

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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## A

### 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.

## C

### 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](http://www.essex.ac.uk/about/colchester/travel.aspx).

## E

### 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.

## I

## Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect 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.

## L

## Lost property

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

## O

### 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](mailto:r.lord@essex.ac.uk)

## P

### 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.

## R

### 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.

## S

### 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 – <https://www.ucas.com/events/essex-higher-education-exhibition-308256>.

### 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.

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



Consequence	Catastrophic	Medium	High	Very High	Very 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
		<p>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"> <li>• Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures.</li> <li>• UCAS event organiser to alert UCAS incident management team</li> <li>• Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.</li> </ul>				

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



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TO WHOM IT MAY CONCERN

15<sup>th</sup> 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

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

Susan Wilkinson  
For U M Association Limited



U M Association Limited  
Registered Office: Hasilwood House, 60 Bishopsgate, London, EC2N 4AW  
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