

University of Essex higher education exhibition 2018

Exhibitor manual

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 the exhibition venue and at the Silberrad Student Centre reception.

Further information can be found in the risk assessment, at the end of this manual.

Accommodation

Wivenhoe House Hotel is located on campus. Find out more information.

<u>Visit Colchester</u> has details on a good selection of accommodation available.

There are three Premier Inns within a 15 minute drive of the Colchester campus. See <u>www.premierinn.com</u> for more information.

Arrival

Please follow the signage to your exhibition venue, the Sports Arena at the top of the campus. Upon arrival at the exhibition, you will be required to sign in (you will have previously been sent a link to register your attendance details), and will be provided with an exhibitor lanyard, which is to be worn at all times.

В

Build-up and breakdown

Build-up exhibitor access Tuesday 19 June, 16:00 – 18:00 Wednesday 20 June, 08:00 – 09:30 Thursday 21 June, 08:00 – 09:30

Breakdown exhibitor access Thursday 21 June, 13:00 – 16:00

On each exhibition day, please remain on your stand until the exhibition closes.



The first bay within Valley car park will be cordoned off from Sunday 17 June. Delivery vehicles are required to reverse up to the Sports Arena rear doors. There must be **no turning on the grasscrete** paving at the back of the Sports Arena (lorries must go straight back and forward to prevent damaging the grasscrete).

A banksman will be required to assist all reversing vehicles in Valley car park.

Business centre

Facilities not available.

С

Car parking

Free parking for exhibitors is provided on campus from 16:00 on Tuesday 19 June until 16:00 on Thursday 21 June.

Please park in **car park B**, which will be signposted. You can also view it on the campus map: <u>https://www.essex.ac.uk/about/colchester/documents/colchester-campus-map.pdf</u>.

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.

Catering

Complimentary water will be provided on each of the exhibition stands.

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 first floor of the Sports Arena for exhibitors and teachers only.

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





Deliveries

Please arrange for all deliveries to be made on Monday 18 June, from 10:00 – 16:00.

Any deliveries should be clearly marked with the exhibitor's name, and addressed to:

Rosanna Lord CER University of Essex Wivenhoe Park Colchester Essex CO4 3SQ

We cannot guarantee access to deliveries made outside the times stated above. For queries regarding stand deliveries, build-up, or HE freight companies, please email <u>r.lord@essex.ac.uk</u>.

The first bay within the Valley car park will be cordoned off from Sunday 17 June. Delivery vehicles are required to reverse up to the Sports Arena rear doors. There must be **no turning on the grasscrete** paving at the back of the Sports Arena (lorries must go straight back and forward to prevent damaging the grasscrete).

A banksman will be required to assist all reversing vehicles in Valley car park.

Ε

Electrical services and stand power

Electricity supply cannot be guaranteed, but we will try to arrange a power supply to those exhibitors who request it, where possible.

If you require electricity, please email <u>r.lord@essex.ac.uk</u> by Monday 4 June.

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.

Exhibition stands and furniture

Please ensure your stand is no more than 2m wide x 2m deep.

If you require furniture, please request it through your net suite account.

Event ambassadors

Event ambassadors will be available throughout the event to assist you. They will be easily identifiable by their red UCAS t-shirts and event ambassador coats.

They can assist with deliveries, ensure empty boxes are cleared away, help keep aisles tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance.

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.

Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals/shoes, flip-flops, and flimsy footwear are not permitted.

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Height restrictions

There are no height restrictions at the venue. However, the multistorey carpark has a height restriction, therefore, any vehicle much taller than a standard car/van will need to park in car park B or the Valley car park.



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

WiFi is available on campus, including eduroam. Sign in information will be provided on the day of the exhibition.

Lost property

Any item of lost property that is found should be handed in to the university reception, in the Silberrad Student Centre (Square 5).

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Organisers

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

T: 01206 873947 M: 07717450055 E: <u>r.lord@essex.ac.uk</u>

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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.

- 1. 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.
- 2. The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- 3. 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 bring a copy of this with you, and email a copy to the organisers at <u>exhibitions@ucas.ac.uk</u>.

S

Scanner collection

Scanners can be collected from the UCAS desk, located inside the Sports Arena.

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 using 01206 872 125.

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.



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.



UC\S



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 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





Risk assessment

| Title | Title Essex UCAS Exhibition | | 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 | ger 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 | | | | |
| 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 | | |
|-------------|---------------|-------------------------------|----------|---------------|-----------|-------------|--|--|
| Consequence | 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 | | |
| ō | R = LxC | Very unlikely | Unlikely | Fairly likely | Likely | Very likely | | |
| U | | Likelihood of hazardous 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 |
| ler | Moderate | Very low | Low | Medium | Medium | High |
| şd I | Minor | Very low | Low | Low | Medium | Medium |
| onseq | Insignificant | Very low | Very low | Low | Low | Low |
| ō | R = LxC | Very unlikely | Unlikely | Fairly likely | Likely | Very likely |
| 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 | |

| | Catastrophic | Medium | High | Very High | Very high | Very High |
|-------------|---------------|---------------|-----------|---------------|-----------|-------------|
| Consequence | Major | Low | Medium | High | High | Very High |
| ler | Moderate | Very low | Low | Medium | Medium | High |
| şqı | Minor | Very low | Low | Low | Medium | Medium |
| JSE | Insignificant | Very low | Very low | Low | Low | Low |
| ō | R = LxC | Very unlikely | Unlikely | Fairly likely | Likely | Very likely |
| 0 | | | Likelihoo | d of hazardou | is event | |



| 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 | | | |
| ler | Moderate | Very low | Low | Medium | Medium | High | | | |
| şdr | Minor | Very low | Low | Low | Medium | Medium | | | |
| ISE | Insignificant | Very low | Very low | Low | Low | Low | | | |
| Consequence | R = LxC | Very unlikely | Unlikely | Fairly likely | Likely | Very likely | | | |
| 0 | | | 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 |
|--|---------------------------|--|--------------------------|---------------------|---------------------------|----------------------|
| | | 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. | | | | |

| | Catastrophic | Medium | High | Very High | Very high | Very High | | |
|--------|---------------|-------------------------------|----------|---------------|-----------|-------------|--|--|
| nence | Major | Low | Medium | High | High | Very High | | |
| ler | Moderate | Very low | Low | Medium | Medium | High | | |
| | | Very low | Low | Low | Medium | Medium | | |
| 136 | Insignificant | Very low | Very low | Low | Low | Low | | |
| Consed | 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 |
|---|---------------------------|---|--------------------------|---|---------------------------|----------------------|
| | | 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 | | |

| | Catastrophic | Medium | High | Very High | Very high | Very High | | |
|----------|---------------|-------------------------------|----------|---------------|-----------|-------------|--|--|
| ence | Major | Low | Medium | High | High | Very High | | |
| Jer | Moderate | Very low | Low | Medium | Medium | High | | |
| ğ | Minor | Very low | Low | Low | Medium | Medium | | |
| bəsu | Insignificant | Very low | Very low | Low | Low | Low | | |
| <u>S</u> | 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 |
|--|---------------------------|--|--------------------------|--|---------------------------|----------------------|
| | | 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 | |

| | Catastrophic | Medium | High | Very High | Very high | Very High | |
|-------|---------------|-------------------------------|----------|---------------|-----------|-------------|--|
| ce | Major | Low | Medium | High | High | Very High | |
| ouer | Moderate | Very low | Low | Medium | Medium | High | |
| şd (| Minor | Very low | Low | Low | Medium | Medium | |
| onseq | Insignificant | Very low | Very low | Low | Low | Low | |
| ō | R = LxC | Very unlikely | Unlikely | Fairly likely | Likely | Very likely | |
| | | 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 |
|---|---------------------------|--|--------------------------|---------------------|---------------------------|----------------------|
| 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 | |

| 0 | _ | Likelihood of hazardous event | | | | | |
|-------------|---------------|-------------------------------|----------|---------------|-----------|-------------|--|
| 5 | R = LxC | Very unlikely | Unlikelv | Fairly likely | Likelv | Very likely | |
| ISE | Insignificant | Very low | Very low | Low | Low | Low | |
| Consequence | Minor | Very low | Low | Low | Medium | Medium | |
| len | Moderate | Very low | Low | Medium | Medium | High | |
| Ce l | Major | Low | Medium | High | High | Very High | |
| | 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. | | | | |

| | Catastrophic | Medium | High | Very High | Very high | Very High | | |
|-------------|---------------|-------------------------------|----------|---------------|-----------|-------------|--|--|
| Consequence | Major | Low | Medium | High | High | Very High | | |
| | Moderate | Very low | Low | Medium | Medium | High | | |
| ğ | Minor | Very low | Low | Low | Medium | Medium | | |
| JSE | Insignificant | Very low | Very low | Low | Low | Low | | |
| ā | R = LxC | Very unlikely | Unlikely | Fairly likely | Likely | Very likely | | |
| U | | 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 |
|--|---------------------------|--|--------------------------|---------------------|---------------------------|----------------------|
| | | 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 | |

| | 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 | | |
| şdr | 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 | | |
| 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 |
|--|--------------------------------|--|--------------------------|---------------------|---------------------------|----------------------|
| • 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 | |

| nence | Catastrophic | Medium | High | Very High | Very high | Very High |
|--------|---------------|-------------------------------|----------|---------------|-----------|-------------|
| | Major | Low | Medium | High | High | Very High |
| | Moderate | Very low | Low | Medium | Medium | High |
| şd (| Minor | Very low | Low | Low | Medium | Medium |
| JSE | Insignificant | Very low | Very low | Low | Low | Low |
| Conseq | 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 |
|--|---------------------------|---|--------------------------|---------------------|---------------------------|----------------------|
| | | 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. | | | | |

| Γ | | 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 |
| | squ | Minor | Very low | Low | Low | Medium | Medium |
| | ารเ | Insignificant | Very low | Very low | Low | Low | Low |
| | 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

Busar Wukin son

Susan Wilkinson For U M Association Limited

