

Sussex higher education exhibition 2018

Visitor information pack

The Brighton Centre

Kings Road

Brighton

East Sussex

BN1 2GR

Tuesday 6 March 2018 09:30 – 15:00



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A

Accidents and near misses

A near miss is an incident that doesn't result in personal injury, but is purely down to luck. Next time, the person involved might not be so lucky! Research has shown there is a clear link between near misses and accidents. Reporting of near misses or unsafe conditions can help prevent accidents, as well as helping promote a safer working environment, not just for employees, but for anyone who visits the site. Data compiled from near misses and accident reports can help highlight trends and hazards not previously identified. Please report any incident or near miss to an event organiser, who can be found in the organiser's office.

Arrivals

On arrival, please head to the entrance of the Brighton Centre. Please have your ticket ready for inspection. If you do not have a ticket, please report to the registration desk inside the entrance.

C

Cars

The Brighton Centre has a number of multi-level car parks located nearby, at Regency Square and The Lanes, and there are also NCP car parks in the vicinity. There is a charge for these car parks.

The venue is able to offer a rate of £14 per 24hrs, per space at Regency Square car park for those attending the UCAS higher education exhibition. To take advantage of this offer, please enter the car park and take a ticket from the barrier. On the day you wish to leave, take your ticket to the information desk located in the foyer of the Brighton Centre, where you can pay for your parking and have the ticket validated. Once your ticket has been validated, you will be able use it at the car park exit barrier when you leave.

If you pay and validate your ticket at the car park, you will pay the standard car parking tariff. Tickets must be validated and paid for at the Brighton Centre to get the reduced rate.

Although there are ample spaces in the car park, please be aware this is first-come, first-served. There is also a height restriction of 2.13m at Regency Square car park.

More information can be found at the back of this manual.

Catering

There will be refreshments for visitors in the venue, with a variety of items available.

Cash machines

There are cash machines available in the East Bar area, and by the information desk. There is a charge for using these.

Coaches

There is a coach drop-off point directly in front of the venue. Due to the busy nature of the event, please ensure the coach moves on from the drop-off point as quickly as possible. There is a chargeable [coach park on Madeira Drive](#). When your group has finished at the event, please call your coach driver to pick you up from the rear of the venue.

D

Directions

The venue's postal address is Brighton Centre, Kings Road, Brighton, BN1 2GR.

Directions by car

From London and the north, leave the M25 at junction 7 southbound onto the M23, which later becomes the A23 directly into Brighton. The road will continue through the city straight to Brighton seafront, where the Brighton Centre is located.

From the east and west, Brighton is accessible via the A27. Leave the A27 via the A23 ramp, follow signs towards Brighton and join the A23. The road will continue through the city straight to Brighton seafront, where the Brighton Centre is located.

Directions by rail

Brighton train station is a ten minute walk from the Brighton Centre. There is a taxi rank outside the station. Alternatively, to walk, head south down Queens Road, and when you get to the Clock Tower, cross over and follow West Street directly south until you get to the seafront. The Brighton Centre is to the right, less than a minute's walk, and situated on Kings Road.

E

Emergency procedures

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

The emergency procedures document can be found at the back of this manual.

Event staff

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

F

First aid

The venue has a medical room, staffed by qualified first aiders. If you need medical assistance, please contact the organisers, or visit the medical room.

I

Insurance

The organiser has adequate cover of public and employee liability. If you wish to see a copy of this certificate, please contact them directly.

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

An open WiFi network is available at this event. However, a reliable connection cannot be guaranteed.

L

Lost property

All property found should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner comes forwards. If no owner is found for the duration of the event, the property will be left with the venue. After six months, if nobody has claimed the property, the venue will consider it abandoned, and has the right to sell it.

O

Organisers

The organiser's office is located on the first floor. Please see the floor plan for its location.

P

Parking

Parking is available nearby, for coaches and cars. Please refer to the 'Cars' and 'Coaches' sections of this document for more information.

R

Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this can be found on at the back of this manual.

S

Security

Security is provided throughout the event. If you are a victim of theft, please report it immediately to the organiser's office.

Seminars

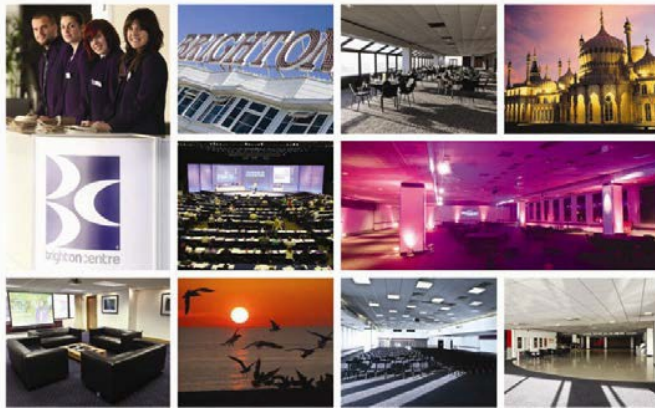
Seminars will run throughout the event in the signposted rooms. Please see the exhibition website for the exact location and seminar programme.

Smoking

The Brighton Centre operates a strict **no smoking** policy in the venue, and would ask for your full cooperation in ensuring this is complied with. This includes e-cigarettes.

Brighton Centre Emergency Procedures

Where Brighton & the World Meet...



EMERGENCY PROCEDURES

Please ensure all staff are aware of the following emergency procedures.

1. UPON HEARING THE ALARM (INTERMITTEN)

- a) The alarm will be silenced whilst the activated area is checked.
- b) Standby and await further information.

2. UPON HEARING THE ALARM (CONTINUOUS RINGING)

- a) LEAVE THE BUILDING by the nearest available exit – follow all instructions given by Brighton Centre Staff and Duty Manager.
- b) DO NOT wait to collect personal belongings (e.g. coats, handbags) and DO NOT wait around for others.
- c) DO NOT USE THE LIFTS.
- d) DO NOT run or panic – there is no need. Move swiftly but calmly.
- e) CLOSE THE DOOR if you are the last to leave the room you are in.
- f) PROCEED to the assembly point at the junction of RUSSELL ROAD/WEST STREET at the rear of the building.
- g) WAIT at the assembly point for further instruction from Brighton Centre staff.
- h) DO NOT leave the assembly point
- j) DO NOT RE-ENTER THE BUILDING without permission.

3. IF YOU SHOULD DISCOVER A FIRE (AND NO ALARM HAS YET BEEN SOUNDED)

- a) OPERATE THE ALARM from the nearest alarm point.
- b) Proceed as per point 2 above.

Your contact

If you have any questions regarding the information in this document please contact the venue events team.

Brighton Centre | Kings Road
Brighton | BN1 2GR

t: +44(0)1273 290131
e. brightoncentre@brighton-hove.gov.uk
@. www.brightoncentre.co.uk

Owned and operated by Brighton & Hove City Council

DATE PREPARED: 03/09/2013 | PREPARED BY: RE

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



TO WHOM IT MAY CONCERN

15th July 2017

Dear Sir/Madam

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

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

EMPLOYERS' LIABILITY

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

PUBLIC AND PRODUCTS LIABILITY

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

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

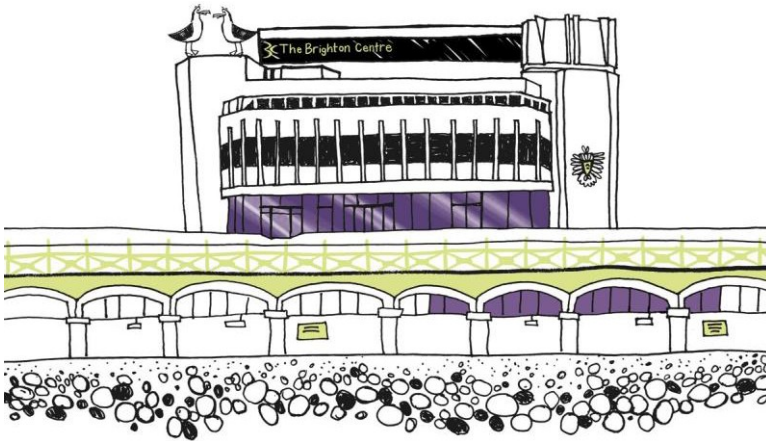
Yours faithfully

A handwritten signature in black ink, appearing to read 'Susan Wilkinson', is written over a light blue horizontal line.

Susan Wilkinson
For U.M. Association Limited



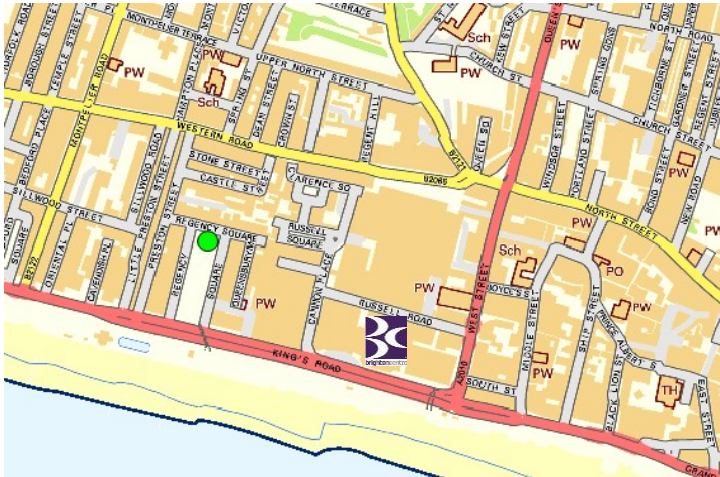
Brighton Centre Car Parking



The Offer

We are delighted to offer you a fantastic car parking rate of just £14.00* per 24 hours during your visit to the Brighton Centre.

Regency Square car park is situated along the seafront from the venue and is just a 3-4 minute walk. See car park location on map below (green dot).



How it works:

Upon entering the car park, take a ticket from the barrier. During the day of the event, take your ticket to the information desk located in the ground floor Foyer of the Brighton Centre where you can pay for your parking and have your ticket validated. Once your ticket has been validated, you will be able to use it at the car park exit barrier when you leave (this must be on the same day).

Please be aware that if you pay and validate your ticket at the car park, you WILL pay the standard car parking tariff. Tickets must be validated and paid for at the Brighton Centre to get the reduced rate.

Directions to Regency Square car park:

From the East:

Drive straight past the Brighton Centre heading west towards Hove, make sure you are in the right hand lane and look out for the signs to turn right after the Hilton Metropole Hotel, for Regency Square Car Park.

From the West:

Driving along the seafront with the sea on your right, the car park is situated after the Holiday Inn and before the Hilton Metropole Hotel. Stay in the left hand lane and look out for signs for Regency Square Car Park.

The car park is underground; you will see a large grassed area of which it is below. Follow the sign to the entrance (go straight up the street), go through the barriers into the car park, it's then best to follow towards the exit and park on the lowest level which gives you instant access to the seafront.

Please note, there is a height limit for the car park; it is 2.13 metres so transit vans and taller vehicles are not able to enter the car park.

This offer is on a first come, first served basis.

Further details can be found here - <http://www.brighton-hove.gov.uk/content/parking-and-travel/parking/regency-square-car-park-central-brighton>

Please note that this offer is NOT available at any other car park or any of the NCP's situated in the city, including the one next door to the Brighton Centre

*Price quoted is valid up to 31 March 2018.

Your contact

If you have any questions regarding the information in this document please contact the venue sales team (details below)

Brighton Centre | Kings Road
Brighton | BN1 2GR

t: +44(0)1273 292643

e. bcconference@brighton-hove.gov.uk

@. www.brightoncentre.co.uk/conference

Owned and operated by Brighton & Hove City Council

UPDATED: 10/01/2017

<p>Key to risk level:</p>	12 – 16 = high risk
	6 – 9 = medium – high risk
	3 – 4 = low – medium risk
	1 – 2 = low risk

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

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

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

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

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

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

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

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) 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) 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>c) 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>d) Venue specific details of risk and health and safety should be included within each event briefing.</p>
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser	4	4	9	<ul style="list-style-type: none"> A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. Ensure that the first aid point is known to exhibitors and event ambassadors, and featured on the floor plan in the Exhibition Guide. Organisers to ensure first aid post is staffed by qualified persons. UCAS organising staff to be first aid trained.
		3	3		
		2	2		

	staff, event ambassadors	1	1		<ul style="list-style-type: none"> If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk Level (AxB)	Person(s) at risk
Hanging Banners	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	6	<ul style="list-style-type: none"> To be erected by qualified and competent riggers, and signed off by qualified person. "Working at height" control measures implemented as per above Separate risk assessment and method statement.
		3	3		
		2	2		
		1	1		
Emergency situation to include fire, medical and bomb threat	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	12	<ul style="list-style-type: none"> 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. 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. Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. UCAS event organiser to alert UCAS Incident management team Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security. If bomb threat, venue and UCAS to follow venue's emergency procedures
		3	3		
		2	2		
		1	1		
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser	4	4	8	<ul style="list-style-type: none"> General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'
		3	3		

	staff, event ambassadors	2	2		<ul style="list-style-type: none"> ▪ Separate “additional” risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected
		1	1		
Standard Shell Scheme	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> • Shell Scheme to be built and dismantled by trained Formula Exhibitions staff only and signed off by appointed trained Formula Exhibitions employee ▪ Separate risk assessment and method statement – Completed and sent to venue by Formula prior to event.
		3	3		
		2	2		
		1	1		
Stand Electrics	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<ul style="list-style-type: none"> • Stand & AV electrics to be installed and uninstalled by trained Havills staff only ▪ Separate risk assessment and method statement – Completed and sent to venue by Formula/Havills prior to event.
		3	3		
		2	2		
		1	1		
Complex structures	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	6	<ul style="list-style-type: none"> • 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.
		3	3		
		2	2		
		1	1		
Onsite registration congestion	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	9	<ul style="list-style-type: none"> • Onsite registration may cause congestion. Those that arrive with no ticket can register onsite in the allocated registration area. • Area to be monitored by UCAS staff assigned to registration area. ▪ Queues to be managed with temporary barriers which can be easily removed in the event of a first aid incident or fire evacuation.
		3	3		
		2	2		
		1	1		

Venue/Exhibitor Specific Risks at Exeter					
Activity	Who is affected	Controlled Risk Evaluation			Exhibitor's & Contractor's Controls / Standards
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures
Intelligence of security threat prior to the event	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	8	<p>The following points will be actioned in a security alert:</p> <ul style="list-style-type: none"> Review of the security and stewarding costing if intelligence of a threat is shared. Extra security may be employed if possible; if not a member of the security team will be moved to the main entrance to monitor all entry to the vicinity Provision for SIA trained security to be implementing bag searches Point of contact with the venue event manager for further information. Local police service to liaise directly with venue and in the event of a threat, the police's recommendations would be followed A direct means of communication will be established with the head of security and venue to the organiser by radio for regular updates. Information of situation will remain between only necessary members of staff to reduce panic Event stopped if the threat is at a critical point
		3	3		
		2	2		
		1	1		
Non-conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser	4	4	8	<ul style="list-style-type: none"> General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand' Separate risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected
		3	3		
		2	2		

	staff, student helpers	1	1		
Hanging banners	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> Put up by venue riggers and signed off by trained person only Separate risk assessment and method statement completed
		3	3		
		2	2		
		1	1		
Room temperature	Exhibitors, contractors, visitors, venue staff, organiser staff, event ambassadors	4	4	2	<ul style="list-style-type: none"> Exhibitors have been notified in the Exhibitor manual to wear warm clothing during the event build as the hall can get cold when loading doors are open. The venue will monitor temperature of the hall and ensure that heating is turned on at 07:00 each morning; allowing adequate time for the hall to heat up before staff, contractors and exhibitors arrive on site at 08:00. Room temperature to be monitored throughout the event to maintain appropriate levels. Access to recycling bins is to be through double sets of doors when exhibition is open to ensure heat is retained in main hall.
		3	3		
		2	2		
		1	1		

Onsite notes: