Upon arrival, please proceed to the loading bays to unload.

There will be no vehicle access to the loading bay after 09:00 on event open days. The loading bay doors will close, without exception, at 09:00. All vehicles must be removed from the loading bay by 09:10.

Exhibitors should remain on their stands, and refrain from dismantling until the exhibition closes at 15:00 on 12 April 2018.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted to the entrance of the doors until the venue is clear of visitors – we expect this by 15:10. If exhibitors start to dismantle stands while the event is still open, there will be no other alternative but to close the exhibition, irrespective of how many students are still in the venue.

The same principles will apply for dismantling, as accessing.

Breakdown times are as follows:

Thursday 12 April 15:00 – 16:15

Schedule:

Tuesday 10 April

08:00 – 16:00	Contractor access (PPE area – no exhibitor access).
16:00 – 18:00	Exhibitor access.

Wednesday 11 April

08:00 – 09:30	Exhibitor access.
09:30 – 15:00	Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
15:00 – 16:00	Stand replenishment.

Thursday 12 April

08:00 – 09:30	Exhibitor access.
09:30 – 15:00	Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
15:00	Exhibition close.

15:00 – 16:15 Exhibitor breakdown – please ensure all materials are removed from the exhibition and loading bay areas by closing time. It is the responsibility of the exhibitor to liaise directly with the venue, and pay any fines concerned. If any materials are left in the exhibition venue after this time, UCAS Events is not responsible for any items left behind.

16:15 Contractor breakdown (PPE area – no exhibitor access).

All exhibitor vehicles should display the vehicle pass included in this pack to gain access.

Access to loading bay

The loading bay is situated in the far, right-hand side as you enter the exhibitor parking. Loading bay doors will be open for exhibitors between the times shown above. Please note: All exhibitors should wear their exhibitor lanyards when unloading, and keep it displayed at all times.

The loading bay will be staffed, and all vehicles should be removed from the loading bay as quickly as possible, **at least 30 minutes prior to the start of the exhibition** – no exceptions will be made, regardless of the need to unload.

Unloading

- Exhibitors **must** ensure the maximum load capacity of any deliveries does not exceed **500kg (to include load and trolley)**.
- Only hand pallet trucks are permitted in the Exhibition Conference Centre.
- Exhibitors **must** ensure any third party supplier is aware of these instructions.
- If the organiser or their suppliers contravene the requirements and cause damage to the floor, they will be held liable for full cost of repair.

There are no facilities for the advance storage of exhibition material at University of West England (UWE), meaning **deliveries arriving in advance of 10 April 2018 will be refused and returned to the sender**. Exhibitors should therefore arrange for all deliveries to be made during the above access times only. Deliveries will not be accepted once the show is open.

Business centre

If you require any photocopying, please go to the main reception of UWE Exhibition Centre.

C

Car parking

There is free parking available on-site, please follow the direction of the traffic marshals. Please ensure that car sharing or public transport is encouraged by institutions. Cars (in visitors car park) will need to take ticket to Bristol Business School reception for validation to allow free exit.

Catering

The Exhibitor Lounge can be located at the middle of the exhibition area, on the right-hand side of the exhibition, if approaching from the main reception. The Exhibitor Lounge will be open throughout build-up, and during the exhibition open times – hot and cold food and drinks will be available. This area is for teachers and exhibitors only, and is likely to have shorter queues than the catering areas provided for student visitors. **Please note: Card payment is available, but must be for £5 and over.**

UCAS will provide exhibitors with four tea and coffee vouchers each day, which can be redeemed in the exhibitor lounge, and each stand will also receive a bottle of water each day.

Children

Children under the age of 16 are not allowed in the venue during build-up and breakdown, to comply with health and safety legislation.

Cleaning

Common areas and aisles will be vacuumed each day, and rubbish will be removed. However, exhibits will not be cleaned. Please leave bags of rubbish in the gangway after the show has closed each day.

Contractors

If you are employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. They must adhere to the venue's rules and regulations, which are included in the [eGuide](#).

D

Deliveries

Please refer to the build-up and breakdown section.

Any deliveries to your stand on show open days must be completed, and your vehicle removed from the loading areas no later than half an hour before the show opening time. The venue will not allow the show to open if vehicles are blocking fire exit routes, and trolleys are not permitted on the exhibition floor during open hours in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Tuesday 10 April will not be accepted by the venue.

Neither UCAS Media nor the venue will be held responsible for the transportation of deliveries to individual stands, nor are they permitted to sign for any exhibitor deliveries. All deliveries should be clearly marked with the following information:

The address for deliveries is:

UCAS Bristol Higher Education Exhibition

Exhibitor Name and Stand Number

Contact Name

UWE Exhibition and Conference Centre
University of the West of England
Frenchay Campus
Coldharbour Lane
Bristol
BS34 8QZ
United Kingdom

E

Electrical services and stand power

All on-site electrical work must be carried out by a qualified, competent person, and inspected by the appointed electrical contractor prior to energising.

Use of the venue's electrical sockets is not permitted, and cables must not cross gangways. Once power has been energised during build-up, it will be switched off each night, including the pre-open night. Power to your stand will be switched off 30 minutes after the show closes, and will not be switched back on under any circumstances, due to the hazards presented during the breakdown of stands.

All shell scheme stands will be fitted as standard, with one fluorescent light.

Please note, electrical sockets are **not** provided as standard, as part of the shell scheme exhibition stands. If you require a power socket, please order this separately using the form in the order form section.

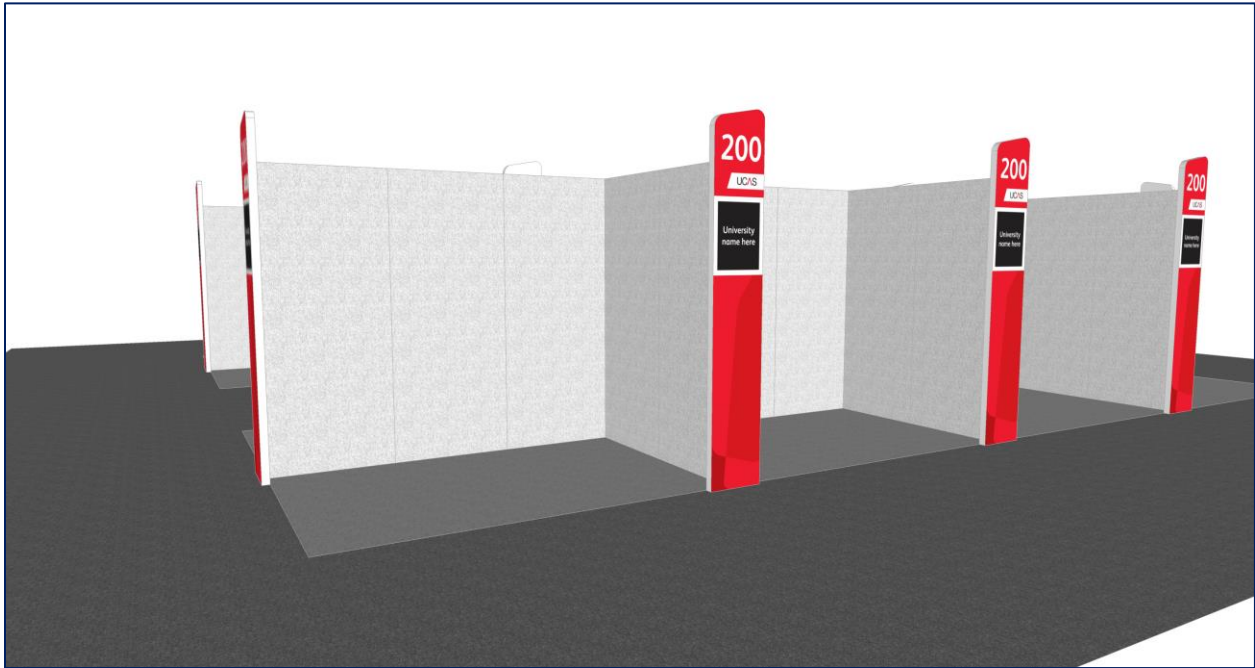
Emergency procedures

Please ensure you are familiar with the procedures to be followed in the event of an emergency at the venue.

The emergency procedures document is attached to this manual, and will be provided on your stand on arrival.

Exhibition stands and furniture

Below is how our shell scheme stands will look once built; the name board is located to the side of the stand, with an arrow pointing into the stand:



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class 1 fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt jointed panelling, 2.44m high and 50mm thick, and are pre-finished in nylon loop material. Please note that 25 – 50mm may be lost from the width of your exhibition stand if you are situated in a block or as part of a row. If you are having graphics printed to fit the shell scheme walls we would recommend contacting the organiser to double check the measurements.

The name of your organisation and stand number will be displayed on the name board of your stand, and will be based on the details provided during your online booking. Please inform UCAS immediately if there are any amendments to be made at events@ucas.ac.uk. Any name boards altered within ten working days prior to the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included on the stands. An order form for additional electrical requirements is included in UCAS Media's [exhibitors information section](#). This must be returned to Formula Exhibitions by Monday 5 February 2018. Any orders received after this date will incur a 20% surcharge.

Electrical sockets are not provided as standard as part of the shell scheme exhibition stands.

Space-only stands

Important note: Contractors will not be allowed to commence their build-up until they have complied with all the requirements of the Health & Safety at Work Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit wherever necessary.

All structures, materials, special designs, unusual constructions, and all signs must conform to British Safety Standards and Codes of Practice, and comply with local council regulations or those of any other statutory authority (see fire regulations).

Complex structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structure includes:

- structures over 4m in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps
- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6 metres high
- structures with a roof

The following details are required for complex structures:

- Detailed, scaled, structural drawings (including staircases, plan views, and elevations).
- Calculations, specifications, and method statements, each showing event name and structures name or number.
- For each complex structure, the organiser will be required to send two complete sets of the above in English – items should not be sent piecemeal.
- A suitably qualified and experienced person, generally a chartered engineer, with adequate professional indemnity cover, to confirm the design is safe for its purpose and certify all complex structures.

Space-only

Any space-only stand exhibitor must provide the organiser of the event with the following:

- A copy of a scale drawing, including plans and elevations.
- Construction timetable.
- Method statement.
- Risk assessment.
- Full details of fabrics and materials being used.
- Third party insurance certificate showing minimum cover of £5 million.

The organiser reserves the right to submit any plans to a structural engineer who will charge a fee which is not pre-determinable, and must be paid by the exhibitor or their contractor prior to commencement of work.

Space-only sites are **not** permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space – failure to take care over internal measurements could mean the stand will not fit in the allotted space. All partition surfaces built above the standard 2.44 metre shell scheme height must be decorated.

In addition, all stands must be finished, both front and back.

Construction materials

- Artificial flowers and similar decoration are combustible, and give off toxic fumes. They must not be used for decorations. Silk-type flowers are acceptable, providing they have been fireproofed to BS 5438, and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.
- Carpets, flooring, and other flexible floor covering and underlays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. For the fixing of floor coverings, all contractors and suppliers will be required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but it will now be mandatory for all contractors to use this, to ensure they do not incur any unnecessary dilapidations charges. The tape is readily available from the manufacturer Stikatak. Other forms of fixing such as cable clips, nails, or bolts are strictly prohibited.
- Drapes, curtains, hangings, and temporary decoration must be flame-retardant, and comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging, decorations, and upholstery shall be secured a minimum of 75mm above the floor level by a 75mm deep skirting, fixed taut, and/or in tight pleats to a solid backing. The organiser must produce test certificates for any materials they intend to use. If UWE ECC is not satisfied that any material meets the standards required, they shall be removed from the venue.
- Glazing must comply with the current UK Building Regulations and relevant British Standards, including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be clearly indicated, (for example by warning stripes, dots, or logos) to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass or adequately protected from shattering.
- Notice of 28 days must be given in writing of any proposed use of a paint sprayer. The sprayer shall not be used without the consent of UWE ECC. Paint spraying will be permitted provided:
 - only water-based paints are used
 - protective measures are undertaken to ensure no paint is split on floors, or sprayed or splashed on the walls, or other parts of the building, structures or equipment
 - no nuisance is caused to other persons within the venue

Event staff

Event staff will be available throughout the day, and will be easily identifiable from their red event staff t-shirts. They will ensure empty boxes are cleared away, aisles are kept tidy, and students and exhibitors are directed as necessary. Please do not hesitate to ask for their assistance. However, they will not undertake any excessive lifting.

Please note, the prospectus delivery companies are responsible for ensuring your stand and prospectuses are delivered to your stand. For health and safety reasons, event staff will not, as matter of course, be able to either deliver or replenish stock of prospectuses. Exhibitors are asked to ensure they make the necessary arrangements to have sufficient quantities of prospectuses available at their stands at the start of the day.

Exhibitors property

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the licensor, and exhibitors shall make their own insurance arrangements. While UWE ECC/UCAS Events take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

UWE ECC /UCAS Events also accept no responsibility for anything left on the premises, and exhibitors must make arrangements for all material to be removed from the exhibition by 20:00 on 1 March. Any items left on the premises after the tenancy has expired will be kept by UWE Exhibition Conference Centre, who will endeavour to contact owners prior to disposal, but cannot guarantee contact.

F

Filming

If you are planning on having any filming at the show, you must inform the organiser, as there are regulations which will need to be followed.

Fire regulations

The following regulations are included in the [eGuide](#), and must be complied with by all contractors and exhibitors.

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed, in order to adequately perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure they comply.

Any decorative materials, drapes, curtains etc. must be flame proofed. Floor coverings must be secured in place so not to cause a hazard.

It is understood that exhibitors will use paper-based products as part of their stand materials, (which is a combustible material). A direct 'no smoking' control measure will be in place across all venues to reduce the associated risks of fire. If any display includes a flammable product or substance, this should be considered and controlled by a separate risk assessment, subject to the approval of the event organiser (e.g. cooking display).

First aid

Should you require any first aid during the build-up, event, or breakdown please come to the organisers office.

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.

Furniture hire

Any furniture you have ordered will be on your stand ready for exhibitor build times.

H

Hazardous exhibits

No hazardous substance, object, or process is to be used, exhibited, or stored within the immediate confines of the exhibition complex. Examples of prohibited items are given below:

- Real flame.
- Flammable materials, including petroleum spirits, paraffin, diesel.
- Flammable gases including liquid petroleum gas.
- Toxic substances.
- Boilers, stoves, and furnaces.
- Moving displays.
- Laser beams or pyrotechnics.

Height restrictions

The height limit of displays is 4m. If you have purchased a shell scheme, only the stand panels are 1m wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organisers.

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

Internet access is available for exhibitors – you will need to select the Cloud Network, and sign in using your personal details.

L

Lost property

All property found should be handed into the organisers' office, where it will be handed over to the venue at the end of the event – this will then be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the licensor shall consider that title to that property has been abandoned and shall receive the rights to offer that property for sale.

O

Organisers

The organiser's office is located on the opposite side of the hall to the exhibitor catering, next to the seminar rooms.

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 shall 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 can be found 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 also email a copy to the organisers at exhibitions@ucas.ac.uk.

S

Scanner collection

If you have booked to hire a scanner device at the exhibition, you will be able to collect this between 08:30 – 09:15 on the morning of the event from outside the organiser office. Please return the scanners at the end of the last event day to the same location.

Security

Please take account of the following security advice from the venue:

- Make contact with the exhibition security company for advice on how to secure the items on your stand. There may be an overnight secure store for valuable items.
- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not leave your stand unattended at any time during build-up, the open period, or the pull-out of the show. Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so the stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy, and not be able to keep an eye on your stand.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time each day – the hall is open from 08:00.
- Hire an alarm for your stand if you are exhibiting valuable or portable items. These should be available from the show security company.
- If you are a victim of theft, please report it immediately to the show security company.

Smoking

UWE Exhibition Conference Centre operates a strict **no smoking** policy, and ask for your full co-operation in ensuring this is complied with during the exhibition, and build-up. Signs in accordance with the smoke-free regulations will be displayed at building entrances and in areas deemed to be 'substantially enclosed'.

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.

UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution 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 for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars 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 participation at future Events.

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 select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

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

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event floor during Event opening hours.

Upholding the Code of Conduct

UCAS and HELOA recognise that exhibitors work hard to ensure that they are able 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 present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order 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 institution/organisation will be notified and appropriate resolution sought. Attendance at future Event 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 Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk

Exhibition and Conference Centre / Wallscourt Farm Gym

Visitor Parking Permit

Event: HE Convention

Date/s Valid: 10th April 2018

Time issued: Valid all hours

Authorised by: Mark Daly


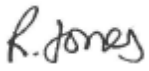
(Print Name WFG only):



University of the
West of England

bettertogether

UCAS shell scheme event organiser risk assessment

Date assessed: 08/03/18	Assessor: Becky Jones	Monitored by: David Hale 
	Signature: 	
Event: Bristol HE Exhibition	Title: Events Organiser	
	Organisation: UCAS	
Venue: UWE ECC		Inclusive dates of site attendance: 10 – 12 April 2018

Key to worst case outcome (A):	<p>4 = High – certain to cause death</p> <p>3 = Medium – probable to cause serious injury</p> <p>2 = Low – possible to cause first aid injury</p> <p>1 = Very low – unlikely to cause injury / damage</p>
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Key to probability rating (B):	<p>4 = Probability</p> <p>3 = Possibility</p> <p>2 = Unlikely</p> <p>1 = Remotely</p>
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Key to risk level:	<p>12 – 16 = high risk</p> <p>6 – 9 = medium – high risk</p> <p>3 – 4 = low – medium risk</p> <p>1 – 2 = low risk</p>
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Over-crowding of event hall / stand	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> ▪ The floor plan has been designed to maximise aisle widths to avoid overcrowding. ▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. ▪ Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. ▪ Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate. ▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. ▪ Organisers to monitor the exhibition area. ▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. ▪ All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.
		3	3		
		2	2		
		1	1		
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	12	<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. ▪ Exhibitors, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas. ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of your fire safety and evacuation planning)
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	<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. ▪ Evacuation plan to be known by organisers and communicated to event ambassadors, exhibitors and contractors. ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant 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. ▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible. ▪ <u>If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</u> ▪ Collate evidence that fire drills are undertaken annually at the venue (Under the Regulatory Reform (Fire Safety) Order 2005, venues have to record the results of a fire drill as part of your fire safety and evacuation planning)
		3	3		
		2	2		
		1	1		
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	<ul style="list-style-type: none"> ▪ Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored within the allocated stand space. ▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. ▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.
		3	3		

		2	2	<ul style="list-style-type: none"> ▪ Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. ▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event ambassadors. ▪ Organisers and exhibitors to ensure no trailing cables in 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 they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin.
		1	1	

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum height build of 4m. All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers to section off the work area as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn.
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<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. Stand contractor to sign off stand build on completion once satisfied that all stands are safe as per their risk assessment. Organising team to monitor structures with visual checks for the duration of the event.
		3	3		
		2	2		
		1	1		
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 4m.
		3	3		
		2	2		
		1	1		
Lifting equipment (FLT, cranes etc.) Power tools and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
		3	3		
		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser	4	4	6	<ul style="list-style-type: none"> All catering facilities and staffing provided by venue, and therefore at the control of venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.
		3	3		
		2	2		

	staff, event ambassadors	1	1		
Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> ▪ Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate for tasks which are not covered by the standard Exhibitor Risk Assessment. ▪ Only experienced, reliable and approved contractors 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 and be able to show proof of training if requested. ▪ Estimated staffing number of contractors is two. ▪ All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. ▪ 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 unless prior written consent is obtained, and safe systems of work are put in place.
		3	3		
		2	2		
		1	1		
Electricity: connections, and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> ▪ Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. ▪ The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. ▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. ▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. ▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. ▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. ▪ Only experienced, reliable and approved contractors used. ▪ All orders for electricity must be placed before the deadline, where applicable.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> At least two hours set-up period for exhibitors, with any additional access time to be allowed only with pre-approval from the organiser before the build-up day. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Badges/wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.
		3	3		
		2	2		
		1	1		
Traffic management	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance within the exhibitor manual on www.ucas.com/exhibitions Traffic marshals used to control flow of traffic on-site Venue contact details to be made available in advance, along with parking permits, if applicable. Traffic marshals in place in car park / unloading areas. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'. Add in venue specific information here around traffic management. E.g. in Manchester, exhibitor vehicles are not permitted access to the venue until all coaches and visitors are gone.
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and event ambassadors	4	4	9	<ul style="list-style-type: none"> Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and event ambassadors packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	<ul style="list-style-type: none"> ▪ Visitors to access venue through front main entrance during event. ▪ All relevant information will be put on the floor plan – including first aid, catering, etc. ▪ Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser’s office, seminar rooms, refreshments areas. ▪ All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. ▪ Organisers and stewards to monitor disabled guests for ease of movement around the venue. ▪ Organisers to ensure there is disabled access/egress to the venue. ▪ All height limits will be strictly enforced to enable clear view of signs and banners. ▪ Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. ▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. ▪ Security marshals in place to monitor flows of traffic and pedestrians in the venue.
		3	3		
		2	2		
		1	1		
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	4	<ul style="list-style-type: none"> ▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. ▪ Venue will be responsible for relevant checks, if necessary. ▪ If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified. ▪ Any offenders will be asked to leave the event. ▪ Venue specific risks should be added here depending on if the venue services alcohol. ▪ First aid staff to manage any injury as a result of alcohol/substance abuse.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	Company policy, procedures and rules apply in all cases. a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment b) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence and supervision. waste storage, collection and disposal system in place c) Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site. d) Venue specific details of risk and health and safety should be included within each event briefing.
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser	4	4	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.
		3	3		
		2	2		

	staff, event ambassadors	1	1		<ul style="list-style-type: none"> ▪ 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. ▪
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Hanging Banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	6	<ul style="list-style-type: none"> ▪ To be erected by qualified and competent riggers, and signed off by qualified person. ▪ "Working at height" control measures implemented as per above ▪ Separate risk assessment and method statement.
		3	3		
		2	2		
		1	1		
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	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, Student helpers 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, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. ▪ If bomb threat, venue and UCAS to follow venue's emergency procedures
		3	3		
		2	2		
		1	1		
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<p>General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'</p> <ul style="list-style-type: none"> ▪ Separate "additional" risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected
		3	3		
		2	2		

		1	1		
Standard Shell Scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<p>Shell Scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employee</p> <ul style="list-style-type: none"> Separate risk assessment and method statement – Completed and sent to venue by Formula prior to event.
		3	3		
		2	2		
		1	1		
Stand Electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<p>Stand & AV electrics to be installed and uninstalled by trained Havills staff only</p> <ul style="list-style-type: none"> Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.
		3	3		
		2	2		
		1	1		
Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	6	<p>All Complex Structures to be put through approvals staging. All plans must be submitted to UCAS then to venue for approval before building can be approved – external sign off to be enforced if required by structural engineer or appropriate professional.</p>
		3	3		
		2	2		
		1	1		
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	<p>Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. Area to be monitored by UCAS staff assigned to registration area.</p> <ul style="list-style-type: none"> Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.
		3	3		
		2	2		
		1	1		

Venue/Exhibitor Specific Risks at Bristol					
Activity	Who is affected	Controlled Risk Evaluation			Exhibitor's & Contractor's Controls / Standards
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> Review of the security and stewarding costing if intelligence of a threat is shared. Extra security may be employed if possible; if not a member of the security team will be moved to the main entrance to monitor all entry to the vicinity Provision for SIA trained security to be implementing bag searches Point of contact with the venue event manager for further information. Local police service to liaise directly with venue and in the event of a threat, the police's recommendations would be followed A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates. Information of situation will remain between only necessary members of staff to reduce panic Event stopped if the threat is at a critical point
		3	3		
		2	2		
		1	1		
Wireless Headphones	Visitors, organiser staff, event ambassadors	4	4	4	<ul style="list-style-type: none"> Visitors to be briefed on the use of "silent seminar" headphones and how to control volume Headphones tested and charged before each event season and monitored for the duration.
		3	3		
		2	2		
		1	1		
Room temperature	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	2	<ul style="list-style-type: none"> Exhibitors have been notified in the Exhibitor manual to wear warm clothing during the event build as the hall can get cold when loading doors are open. The venue will monitor temperature of the hall and ensure that heating is turned on at 07:00 each morning; allowing adequate time for the hall to heat up before staff, contracts and exhibitors arrive on site at 08:00. Room temperature to be monitored throughout the event to maintain appropriate levels. Access to recycling bins is to be through double sets of doors when exhibition is open to ensure heat is retained in main hall.
		3	3		
		2	2		
		1	1		

Onsite notes:

Hasilwood House
60 Bishopsgate
London EC2N 4AW
Tel: 020 7847 8670
Fax: 020 7847 8689



TO WHOM IT MAY CONCERN

15th July 2017

Dear Sir/Madam

**UNIVERSITIES AND COLLEGES ADMISSIONS SERVICE
AND ALL ITS SUBSIDIARY COMPANIES**

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:-

EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0117A/074
Period of Cover	1 August 2017 to 31 July 2018
Limit of Indemnity	£15,000,000 any one event unlimited in the aggregate.
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers.

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UM074/05
Period of Cover	1 August 2017 to 31 July 2018
Includes	Indemnity to Principals
Limit Of Indemnity	£10,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability.
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Susan Wilkinson'.

Susan Wilkinson
For U.M. Association Limited



Fire Evacuation Procedures

Fire Alarm

Main Building

In the event the fire alarm is activated we may hear the following sound:-

A continuous sound – this means evacuation:

Please leave the teaching room or lecture theatre immediately. Follow the nearest exit route until you are out of the building. Please then assemble in a safe place – well away from the building's exits, in a car park or open space. Do not re-enter the building until told it is safe to do so – and do not take the silencing of the alarm as a signal to re-enter.

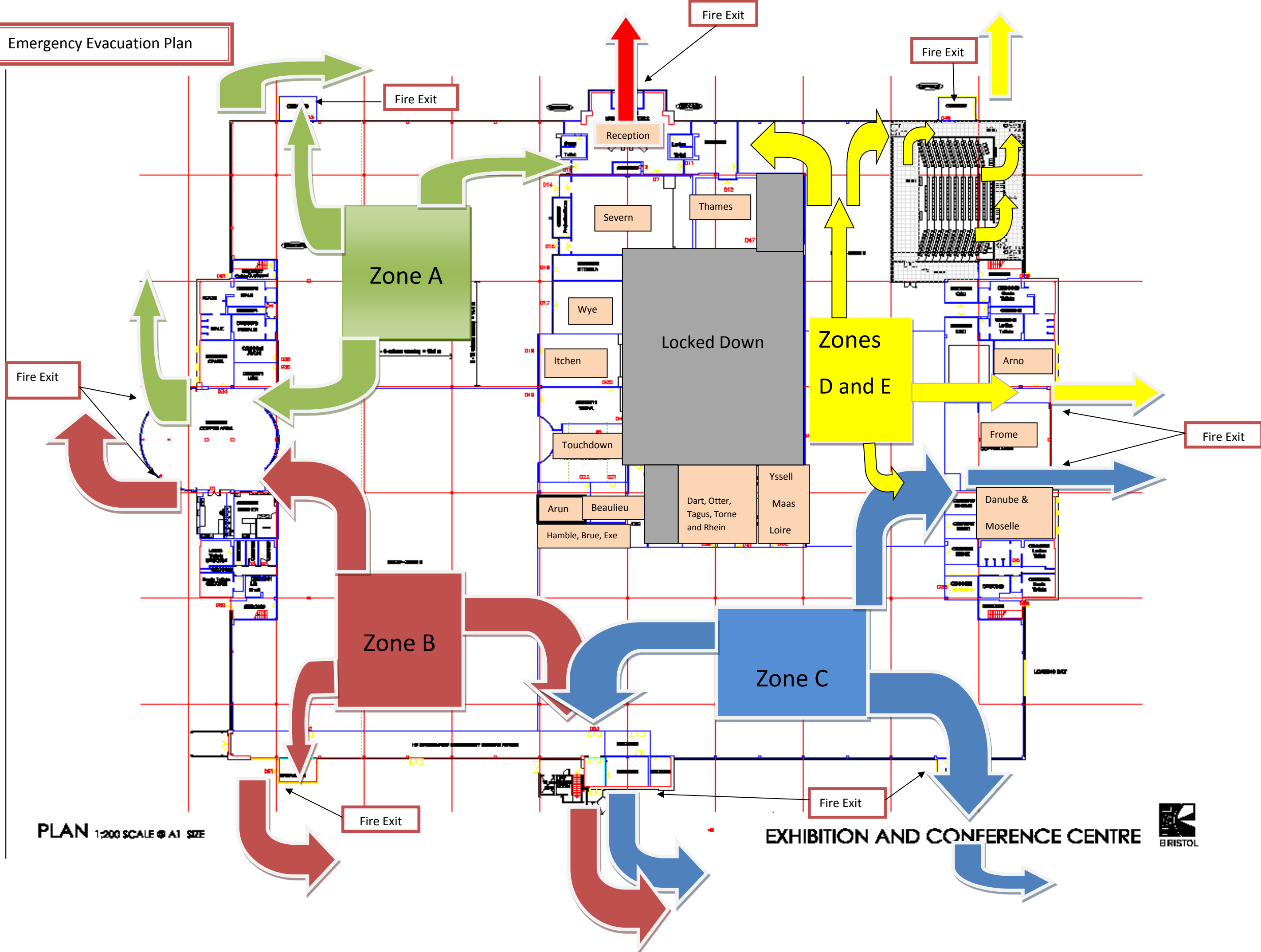
Alternatively the alarm may stop, indicating that the cause of the alarm no longer represents a risk.

- When you need to evacuate please do not delay, but do not rush or use any lifts
- Please help anyone whose impairment means they need assistance – staff will specifically help those with a mobility impairment.

For First Aiders or further assistance please contact the East Gatehouse on 0117 32 82552.

Thank you for taking the time to read this information.

Emergency Evacuation Plan



PLAN 1:200 SCALE @ A1 SIZE

EXHIBITION AND CONFERENCE CENTRE

