

University of Essex higher education exhibition 2018

Visitor information pack

Sports Arena University of Essex Colchester Essex CO4 3SQ

Wednesday 20 June 09:30 – 14:30 Thursday 21 June 09:30 – 13:00



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Accidents and near misses

In the event of an accident or near miss, please report to a member of staff or event ambassador. Staff and event ambassadors will be available in each exhibition venue, and at the Silberrad Student Centre reception.

Further information can be found in the risk assessment, attached with this pack.

Arrivals

On arrival, please follow the signs to registration at the Sports Arena. All visitors must register.

Staff and event ambassadors will be available to direct you if required.

С

Coaches

The coach drop-off and pick-up point will be car park A.

A limited amount of coach parking will be available on a first-come, first-served basis. As parking cannot be guaranteed, **please ensure your coach company is aware that coach parking may not be available on-site.** Coach drivers are asked not to return to campus earlier than their designated pick-up time.

Security staff and event ambassadors will be available to assist with coach drop-off and pick-up.

Cars

Free car parking is available to visitors in car park B, the multistorey car park, or Valley car park on both event days.

Catering

There are several catering outlets on campus that will be open all day, providing a selection of hot and cold food and drinks.



Catering for teachers

Complimentary tea, coffee, and biscuits will be available in our teachers' and exhibitors' lounge on the first floor of the Sports Arena.

A lunchtime tuck shop will also be available on the Sports Centre balcony teachers' and exhibitors' lounge if you want to avoid queueing.

Cash machines

Banks and cash machines can be found on-site.

D

Directions

By road

Colchester is just off the A12. From London and South Essex, take the Colchester (A133) exit. From Ipswich, take the Colchester (A1232) exit. Please follow roadside signage to Colchester Campus, which is to the east of Colchester off the A133.

Please come in using the **main** entrance along the B1028. There is a barrier system which is not for public access along Boundary Road, so please make sure you have the correct entrance.

Additional signage will be used on event days.

By rail

There are frequent trains from London Liverpool Street to Colchester (also known as Colchester North), Colchester Town, and Wivenhoe stations, with connections to Ipswich, Norwich, Felixstowe, Harwich, and beyond.

By bus

There are frequent bus services between Colchester and our campus.

More information regarding all travel options can be found online at www.essex.ac.uk/about/colchester/travel.aspx.

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Emergency procedures



In the case of an emergency, please alert a member of staff or event ambassador, or dial 2222 from any campus telephone (0120 687 2222 from a mobile). **Please do not dial 999 – we have a special arrangement with the emergency services.**

In the event of an alarm sounding, please evacuate the building immediately. Please make your way to the assembly points, which is outside the main entrance to the Sports Arena.

Event ambassadors

For general queries during the event (e.g. directions to facilities), ask any of the event ambassadors, who can be identified by their red UCAS t-shirts.

F

First aid

A designated team of first aiders will be on hand throughout the exhibition. Should medical assistance be required, please request this from a member of staff or one of the student ambassadors.

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 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

Internet access is not available for visitors on event days.





Lost property

Any item of lost property that is found should be handed in to the university reception, in the Silberrad Student Centre.

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Organisers

University of Essex staff and event ambassadors will be available throughout the event for general queries and assistance.

The event organiser is Rosanna Lord, who can be contacted as follows:

T: 01206 873947 M: 07717450055 E: r.lord@essex.ac.uk

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Parking

Free car parking is available to visitors in car park B, the multi-storey car park or Valley car park on both event days.

The coach drop-off and pick-up point will be car park A.

A limited amount of coach parking will be available on a first-come, first-served basis. As parking cannot be guaranteed, **please ensure your coach company is aware that coach parking may not be available on-site.** Coach drivers are asked to please not return to campus earlier than their designated pick-up time.

Security staff and event ambassadors will be available to assist with coach drop-off and pick-up.

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Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found at the back of this pack.



Security

The exhibition venues will be locked overnight, but any equipment left behind is done so at exhibitors' own risk. There is 24/7 security on campus. Security can be contacted on 01206 872 125.

Seminars

Seminars will be taking place through out the exhibition opening times. Details of these can be found on the event webpage – <u>https://www.ucas.com/events/essex-higher-education-exhibition-308256.</u>

Smoking

The University of Essex operates a strict no smoking policy on campus. Designated smoking areas are located throughout the campus, and student ambassadors will be able to direct you to these.



S



Risk assessment

Title			Location	University of	Essex, Colchester	Risk assessment	
	Tuesday 19 June 16.00-18.00pm			Campus		No	
	Wednesday 20 June 9:30-2:30pm						
	Thursday 21 June 9:30-1:00pm						
Mana	Manager responsible Adam Armstrong-		Head of UK	Recruitment	Signature & date	Adam Armstrong 22	/05/18
Asse	ssed by (name &	Rosanna Lord			Signature & date	R.Lord 22/05/2018	
role)		Student Recruitme	ent Officer				
Monit	Monitored By		GORI	shuoorth			
	Grace Rishworth						

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
Build-up and Breakdown	Exhibitors, contractors , venue and UCAS staff	 At least two hours set-up period for exhibitors, and full day access for contractors. 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 pallet movers and delivery vehicles. Wristbands to be worn by exhibitors to allow them access before the event opens 	Low		Low	

	Catastrophic	Medium	High	Very High	Very high	Very High
Ce	Major	Low	Medium	High	High	Very High
ler	Moderate	Very low	Low	Medium	Medium	High
şġr	Minor	Very low	Low	Low	Medium	Medium
JSE	Insignificant	Very low	Very low	Low	Low	Low
Consequence	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
U			d of hazardou	us event		



Hazar hazardous consequ	s event	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
Crowd cong	gestion	Everyone	 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. Students arriving in school and college 	Low	Implement a	Low	
	ing of event arquee mes of	(visitors, exhibitors, employee s)	 Students anying in school and conege parties. Students allocated time slots throughout the day. Monitor amount of people in the buildings through security on entrance and exits. Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provided for all Student Ambassadors and staff with specific roles. PA systems available for emergency messages in the Sports Arena. The floor plan has been designed to maximise aisle widths due to extra space and (3 metres wide) 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. 	LUW	 Implement a one way system on campus to ensure the through traffic continues to flow 		

	Catastrophic	Medium	High	Very High	Very high	Very High		
ence	Major	Low	Medium	High	High	Very High		
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onseq	Insignificant	Very low	Very low	Low	Low	Low		
ō	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
Ŭ		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
 Crowd congestion Overcrowding in seminar rooms The seminar rooms becoming too full which may cause injury/ illness 	Everyone	 Staff introducing speakers will be briefed to manage the numbers of students to ensure overcrowding does not occur. A wide choice of seminars for each session for students to access. Arrival and departure times of schools have been staged to reduce overcrowding. Staff on Information Stand will be on hand to assist if required. 	Low	Student Ambassadors will be stationed in all locations to control the numbers of students in rooms.	Low	
 Visitors getting lo on campus Visitors getting lo or separated from their schools 	ost	 Campus maps included in the convention guide and on UCAS exhibitor/visitor websites. Campus signage to all venues Training/briefing for all staff and Student Ambassadors. PA systems available for emergency messages in the Sports Arena. Several school staff attending the event will have previously visited the University of Essex and will also be able to give directions. Visiting schools asked to provide on-site emergency contact name/mobile number – information to be held by University organisers and Information Stand. 	Low	Student ambassadors will be stationed around campus to direct visitors	Low	
 Vehicle Management Staff, students and visitors involved in 		 Coach route agreed with University Security and Estate Management Section. Appropriate pick up and drop off areas agreed by University Security and Estates Management Section. 	Low		Low	

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Ce	Major	Low	Medium	High	High	Very High			
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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
accident due to traffic movements • Injury		 Security staff to direct all students away from the car park and coach turnaround areas. Coach drop off and pick up point has suitable waiting area away from the roadside, where people are separated from traffic. Ensure entrance to buildings is free from traffic during event times. Member of University security staff and Student Ambassador to meet all coaches. Student Ambassadors to wear high visibility jackets when working with traffic and briefed. 				
 Vehicle Management Staff, students and visitors involved in accident in car parks Injury 	Everyone	 Designated exhibitor parking in multi-storey car park and car park b Students advised in exhibition literature not to bring their own cars and travel by coach where possible. Security staff and Student Ambassadors to staff the main university entrance to direct traffic flow. Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provided for all Student Ambassadors with specific roles. 	Low		Low	
 Trips, slips and falls Trip hazard caused by exhibitor stands Injury 	Everyone	• All exhibitors have completed the UCAS Events risk assessment to ensure they are using safe equipment and adhere to safe storage and removal of boxes.	Low		Low	

	Catastrophic	Medium	High	Very High	Very high	Very High		
Ce	Major	Low	Medium	High	High	Very High		
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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		 All exhibitors to be set up before event opening time and not to dismantle until the event has closed. All exhibitors to ensure stands are erected correctly, securely and stable. PA systems available for emergency messages in the Ivor Crewe and Sports Hall St Johns Ambulance confirmed to attend for any first aid issues. Emergency procedures guidelines published in exhibitors handbook. Exhibitors should ensure that all boxes are appropriately stacked 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. 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 student helpers. Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. 				

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		Very low	Low	Low	Medium	Medium
136	Insignificant	Very low	Very low	Low	Low	Low
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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		 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. 				
 Trips, slips and falls Accident/injury/trips and falls due to poor housekeeping (e.g. boxes, wrapping) Injury 	Everyone	 Skips provided close to Sports Arena for removal of empty boxes. Student Ambassadors briefed to continuously remove empty boxes from exhibitor stands. Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provide for all Student Ambassadors and staff with specific roles. St Johns Ambulance confirmed to attend for any first aid issues. Emergency procedures guidelines published in exhibitors handbook 	Low		Low	
 Trips, slips and falls Block of walkways and fire exits in exhibition halls and marquee Injury 	Everyone	 Fire exits clearly identified. Layout and flow plan ensures clear walkways for all visitors. Student Ambassadors to ensure all exits and walkways are kept clear. Training/briefing for all Student Ambassadors. 		 PA/ tannoy announcements to alert exhibitors to fire exits and reminders to keep walkways clear 		

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		 Individual briefing sheets provided for all Student Ambassadors and staff with specific roles. St Johns Ambulance to attend to first aid if necessary Emergency procedures guidelines published in exhibitors handbook 		 Student Ambassadors briefed to keep walkways clear 		
 Trips, slips and falls Trips, slips and falls outside of exhibition halls Injury 	Everyone	 Visitors to follow pathways on the campus, as directed by signage. Student Ambassadors to direct students and know what to do in case of accident (briefing sheet). One way system in place in the Lecture Theatre Building and Sports Arena. First Aid facility on campus if required. St Johns Ambulance to attend fair in the instance of first aid needing to be administered Emergency procedures guidelines published in exhibitors handbook 	Low		Low	
 Manual handling Injury due to manual lifting/ handling Injury 	Everyone	 External logistics companies and University Estates team to carry out any heavy lifting required for set up and break down of event. All Student Ambassadors and CER staff to have completed the online manual handling training provide by the University. All staff and Student Ambassadors to be briefed on Health and Safety prior to event. Manual handling brief included in the exhibitor pack on each stand. All staff to wear flat soled shoes. 	Low	Availability of trolleys for staff to use	Low	

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
 Fire Evacuation/risks Panic/ injury 	Everyone	 No fire alarms are planned for the 20 and 21 June 2018. University facilities all meet required fire safety standards. University fire evacuation procedures to be followed including attendance of University Fire Marshall and Security. Staff to brief students on fire evacuation procedure at the start of each seminar. All exhibitors are aware of evacuation procedures. Students Ambassadors briefed on emergency procedures. Fire evacuation meeting points will be given to exhibitors on briefing sheet. Ensure all waste is collected at regular intervals by Student Ambassadors. Ensure all electrical risks are controlled and used safely. Ensure gangways are clear of rubbish. No smoking is permitted inside venue. University Fire Officer to issue instructions to organisers. Staff have been issued with briefing sheet on what to do in event of fire. Signing in sheets on Information Stand in Lecture Theatre Building will show which staff and speakers are in the building. Seminar speakers and student ambassadors will be asked for their mobile 	Low		Low	

ပိ	R = LxC	Very unlikely	Unlikely	Fairly likely d of hazardou	Likely	Very likely
Consequence	Insignificant	Very low	Very low	Low	Low	Low
squ	Minor	Very low	Low	Low	Medium	Medium
ler	Moderate	Very low	Low	Medium	Medium	High
Ce	Major	Low	Medium	High	High	Very High
i	Catastrophic	Medium	High	Very High	Very high	Very High



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		 phone numbers, so that they may be contacted in an emergency. 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 will use designated smoking areas. Fire alarm systems are in operation, with smoke / heat detectors and sounders, in all used buildings. Buildings will be evacuated in the event of an alarm sounding. There is also a direct link to the Security Information Centre and Security will mobilise immediately in the event of an alarm sounding. 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 student helpers, exhibitors and contractors. 				

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		 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. If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. 				
 Visitors Contractors/ exhibitors deliveries 	Everyone	Only reputable contractors previously used for this event to be used for deliveries.	Low		Low	

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
• Injury		 Contractors are aware of set up times and procedures and are familiar with the venues having delivered to campus before. Contractors have their own company safety procedures that they will follow. Contactors and exhibitors must adhere to set up and break down times provided by event organiser. No contractor vehicles allowed during event opening times. 				
 Compromising situations Safeguarding visitors under the age of 18 Safeguarding issue 	Under 18 visitors, staff	 Exhibition held in open, public area. Catering outlets will be briefed regarding the large volume of students under 18 on campus Catering outlets selling alcohol will be extra cautious when asking for ID. Clear signage and maps for directing visitors around campus. Student ambassadors available for assistance 24/7 security and first aid available Student Ambassadors will be in each venue to ensure safety of students. 	Low		Low	
Emergency Situation	Everyone	 Event organiser to have full event briefing with venue pre-event for 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 any changes. Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, 	High		High	

	Catastrophic	Medium	High	Very High	Very high	Very High		
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5		Likelihood of hazardous event						



Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		 lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register. 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. 				

	Catastrophic	Medium	High	Very High	Very high	Very High
lce	Major	Low	Medium	High	High	Very High
Jer	Moderate	Very low	Low	Medium	Medium	High
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Consequence	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
0		Likelihood of hazardous event				

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

UNIVERSITY OF ESSEX AND ALL ITS UK 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:-

1. EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0117A/T017
Period of Cover	1 August 2017 to 31 July 2018
Limit of Indemnity	£30,000,000 any one event unlimited in the aggregate.
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers.

2. PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UMT017/13
Period of Cover	1 August 2017 to 31 July 2018
Includes	Indemnity to Principals
Limit of Indemnity	£30,000,000 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

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Susan Wilkinson For U M Association Limited

