

A photograph of a UCAS exhibition. In the foreground, a young man in a black hoodie with white stripes on the sleeves is looking at a display. Next to him, a young woman wearing a black hijab and a teal shirt is looking at a brochure. She has a gold watch on her left wrist and a red lanyard with a badge that says 'Exhibitor'. In the background, other students and staff are visible, including a man in a teal shirt. The background is a blue wall with a map of the UK.

UCAS higher education exhibitions

## Visitor information pack

Venue address     UWE Bristol Exhibition and Conference Centre  
North Entrance  
Filton Road  
Bristol  
BS34 8QX

Event date        11 – 12 March 2019

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## A

### Accidents and near misses

Please report any accidents or near misses to the event organiser, who can be found in the organiser's office.

### Arrivals

On arrival, please head to the right-hand entrance of the UWE Exhibition Conference Centre. Please have your ticket ready for inspection. If you do not have a ticket, please report to the registration desk, inside the entrance.

Your exhibition ticket is personal to you, and should not be passed on to other group members as this could compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors' stands. Anyone found to be in breach of this will be asked to leave the event, and register again to gain readmittance.

## C

### Cars

There is limited free parking available on-site, please follow the direction of the traffic marshals. We encourage car sharing or public transport. If you park in the visitors' car park, you will need to take your ticket to the Bristol Business School reception to validate it for free exit.

### Cash machines

There are no cash machines on-site, but refreshments can be purchased by card.

### Catering

There will be refreshments available for visitors, near the entrance of the exhibition hall, with a variety of items to choose from.

### Coaches

If you are travelling by coach, there is a designated drop-off and pick-up area located to the front of the UWE Exhibition Conference Centre. Once students have disembarked, you will need to leave the site



until your designated collection time. Please note, there is no on-site coach parking available, but do ensure your coach pass is visible at all times. Coach passes will be sent to the group leader a week before the exhibition.

## D

### Directions

#### **Directions by car:**

From M4 – exit the M4 at Junction 19 onto the M32. Exit the M32 at Junction 1. Turn right at the roundabout onto the A4174 ring road, following signs for Filton and Bristol Parkway railway station. Go past the Holiday Inn on the left, through the first set of lights at the junction towards UWE and Bristol Business Park, then, turn left at the second set of traffic lights, into UWE North Entrance.

From M5 – exit the M5 at Junction 15 onto the M4 eastbound towards London. Exit the M4 at Junction 19 onto the M32, and follow the directions from the M4 given above.

From the south – from Bristol City Centre, follow signs for the M32. Exit M32 at Junction 1. Turn left onto the A4174 ring road, and follow the directions above.

#### **Directions by rail:**

The nearest rail stations are Bristol Parkway and Filton Abbey Wood, approximately 20-minutes' walk to the venue.

## E

### Emergency procedures

Please ensure you are familiar with the procedures, in the event of an emergency at the venue. The emergency procedures document can be found at the end of this pack.

### Event staff

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

## F

### First aid

The venue has a medical room, staffed by qualified first aiders. Should you require medical assistance, please contact the organisers via the organiser's office.

## 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

There is free WiFi at the venue, which you can access by signing onto the Cloud network.

## L

### Lost property

All property found at the exhibition will be handed in to the organiser's office. If items have not been claimed during tenancy, they will be passed to venue personnel, and retained for six months. If, after six months, no claim has been made, venue staff shall consider title to property has been abandoned, and shall receive the rights to offer property for sale.

## O

### Organisers

The organiser's office is located to the left of the hall at the entrance.

## P

### Parking

#### Cars

There is limited free parking available on-site, please follow the direction of the traffic marshals. We encourage car sharing or public transport. If you park in the visitors' car park, you will need to take your ticket to the Bristol Business School reception to validate it for free exit.

## Coaches

There is no coach parking available on-site.

## 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

Security is provided for the show, on 11 and 12 March 2019.




If you are a victim of theft, please report it immediately to the organiser's office.

### Seminars

Seminars will take place during the event, in the signposted rooms surrounding the hall. A seminar programme can be found on the [event web page](#).

### Smoking

The UWE Exhibition Conference Centre operates a strict no smoking policy in the venue, and we ask for your full cooperation in ensuring this is complied with.

<b>ASSESSOR (LINE MANAGER)</b>	<b>UCAS RISK ASSESSMENT 2018</b>  Bristol UCAS Higher Education Exhibition	<b>ORIGINATOR &amp; MONITORED BY THE H&amp;SE ADVISER (Jovita Milanes)</b>  
<b>NAME: David Hale</b>		
<b>SIGNATURE:</b> 		
<b>DATE: 01/02/2019</b>		
<b>NAME OF STAFF: Kaylea Blindell</b>		
<b>SIGNATURE:</b> 		
<b>DATE: 17/01/2019</b>		

**KEY TO RISKS: Likelihood x Impact = Initial Risk; and Risk Control Measures = Residual Risk**

## Likelihood

## Impact

Level	Descriptor	Guidance	Level	Descriptor	Guidance
1	Remote	Less than 10% chance	1	Minor	Minor injury or medical issue; little threat to safety; personal inconvenience.
2	Possible	10-50% chance	2	Moderate	Injury or medical issue requiring local support; feeling unsafe; personally disruptive.
3	Likely	Greater than 50% chance	3	Significant	Injury requiring hospitalisation; loss/theft of possessions; safety threatened.
4	Almost certain	Greater than 90% chance	4	Severe	Trauma, life-threatening injury or loss of life.

ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Over-crowding of event hall / stand	Public and exhibitors	2	3	6	<ul style="list-style-type: none"> <li>▪ The floor plan has been designed to maximise aisle widths to avoid overcrowding.</li> <li>▪ Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable.</li> <li>▪ Organisers to monitor the exhibition area.</li> <li>▪ Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</li> <li>• All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.</li> </ul>	2	2	4
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	4	12	<ul style="list-style-type: none"> <li>▪ Fire exits to be kept clear of obstructions.</li> <li>▪ Fire extinguishers to be available in the venue.</li> <li>▪ Ensure all waste is collected and stored correctly.</li> <li>▪ Exhibitors to ensure all waste and flammable waste material is removed from stand area.</li> <li>▪ Exhibitors, contractors, visitors, venue staff, organisers and event ambassadors will use designated smoking areas.</li> <li>▪ 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 fire safety and evacuation planning)</li> </ul>	2	2	4



Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> <li>▪ Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order.</li> <li>▪ Organisers and venue to ensure the current number of exits from the venue are adequate.</li> <li>▪ Floor plan submitted to venue in advance of the event for approval.</li> <li>▪ Evacuation plan to be known by organisers and communicated to event ambassadors, exhibitors and contractors.</li> <li>▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.</li> <li>▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.</li> <li>▪ 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.</li> <li>▪ Ensure all gangways and emergency exits are kept clear.</li> <li>▪ All emergency exits maintained and kept clear for the duration of the event.</li> <li>▪ 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.</li> <li>▪ Organisers to ensure PA system can be heard clearly in all public areas, where possible.</li> <li>▪ If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people.</li> </ul> <p>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 fire safety and evacuation planning)</p>	2	2	4
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> <li>▪ Exhibitors should ensure that all boxes and equipment are appropriately stacked/stored within the allocated stand space.</li> <li>▪ UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand.</li> <li>▪ Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.</li> </ul>	1	2	2

					<ul style="list-style-type: none"> <li>Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.</li> <li>Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from event ambassadors.</li> <li>Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> <li>Organisers and exhibitors to ensure personal belongings are stored away appropriately.</li> <li>Organisers and exhibitors to ensure all other waste is stored and removed safely.</li> <li>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.</li> </ul>			
Working at height	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> <li>Maximum height build of 4m.</li> <li>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.</li> <li>Exhibitors to ensure all staff required to work at height are suitably trained.</li> <li>Suitable personal protective equipment (PPE) clothing and footwear to be worn.</li> </ul>	2	3	6
Stands falling over	Public and exhibitors	3	2	6	<ul style="list-style-type: none"> <li>All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser.</li> <li>Any exhibitors with complex stands to submit their own risk assessment to UCAS Events.</li> <li>Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.</li> <li>Stand contractor to sign off stand build on completion once satisfied that all stands are safe as per their risk assessment.</li> <li>Organising team to monitor structures with visual checks for the duration of the event.</li> </ul>	2	2	4
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	3	3	9	<ul style="list-style-type: none"> <li>Special structure plans submitted and checked by the venue six weeks in advance of the event.</li> <li>Maximum height build of 4m.</li> </ul>	2	3	6

Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	3	3	9	<ul style="list-style-type: none"> <li>Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment.</li> <li>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.</li> <li>Appropriate signage and warning lights used, where necessary.</li> </ul>	2	3	6
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	2	6	<ul style="list-style-type: none"> <li>All catering facilities and staffing provided by venue, and therefore at the control of venue.</li> <li>Reputable and known concessions units only.</li> <li>Hygiene regulations to be followed rigidly.</li> <li>Catering company to employ suitable and trained staff.</li> <li>Catering staff to ensure all spills are cleaned immediately.</li> </ul>	1	2	2
Variety of contractors and exhibitors on-site	Contractors and exhibitors	2	3	6	<ul style="list-style-type: none"> <li>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.</li> <li>Only experienced, reliable and approved contractors used.</li> <li>Organiser to be informed of any particular hazards arising prior to, and during the exhibition.</li> <li>Basic checks made on contractor and exhibitor risk assessments.</li> <li>Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.</li> <li>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.</li> <li>Estimated staffing number of contractors is two.</li> <li>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.</li> <li>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.</li> <li>No helium balloons allowed in the venue unless prior written consent is obtained, and safe systems of work are put in place.</li> </ul>	2	2	4

Electricity: connections, and power to stands etc.	Exhibitors	3	3	9	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Exhibitors to ensure equipment is used safely and for the purpose for which it was designed.</li> <li>▪ Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser.</li> <li>▪ All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.</li> <li>▪ Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.</li> <li>▪ Only experienced, reliable and approved contractors used.</li> <li>▪ All orders for electricity must be placed before the deadline, where applicable.</li> </ul>	2	2	4
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	3	3	9	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.</li> <li>▪ 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.</li> <li>▪ Organisers to control access into areas where major lifting and construction is taking place.</li> </ul>	2	3	6

					<ul style="list-style-type: none"> <li>Security to wear PPE only if indicated by the organiser and assist floor managers in PPE policy if required.</li> </ul>			
Traffic management	Visitors and exhibitors	2	2	4	<ul style="list-style-type: none"> <li>Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance within the exhibitor manual on <a href="http://www.ucas.com/exhibitions">www.ucas.com/exhibitions</a></li> <li>Traffic marshals used to control flow of traffic on-site</li> <li>Venue contact details to be made available in advance, along with parking permits, if applicable.</li> <li>Traffic marshals in place in car park / unloading areas.</li> <li>Care to be taken when driving to and from the venue.</li> <li>Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'.</li> </ul>	1	2	2
Manual handling	Exhibitors and event ambassadors	3	3	9	<ul style="list-style-type: none"> <li>Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</li> <li>Manual handling document to be provided in exhibitor and event ambassadors packs.</li> <li>All to wear appropriate footwear.</li> <li>Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.</li> </ul>	2	3	6
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> <li>Visitors to access venue through front main entrance during event.</li> <li>All relevant information will be put on the floor plan – including first aid, catering, etc.</li> <li>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.</li> <li>All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection.</li> <li>Organisers and stewards to monitor disabled guests for ease of movement around the venue.</li> <li>Organisers to ensure there is disabled access/egress to the venue.</li> <li>All height limits will be strictly enforced to enable clear view of signs and banners.</li> <li>Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.</li> </ul>	2	2	4

					<ul style="list-style-type: none"> <li>No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.</li> <li>Security marshals in place to monitor flows of traffic and pedestrians in the venue.</li> </ul>			
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	2	4	<ul style="list-style-type: none"> <li>No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event.</li> <li>Venue will be responsible for relevant checks, if necessary.</li> <li>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.</li> <li>Any offenders will be asked to leave the event.</li> <li>First aid staff to manage any injury as a result of alcohol/substance abuse.</li> </ul>	2	1	2
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	3	3	9	<p>Company policy, procedures and rules apply in all cases.</p> <p><b>a)</b> PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p><b>b)</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</p> <p><b>c)</b> Organising team to be provided a quarterly event season briefing of health and safety including review of risk assessment before going on site.</p> <p><b>d)</b> Venue specific details of risk and health and safety should be included within each event briefing.</p>	2	2	4
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure that the first aid point is known to exhibitors and event ambassadors and featured on the floor plan in the Exhibition Guide.</li> <li>Organisers to ensure first aid post is staffed by qualified persons.</li> <li>UCAS organising staff to be first aid trained.</li> <li>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.</li> <li>Room temperature to be monitored throughout the event to maintain appropriate levels.</li> </ul>	2	3	6



Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	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"> <li>▪ Staff, event ambassadors 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, event ambassadors, exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organiser's office or venue security.</li> <li>▪ If bomb threat, venue and UCAS to follow venue's emergency procedures</li> </ul>	2	3	6
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	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"> <li>▪ Separate "additional" risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected</li> </ul>	2	3	6
Standard Shell Scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	2	3	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"> <li>▪ Separate risk assessment and method statement – Completed and sent to venue by Formula prior to event.</li> </ul>	2	2	4
Stand Electrics	Exhibitors, contractors, visitors, venue staff, organiser	2	4	8	<p>Stand &amp; AV electrics to be installed and uninstalled by trained Havills staff only</p> <ul style="list-style-type: none"> <li>▪ Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.</li> </ul>	2	2	4

	staff, event ambassadors							
Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	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.	2	2	4
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	3	3	9	Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. <ul style="list-style-type: none"> <li>Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.</li> <li>Area to be monitored by UCAS staff assigned to registration area.</li> </ul>	2	2	4

Venue/Exhibitor Specific Risks at Bristol								
ACTIVITY & SIGNIFICANT HAZARDS	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> <li>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</li> <li>Provision for SIA trained security to be implementing bag searches</li> <li>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</li> <li>A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates.</li> </ul>	2	3	6

					<ul style="list-style-type: none"> <li>Information of situation will remain between only necessary members of staff to reduce panic</li> <li>Event stopped if the threat is at a critical point</li> </ul>			
Seminar rooms	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> <li>Maximum distance to any emergency exit in the seminar rooms must not exceed 12 metres.</li> <li>All emergency exits are to have illuminated emergency exit signs above the door.</li> <li>All cables must be securely fastened away to avoid trip hazards.</li> <li>Loud speaker stands must not protrude into gangways.</li> <li>Noise levels must be kept at a reasonable level.</li> </ul>	2	2	4
LED Wall (Assemble stationary & disassemble)	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	4	8	<p>LED wall – to be constructed on its legs. Structure to be assembled, disassembled and signed off by trained staff only.</p> <ul style="list-style-type: none"> <li>Separate risk assessment and method statement</li> </ul>	2	2	4
Assembling and securing the stage	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	2	3	6	<ul style="list-style-type: none"> <li>Experienced, reliable staff</li> <li>Suitable clothing and footwear to be worn.</li> <li>All pieces of UCAS stage to be lifted with two trained people.</li> <li>Each Stage Panel to be properly secured together to the legs and the adjacent panel using appropriate Stage Key (5mm Alan Key)</li> <li>Stage Step to be securely fastened to the stage to minimise movement</li> <li>Edges of stage to be clearly marked out using white tape.</li> <li>All work to be carried out from a stable ladder with three points of contact used by appropriately trained staff.</li> <li>Stage to be kept clear of any cabling or items which may create a hazard. If this is unavoidable then appropriate measures to secure will be take, for example, taping down cables, placing tables away from stage edges</li> </ul>	2	2	4
Interactive zone / graffiti wall <ul style="list-style-type: none"> <li>Congestion</li> <li>Blocking of exits</li> <li>Wall falling over</li> </ul>	Exhibitors, contractors, visitors, venue staff, organiser	3	3	9	<ul style="list-style-type: none"> <li>UCAS staff and event staff assigned to the area to monitor visitor flow and ask visitors to move if needed. All exits to be monitored and kept clear.</li> <li>All electronic appliances brought to site will bear a valid PAT test certificate.</li> </ul>	2	3	6

	staff, event ambassadors				<ul style="list-style-type: none"> <li>Any pens/pencils to be used in the area to be non-toxic. All pens/pencils to be kept in a</li> <li>Graffiti wall to be secured against a shell scheme panel, to be built by qualified contractors.</li> <li>Event staff to monitor and prevent students from sitting or leaning on the wall. Seating to be located within this area.</li> </ul>			
<b>Apprenticeship zone stage</b> <ul style="list-style-type: none"> <li>Congestion</li> <li>LED wall</li> </ul>	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>At least 3m aisle entrance/exit on each corner of the allocated area.</li> <li>Open viewing area. Event staff and UCAS staff to monitor area and prevent visitors from sitting on the floor and blocking the throughflow.</li> <li>All electronic appliances brought to site will bear a valid PAT test certificate.</li> <li>Separate risk assessment provided for the LED wall and stage build.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>
<b>Registration / change in entrance</b>	Exhibitors, visitors, venue staff, organiser staff, event ambassadors	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Event staff and UCAS staff to monitor the reception area, keeping the flow of visitors sustained and ensuring they go through the correct doors.</li> <li>Tensa barriers to be used to create a queueing system once visitors have entered the main hall.</li> <li>Trestle tables used to segregate the visitors with a ticket and without a ticket.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

TO WHOM IT MAY CONCERN

16<sup>th</sup> July 2018

Dear Sir/Madam

**UNIVERSITIES AND COLLEGES ADMISSION 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.	Y016458QBE0118A/074
Period of Indemnity	1 <sup>st</sup> August 2018 to 31 <sup>st</sup> July 2019
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 Indemnity	1 <sup>st</sup> August 2018 to 31 <sup>st</sup> July 2019
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



Paul Cusition  
For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | [www.umal.co.uk](http://www.umal.co.uk)

## **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

