

Cardiff higher education exhibition 2018

Visitor information pack

Cardiff Metropolitan University
National Indoor Athletics Centre
Cyncoed Road
Cardiff
CF23 6XD

Wednesday 28 March 2018
09:30 – 15:00



Contents

A	3
Accidents and near misses	3
Arrivals	3
C	3
Coaches	3
Cars	4
Catering	4
Cash machines	4
D	4
Directions	4
E	5
Emergency procedures	5
Event staff	5
F	5
First aid	5
I	5
Insurance	5
Internet	5
L	6
Lost property	6
O	6
Organisers	6
P	6
Parking	6
R	6
Risk assessment	6
S	6
Security	6
Smoking	7

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.

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 indicated a clear link between near misses and accidents. Reporting near misses or unsafe conditions can help prevent accidents occurring, as well as promoting a safer working environment for employees and visitors. Data compiled from near misses and accident reports can highlight trends and hazards not previously identified.

Arrivals

On arrival, please head to the main entrance of the National Indoor Athletics Centre (NIAC), where you will see UCAS higher education welcome banners. Please enter through the doors and have your ticket ready for inspection. If you do not have a ticket with you, please report to the on-site registration desk – this will be clearly signposted on the day.

C

Coaches

Your vehicle pass will be mailed to you approximately two weeks prior to the exhibition. Please ensure this is clearly displayed when you arrive.

Due to the high number of coaches expected, please do not arrive any earlier than 15 minutes before your booked arrival time. Please enter the university campus from Cyncoed Road and proceed through the barrier. Traffic marshals will direct you through the campus to the drop-off area. Coaches will then be directed off the campus via a one-way exit.

The pick-up point will be the same as the drop-off point. To help with congestion, please make sure all your students are aware of your departure time.

Cars

Visitor parking is available on-site. As you enter the campus, take the first left before the barrier. **Pay and display will apply on the day.** The charge is £2 for the day (the machines do not give change), or you can pay via contactless payment. The car parks are managed by a private company, and parking fines will be issued if a parking ticket is not displayed.

After parking, head for the main reception and follow the signage for the exhibition. NIAC is reached by walking through the main building.

Car parking for disabled visitors

Please follow the directions given by traffic staff for the disabled spaces. These are for blue badge holders only.

Catering

Refreshments will be available for visitors at the venue entrance.

Cash machines

Cash machines are available on-site and refreshments can be purchased by card.

D

Directions

Car

Those travelling by car should enter the postcode **CF23 6XD** into their satnav. The campus is accessed via Cyncoed Road.

Train

Heath High Level and Heath Low Level railway stations are approximately 25 minutes' walk from the Cyncoed campus, serving the area from the Rhymney and Coryton lines.

E

Emergency procedures

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

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 require medical assistance, please contact the organisers via the organiser's office first.

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 visitor's 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

WiFi is available at this event through the guest open network.

L

Lost property

All property found at the venue should be handed in to the venue reception or the organiser's office.

O

Organisers

The organiser's office is located behind the stands on the left-hand side of the hall.

P

Parking

On-site parking cannot be provided for coaches, and drivers will need to drop off and collect their groups. For further details, please see the 'coaches' and 'cars' sections above.

R

Risk assessment

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

S

Security

Security is provided for the exhibition. You are advised to report to the organiser's office immediately if you are a victim of theft.

Smoking

NIAC and the Cyncoed campus operate a strict **no-smoking** policy in the hall and campus, and ask for your full cooperation to ensure this is complied with during the exhibition. Smoke free signs will be displayed at building entrances and in areas deemed to be substantially enclosed.

CARDIFF METROPOLITAN UNIVERSITY

CYNCOED CAMPUS

EVACUATION PROCEDURES

(ISSUE ONE ,MARCH 1998, Reviewed MARCH 2011)

1. PROCEDURE

The Alarm

- I. In the event of anyone discovering a fire, they should immediately sound the alarm by breaking the glass on the nearest alarm panel and evacuate the premises by the nearest exit. No attempt at fire fighting should be made by any untrained person.
- II. In order that all staff and students have the opportunity to familiarise themselves with the sound of the evacuation alarm the system shall be tested each Wednesday between 0800 and 0855 . At that time, all Staff and Students should acquaint themselves with the evacuation procedures.

The Evacuation

- III In the event of the alarm sounding other than during the weekly test all Staff, Students and Visitors to the College must leave the building immediately by the nearest available route and assemble at the relevant "ASSEMBLY POINTS" outside.

MAIN BUILDING EVACUATION

ASSEMBLY POINT "1" - SITUATED AT THE FRONT OF " B " BLOCK IN THE MAIN STAFF CAR PARK .
ASSEMBLY POINT "2" - SITUATED AT THE FRONT OF THOMAS HOUSE, ADJACENT TO CLARE RESIDENCES.
ASSEMBLY POINT "3" - SITUATED AT THE SIDE OF CENTRO
ASSEMBLY POINT "5" - SITUATED BY ASTROTURF, REAR OF MAIN BUILDING.
ASSEMBLY POINT "9" - SITUATED IN GRASS VERGE, SPORTS HALL, OPPOSITE C BLOCK STEPS

SPORTS HALL EVACUATION

ASSEMBLY POINT "3" - SITUATED AT THE SIDE OF CENTRO
ASSEMBLY POINT "4" - SITUATED BETWEEN SPORTS HALL AND QUEENSWOOD BUILDING.
ASSEMBLY POINT "9" - SITUATED IN GRASS VERGE, SPORTS HALL, OPPOSITE C BLOCK STEPS

TENNIS CENTRE EVACUATION

ASSEMBLY POINT "6" - SITUATED IN TENNIS CENTRE CAR PARK

QUEENSWOOD EVACUATION

ASSEMBLY POINT "4" - SITUATED BETWEEN SPORTS HALL AND QUEENSWOOD BUILDING.

RESEARCH HOUSE EVACUATION

ASSEMBLY POINT "5" - SITUATED BY ASTROTURF, REAR OF MAIN BUILDING

NATIONAL INDOOR ATHLETIC CENTRE (NIAC)

ASSEMBLY POINTS 7 & 8 – RUGBY PITCH No2 – REAR OF NIAC BUILDING

P BLOCK NEW SPORTS HALL EVACUATION

ASSEMBLY POINT "P BLOCK REAR TEMPORARY " - SITUATED AT REAR OF NEW SPORTS HALL AND INDICATED BY A TEMPORARY PATH AND SIGNAGE UNTIL COMPLETION OF BUILDING WORKS.

WHEEL CHAIR USERS MAY ALSO USE FRONT EXIT AND "ASSEMBLY POINT 6" TENNIS CENTRE CAR PARK

RESIDENCES EVACUATION

FITZHAMMON, HERBERT AND STRADLING

ASSEMBLY POINT "1", SITUATED AT THE FRONT OF
" B " BLOCK IN THE MAIN STAFF CAR PARK .

WARWICK HOUSE, THOMAS HOUSE,
CLARE, BUTE & ELLIS

ASSEMBLY POINT "2", SITUATED AT THE FRONT OF
THOMAS HOUSE, ADJACENT TO CLARE RESIDENCES.

UNDER NO CIRCUMSTANCES SHOULD LIFTS BE USED.

THE BLUE FIRE ACTION NOTICES STRATEGICALLY PLACED ON WALLS AND DOORS THROUGHOUT THE CAMPUS WILL CONTAIN FURTHER DETAILS OF EVACUATION REQUIREMENTS AND ASSEMBLY POINTS.

IV. Pin-Bolt Emergency Exit Doors

These doors are locked and constantly alarmed. However, should an evacuation of the building be necessary, the 'pin-bolts' should be broken and the doors used.

V. The Main Reception sliding doors will be locked in the "open" position to allow speedy egress of Staff, Students and Visitors.

VI. Once outside, individuals should proceed to the nearest Assembly Point and stay well clear of the building itself. All entrances and entrance ways to buildings are to be kept clear to allow clear access for the Emergency Services. Fire Wardens and Staff are to ensure that Students and Visitors evacuate to the relevant Assembly Point and not be allowed to assemble outside the entrance doors.

VII. There should be no unnecessary traffic movement. The "Barrier" at the entrance to the Front Car Park will be locked in the 'up' position to allow the entry of Emergency Services Vehicles (Fire, Ambulance, etc.)

VIII. Fire Wardens must check that the Evacuation is complete and report back to the Evacuation Coordinators or Deputy Evacuation Coordinators stationed at one of the Assembly Points.

IX. Tutors should take all reasonable measures to check that all Students attending their classes have evacuated and if possible a roll call should be made at the relevant assembly point.

X. Approval for re-entry to the building will be given by silencing the alarm following a thorough inspection of the affected area or by Wardens and only on instruction by the Evacuation Co-ordinator / Campus Services Manager. Staff to re-enter the building first, followed by Students and Visitors.

XI. Any problem with regard to the smooth operation of the Evacuation Procedure which is identified by Evacuation Coordinators, Wardens or individuals involved in the evacuation, should be immediately reported to the Campus Service Manager in order that remedial action can be taken.

2. EVACUATION OF WHEELCHAIR USER/ PERSONS WITH RESTRICTED MOBILITY

I. Every assistance should be given to evacuate wheelchair users/ persons with restricted mobility by the use of Evacuation chairs. **However, under no circumstances should lifts be used for this purpose.**

3. ALTERNATIVE EVACUATION PROCEDURES

- I. In some circumstances it may be necessary not to sound the alarm in which case instructions to evacuate will be given verbally by Fire Wardens.
- II. Approval for re-entry to the building will be given by silencing the alarm following a thorough inspection of the affected area or by Wardens and only on the instruction of the Evacuation Co-ordinator / Campus Services Manager.

4. FIRE WARDENS

I. A list of names of the Fire Wardens together with their areas of responsibility will be held by the Health & Safety Officer, the Campus Service Manager and by the Campus Services Receptionist.

5. EVACUATION DRILL

- I. It is essential that regular emergency evacuation procedures are practiced in order to ensure that staff and students are fully aware of the procedures involved. Such practices will also serve to test the efficiency of the systems adopted and identify areas for improvement or modification.
- II. The Campus Services Manager will have overall responsibility for co-ordinating Evacuation Procedures and named Evacuation Wardens will be appointed to assist the Campus Services Manager in carrying out such procedures.
- III. Fire order notices will be strategically placed in every corridor and will indicate the escape route in an unambiguous manner.

IV. All alarm points and fire appliances will be easily identified.

JAMES HOWELL
CAMPUS SERVICES MANAGER

March 2017

PARK INDIGO APP

**Lawrlwythwch yr Ap ar gyfer
parcio hawdd**

**Download the App for easy
parking**

Chwiliwch am Park
Indigo App ar Google
play neu'r App Store

Search for Park Indigo
App on Google play or
the App Store



Bydd angen i chi ddefnyddio'r Ap Parcio i barcio

Sut i ddefnyddio'r Ap Parcio

1. Ewch i Google play neu'r App Store
2. Chwiliwch am Indigo Park App a'i lawrlwytho
3. Crewch gyfrif neu os oes gennych chi eisoes gyfrif, diweddardwch ac ychwanegwch eich manylion cerdyn debyd / credyd
4. Archebwch yn awr neu ymlaen llaw, dewiswch y cyfnod - arhosiad dyddiol, wythnosol, pythefnosol neu fisol
5. Talu am eich arhosiad
6. Caiff derbynebaw eu storio yn 'My Activity' ar yr Ap ac anfonir e-bost atoch chi hefyd

You will need to use the Parking App to park

How to use the Parking App

1. Go to Google Play or App Store
2. Search Indigo Park App & download
3. Create an account or if you already have an account, update and add your debit/credit card details
4. Book now or in advance choose the duration - daily, weekly, fortnightly or monthly stay
5. Pay for your stay
6. Receipts will be stored in 'My Activity' on the App and emailed to you as well