

Dorset higher education exhibition 2018

# Exhibitor manual

Bournemouth University

Fern Barrow

Poole

BH12 5BB

Wednesday 28 March 2018

09:30 – 15:00



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## A

### Accidents and near misses

Accidents and near misses should be reported to convention staff (identified by red UCAS t-shirts). The university operates an internal emergency operation, for which first aid is included. In case of any medical incidents, staff will need to be notified, and will call extension 222 from an internal phone or 01202 692222 from a mobile. The University Estates Team will then coordinate with first aiders on-site, and emergency services if required.

### Accommodation

There are a wide range of hotels and guest houses available in Bournemouth and Poole – up-to-date information is available from Bournemouth Tourist Information:

E: [www.bournemouth.co.uk](http://www.bournemouth.co.uk)

T: 01202 451734

## B

### Build-up and breakdown

#### **Tuesday 27 March 2018**

16:00 – 19:00

#### **Wednesday 28 March 2018**

07:30 – 09:15

If you have items to unload, please take the first turning on the left on Fern Barrow to the Stand Delivery Point at the rear of the Sports Hall (Hall 1). After dropping off your stand and prospectuses, please move cars as quickly as possible to the exhibition parking area (**car park H**).

**IMPORTANT:** For health and safety reasons, we expect all stands to remain in place until 15:00. Any exhibitors who start to pack up early will be reported to UCAS.

### Business centre

With the exception of internet use, there are no on-site facilities, such as printing or faxing.

## C

### Car parking

There is **one** on-site parking space available per institution exhibiting. All exhibitors must display a valid parking permit. A copy of this permit can be found at the back of this manual.

Couriers may drop off and pick up only, there is **no** on-site parking available.

### Catering

Water will be available on your stand – if you require more during the day, this can be purchased from our catering outlets.

Tea and coffee will be available from the staff centre (hall 2). **The convention is not closing for lunch.**

Food is available to buy from the university refectory and cafes. Alternatively, a trolley service will operate on the day, where you can purchase a packed lunch at your stand. Please note, this service will be cash only.

If you'll be leaving your stand unattended during the exhibition, we've provided a sign to display on your table during your absence.

## D

### Deliveries

Please note, deliveries **must not** be made to the university prior to the set up day. All deliveries should be clearly marked with the following information:

UCAS Dorset HE Exhibition,  
Exhibitor name and stand number  
Bournemouth University,  
Talbot Campus,  
Fern Barrow  
Poole, Dorset  
BH12 5BB

**\*Please note, any pallets left behind will incur a charge of £100 per pallet for disposal.**

## E

## Electrical services and stand power

Electricity can be provided to stands depending on location. If you require access to electricity, please email [DorsetUCAS@bournemouth.ac.uk](mailto:DorsetUCAS@bournemouth.ac.uk)

## Emergency procedures

### Emergency evacuation procedures

The health and safety of all persons affected by our operations is of paramount importance to Bournemouth University.

Visitors should not bring anything onto the university's premises that could endanger others (e.g. unmaintained equipment), and should observe the university's no smoking policy.

### Fire evacuation procedure

All staff members, students, and visitors are under a duty of care to report situations they believe to be potentially hazardous. In the context of fire prevention, this may be something which could lead to an outbreak of fire e.g. unsafe storage of flammable materials, or something which would hinder the safe evacuation of the premises in the event of a fire, e.g. obstruction of fire escapes.

Because of the amount of movement of people on the university sites, it's not possible to operate a 'roll call procedure', i.e. where people's names are checked off a list at the assembly point. For this reason, we have a 'negative head count'. Fire wardens appointed for each area check rooms are clear before they leave, and report this to fire marshals at the assembly points. The fire marshals then inform the fire brigade – just one person should approach them with information for each building, to avoid confusion.

Fire wardens wear white hats and high visibility jackets, and fire marshals wear high visibility jackets, so they can be identified from a distance. However, if for any reason a fire warden is not present, it's your individual responsibility to ensure you evacuate the building by following the instructions below.

### Teaching staff and seminar rooms

Some buildings, such as lecture theatres, do not have a constant staff presence, and so fire wardens may not be appointed for these areas. All lecturers/group leaders must therefore assume responsibility for evacuating their own classes. They must then report this to the fire marshal at the assembly point.

### DO NOT USE ANY LIFT

Go quickly to your nearest assembly point. These are noted on the fire routine notices displayed around the campus, and are a safe distance from buildings. **Do not** remain near the building or block entrances, or approaches to buildings, as this may delay fire brigade access. Obey instructions issued by both the fire wardens and fire marshal.

Do not re-enter the building until told to do so by the fire marshal.  
Do not tackle a fire unless you are sure you can do this safely, and your escape route is clear.  
Some extinguishers are only suitable for certain types of fires. If in any doubt, do not attempt to fight the fire.

### Exhibition stands and furniture

Please ensure your stand takes up no more than 2m wide and 1m deep. The tables provided in each stand area are approx. 4ft x 2.5ft. Allocation of stands to exhibition halls is listed in the exhibition guide. You will only be provided with one table and two chairs if requested through your UCAS booking. If you're unsure as to whether your institution has booked furniture, you can either check by logging into your eNet account, or you can contact the event organiser, Rebecca Oliver at [DorsetUCAS@bournemouth.ac.uk](mailto:DorsetUCAS@bournemouth.ac.uk).

### Event staff

Event organisers are available to help you, and can be identified by their bright red, UCAS t-shirts.

## F

### First aid

The university operates an internal emergency operation – first aid is included. In case of any medical incidents, staff will need to be notified, and will call extension 222 from an internal phone or 01202 962 222 from a mobile. The University Estates Team will then coordinate with first aiders on-site, and emergency services if required.

The first aid point is in the main university reception. Should you need any first aid assistance, please make yourself known to an event steward.

### Footwear

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

## H

## Height restrictions

Please contact [DorsetUCAS@bournemouth.ac.uk](mailto:DorsetUCAS@bournemouth.ac.uk) if you think your exhibition stand will be impacted by height restrictions.

## I

## 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

Exhibitors can access free WiFi via the Cloud WiFi hotspot provider. Exhibitors should go to their device settings and connect to The Cloud WiFi, network and follow the instructions on their web browser.

## L

## Lost property

Any item(s) of lost property found should be handed into the university's main reception desk.

## O

## Organisers

The event is organised by Bournemouth University ([www.bournemouth.ac.uk](http://www.bournemouth.ac.uk)). Staff will be available throughout the day, and can be identified by their red, UCAS t-shirts. If exhibitors need to speak to a member of the team urgently, they should notify exhibition staff or staff at the university's main reception, who will then radio a member of staff.

## P

### 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 [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## S

### Scanner collection

If you've hired a scanning device from UCAS, you'll be able to collect this between 08:30 – 09:15 on the morning of the 28 March. The collection point will be located next to the UCAS exhibition stand – this can be found on the floor plan.

### Security



There will be security on-site.

### Smoking

Please note, there is a strict policy of no smoking inside the university buildings. You are permitted to smoke outside the building, however you must ensure you are at least 5m away from any university buildings.

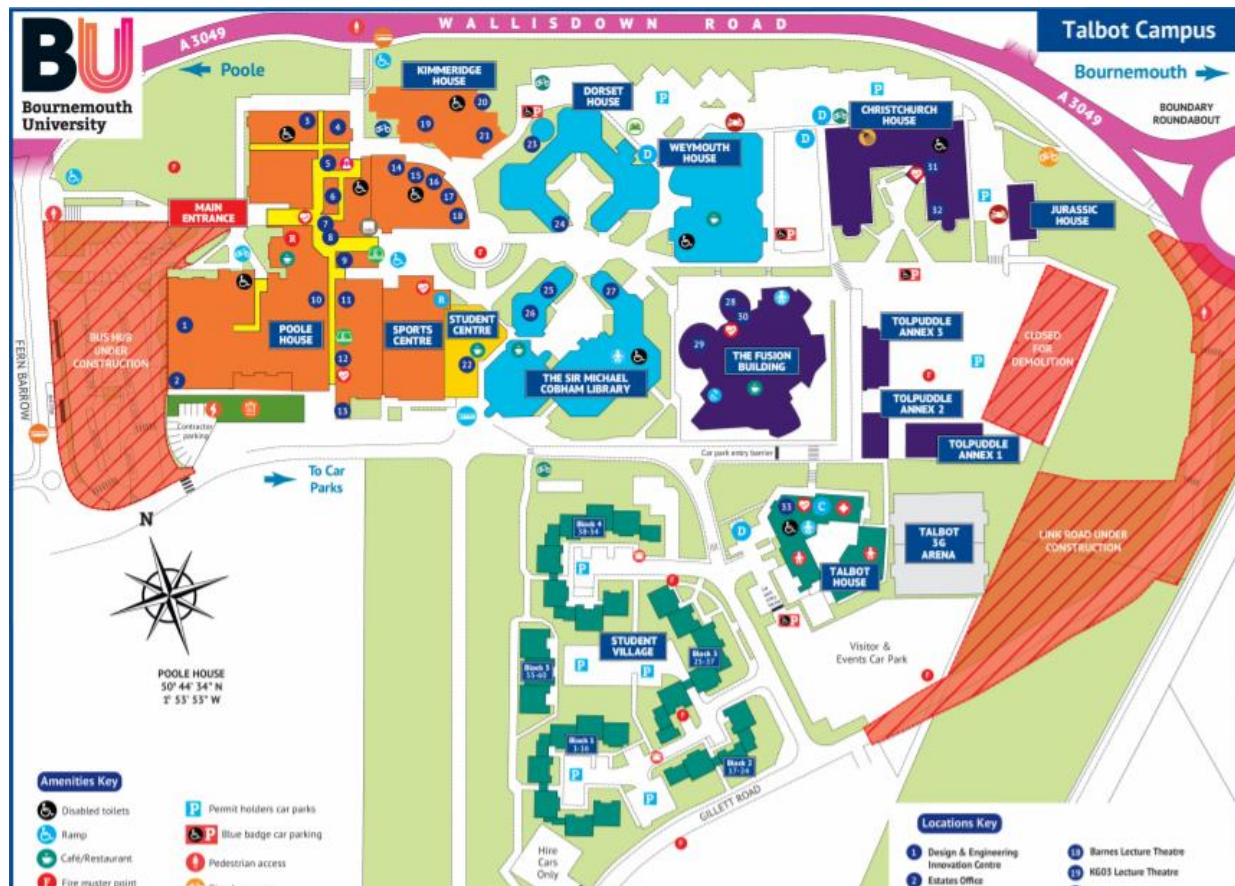
### T

### Trolleys

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.

## Campus map



## Public Liability Insurance

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



TO WHOM IT MAY CONCERN

15<sup>th</sup> July 2017

Dear Sir/Madam

**BOURNEMOUTH UNIVERSITY  
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:-

**1. EMPLOYERS' LIABILITY**

|                    |   |
|--------------------|---|
| Certificate No.    | Y016458QBE0117A/044                                   |
| Period of Cover    | 1 August 2017 to 31 July 2018                         |
| Limit of Indemnity | £50,000,000 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. | UM044/99   |
| Period of Cover          | 1 August 2017 to 31 July 2018  |
| Includes                 | Indemnity to Principals  |
| Limit Of Indemnity       | £50,000,000 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 blue ink, appearing to read 'Susan Wilkinson'.

Susan Wilkinson  
For U.M. Association Limited



U.M. Association Limited  
Registered Office: Hasilwood House, 60 Bishopsgate, London, EC2N 4AW  
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## **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 be 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](mailto:events@ucas.ac.uk)



# UCAS event organiser risk assessment

|   |   |   |
|---|---|---|
| <b>Date assessed:</b> January 2018                  | <b>Assessor:</b> Rebecca Oliver   | <b>Monitored by:</b> Rebecca Oliver and Kaylea Blindell                                     |
|   | <b>Signature:</b>  |   |
| <b>Event:</b> Dorset UCAS Exhibition                | <b>Title:</b> UK Student Recruitment and Outreach Officer   |          |
|   | <b>Organisation:</b> Bournemouth University   |   |
| <b>Venue:</b> Bournemouth University, Talbot Campus |   | <b>Inclusive dates of site attendance:</b> 27 March (set up) and 28 March 2018 (exhibition) |

|                                       |  |
|---------------------------------------|--|
| <b>Key to worst case outcome (A):</b> | <b>4 = High</b> – certain to cause death<br><b>3 = Medium</b> – probable to cause serious injury<br><b>2 = Low</b> – possible to cause first aid injury<br><b>1 = Very low</b> – unlikely to cause injury / damage |
| <b>Key to probability rating (B):</b> | <b>4 = Probability</b><br><b>3 = Possibility</b><br><b>2 = Unlikely</b><br><b>1 = Remotely</b>   |
| <b>Key to risk level:</b>             | <b>12 – 16 = high risk</b><br><b>6 – 9 = medium – high risk</b><br><b>3 – 4 = low – medium risk</b><br><b>1 – 2 = low risk</b>   |

| 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"> <li>The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) 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.</li> <li>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> |
|                                   |  | 3                      | 3                      |                  |   |
|                                   |  | 2                      | 2                      |                  |   |
|                                   |  | 1                      | 1                      |                  |   |
| Fire                              | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | 4                      | 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 will use designated smoking areas.</li> </ul>   |
|                                   |  | 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, student helpers | 4                      | 4                      | 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 student helpers, 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're 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 during the event.</li> <li>Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure 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> |
|                       |  | 3                      | 3                      |                  |  |
|                       |  | 2                      | 2                      |                  |  |
|                       |  | 1                      | 1                      |                  |  |
| Slips/trips and falls | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | 4                      | 4                      | 9                | <ul style="list-style-type: none"> <li>Exhibitors should ensure all boxes are appropriately stacked within the allocated stand space.</li> <li>UCAS to remind exhibitors by 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> <li>Exhibitors should request 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 student helpers.</li> <li>Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways.</li> </ul>  |
|                       |  | 3                      | 3                      |                  |  |
|                       |  | 2                      | 2                      |                  |  |



|  |  |   |   |  |  |
|--|--|---|---|--|--|
|  |  | 1 | 1 |  | <ul style="list-style-type: none"> <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> |
|--|--|---|---|--|--|

| Activity  | Who is affected   | Risk evaluation        |                        |                   | Control   |
|---|---|------------------------|------------------------|-------------------|---|
| Hazard identified   | Person(s) at risk   | Worst case outcome (A) | Probability rating (B) | Hazard identified | Person(s) at risk   |
| Working at height   | Exhibitors, contractors, venue and UCAS staff             | 4                      | 4                      | 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 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>   |
|   |   | 3                      | 3                      |                   |   |
|   |   | 2                      | 2                      |                   |   |
|   |   | 1                      | 1                      |                   |   |
| Stands falling over   | Public and exhibitors                                     | 4                      | 4                      | 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 work with the exhibitor to secure the stand.</li> </ul>  |
|   |   | 3                      | 3                      |                   |   |
|   |   | 2                      | 2                      |                   |   |
|   |   | 1                      | 1                      |                   |   |
| Special structure: platforms/ marquees etc.                         | Exhibitors and venue staff                                | 4                      | 4                      | 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>  |
|   |   | 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"> <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> |
|   |   | 3                      | 3                      |                   |   |
|   |   | 2                      | 2                      |                   |   |
|   |   | 1                      | 1                      |                   |   |
| Catering facilities (mobile and static)                             | Exhibitors, contractors, visitors, venue staff, organiser | 4                      | 4                      | 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. Catering staff to ensure all spills are cleaned immediately.</li> </ul>   |
|   |   | 3                      | 3                      |                   |   |
|   |   | 2                      | 2                      |                   |   |

|  |                              |   |   |  |  |
|--|------------------------------|---|---|--|--|
|  | staff,<br>student<br>helpers | 1 | 1 |  |  |
|--|------------------------------|---|---|--|--|

| Activity   | Who is affected            | Risk evaluation        |                        |                   | Control   |
|--|----------------------------|------------------------|------------------------|-------------------|---|
| Hazard identified                                  | Person(s) at risk          | Worst case outcome (A) | Probability rating (B) | Hazard identified | Person(s) at risk   |
| Variety of contractors and exhibitors on-site      | Contractors and exhibitors | 4                      | 4                      | 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.</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 in ensuring their contractors use appropriate equipment and are competent to do so.</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.</li> </ul> |
|  |                            | 3                      | 3                      |                   |   |
|  |                            | 2                      | 2                      |                   |   |
|  |                            | 1                      | 1                      |                   |   |
| Electricity: connections, and power to stands etc. | Exhibitors                 | 4                      | 4                      | 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 on-site 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>  |
|  |                            | 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) | Hazard identified | Person(s) at risk  |
| Build-up and breakdown        | Exhibitors, contractors, venue and UCAS staff | 4                      | 4                      | 9                 | <ul style="list-style-type: none"> <li>At least two hours set-up period for exhibitors, and full day access for contractors.</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>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> <li>Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.</li> </ul> |
|                               |   | 3                      | 3                      |                   |  |
|                               |   | 2                      | 2                      |                   |  |
|                               |   | 1                      | 1                      |                   |  |
| Car parking during exhibition | Visitors and exhibitors                       | 4                      | 4                      | 4                 | <ul style="list-style-type: none"> <li>Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance.</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>  |
|                               |   | 3                      | 3                      |                   |  |
|                               |   | 2                      | 2                      |                   |  |
|                               |   | 1                      | 1                      |                   |  |
| Manual handling               | Exhibitors and student helpers                | 4                      | 4                      | 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 student helper 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>   |
|                               |   | 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) | Hazard identified | Person(s) at risk   |
| Visitor orientation        | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | 4                      | 4                      | 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 in the exhibition guide – 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, and refreshments areas.</li> <li>All stands are advised to have access for the disabled, through 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> <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> |
|                            |  | 3                      | 3                      |                   |   |
|                            |  | 2                      | 2                      |                   |   |
|                            |  | 1                      | 1                      |                   |   |
| Seminar rooms              | Visitors and speakers  | 4                      | 4                      | 1                 | <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> <li>Seating runs must be clipped together, or benches used.</li> <li>Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc.</li> </ul>  |
|                            |  | 3                      | 3                      |                   |   |
|                            |  | 2                      | 2                      |                   |   |
|                            |  | 1                      | 1                      |                   |   |
| Alcohol/substance controls | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | 4                      | 4                      | 1                 | <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> </ul>  |
|                            |  | 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) | Hazard identified | Person(s) at risk  |
| <p>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.</p> <p>The significant ones are:</p> <p>a) PPE</p> <p>b) manual handling</p> <p>c) work equipment and electricity</p> <p>d) chemicals</p> <p>e) slips, trips and falls</p> <p>f) work at height</p> <p>g) emergency procedures</p> | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | 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:<br/>Risk assessment requirements briefed to staff.<br/>PPE, as identified in risk assessment.</p> <p>b) Manual handling training provided:<br/>Mechanical handling equipment training provided<br/>Risk assessment requirements briefed to staff.<br/>Staff competence and supervision.<br/>Risk assessments requirements briefed to staff.<br/>Staff competence and supervision.</p> <p>c) Work equipment and electricity:<br/>Staff work equipment training.<br/>Pre-shift and statutory checks in place, and checked for implementation.</p> <p>d) Chemicals - COSHH risk assessment requirements briefed to staff.<br/>MSDS and product guidance available.<br/>Staff competence and supervision.<br/>Waste storage, collection and disposal system in place.</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff<br/>Cables and tripping hazards controlled.<br/>Staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health and safety and emergency procedures.<br/>Audible and visible alarms and warnings suitable for danger and regularly tested.</p> |
|   |  | 3                      | 3                      |                   |  |
|   |  | 2                      | 2                      |                   |  |
|   |  | 1                      | 1                      |                   |  |
| Illness or injury   | Exhibitors, contractors, visitors, venue staff, organiser staff,                 | 4                      | 4                      | 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 the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide.</li> <li>Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained.</li> </ul>  |
|   |  | 3                      | 3                      |                   |  |
|   |  | 2                      | 2                      |                   |  |

|                     |   |   |   |    |   |
|---------------------|---|---|---|----|---|
|                     | student helpers   | 1 | 1 |    | <ul style="list-style-type: none"> <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>  |
| Emergency situation | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers (Approx 3000+) | 1 | 1 | 16 | <p>Event organiser to have full event briefing with venue pre-event, to be aware of emergency procedures, and any security measures. Event organiser to communicate details with on-site team, and notify them 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, during lock down or evacuation, if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> <li>• Staff, student helpers, and exhibitors to be provided with a copy of the venues emergency/evacuation procedures.</li> <li>• UCAS event organiser to alert UCAS Incident Management Team.</li> <li>• Staff, student helpers, exhibitors, and visitors asked to remain vigilant at all times, and report anything suspicious to the organisers office or venue security.</li> </ul> |
|                     |   | 2 | 2 |    |   |
|                     |   | 3 | 3 |    |   |
|                     |   | 4 | 4 |    |   |



# Exhibitor parking permit

## Dorset UCAS HE exhibition 2018

**Valid for parking at:**

**Car park H**

Talbot Campus, Fern Barrow, Poole, BH12 5BB

**Date valid:** Tuesday 27 March (14:00 – 19:00)

Wednesday 28 March (07:00 – 17:00)

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.