

Cardiff higher education exhibition 2018

Exhibitor manual

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

Wednesday 28 March 2018
09:30 – 15:00



Contents

A	3	Filming.....	12
Accidents and near misses.....	3	Fire regulations	13
Accommodation.....	3	First aid.....	13
Alcohol and drugs policy	3	Footwear	13
Animals.....	4	Furniture hire	14
Arrival.....	4	H	14
B	4	Hazardous exhibits	14
Balloons	4	Height restrictions.....	14
Build-up and breakdown.....	4	I.....	15
Business centre	5	Insurance.....	15
C	6	Internet	15
Car parking	6	L.....	15
Carpet.....	6	Lost property.....	15
Catering.....	6	N	15
Children.....	6	Night sheets	15
Cleaning.....	7	O	16
Contractors	7	Organisers	16
D	7	P.....	16
Deliveries.....	7	Passages and gangways	16
E.....	8	R	16
Electrical services and stand power	8	Risk assessment	16
Emergency procedures	8	S.....	17
Exhibition stands and furniture	8	Scanner collection	17
Event staff	12	Security.....	17
Exhibitors' property	12	Smoking.....	17
F.....	12	T.....	18
		Trolleys	18

Accidents and near misses

If you are involved in, or witness an accident or near miss while on-site, please report it to the organiser's office immediately.

Accommodation

The nearest hotel to the venue is:

Park Inn Hotel Web: [Park Inn Hotel](#) Tel: 02920 589 988

Other hotels in the city centre include:

- **Big Sleep Hotel (2*)** • Web: [Big Sleep Hotel](#) Tel: 02920 636 363
- **Ibis Hotel City Centre (2*)** • Web: [Ibis Budget Cardiff Centre Hotel](#) Tel: 02920 649 250
- **Hilton Hotel (5*)** • Web: [Hilton Hotel Cardiff](#) Tel: 02920 646 300
- **Holiday Inn City Centre (3*)** • Web: [Holiday Inn City Centre Cardiff](#) Tel: 0870 400 8140
- **Cardiff Marriott Hotel (4*)** • Web: [Cardiff Marriott Hotel](#) Tel: 02920 399 944

This list is provided for information only, and is not to be treated as a recommendation from UCAS.

Further information on Cardiff is available at www.visitcardiff.com.

Alcohol and drugs policy

The consumption of alcohol is not permitted during build-up or breakdown. The venue has a strict drugs and alcohol policy, which allows them to test or eject from the site any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol is not permitted.

Animals

Assistance dogs are permitted entry to the show. However, if you plan to have any other animal(s) on your stand, you must apply for permission from the organisers, as there are licensing implications and the city vet's approval will be required.

Arrival

To gain entry to the venue, you must register your details pre-event – the link for this will be sent to the person who made your stand booking. On arrival you will need to sign in, and will be issued with an exhibitor lanyard, which needs to be worn at all times.

B

Balloons

Helium-filled balloons are not permitted at this event.

Build-up and breakdown

Build-up

- Tuesday 27 March 16:00 – 18:00
- Wednesday 28 March 08:00 – 09:30

Break down

- Wednesday 28 March 15:00 – 16:15

On arrival

On Tuesday 27 March, you need to park in front of the NIAC or in the exhibitor car park next to the tennis centre, which will be clearly signposted.

On the morning of Wednesday 28 March, park in the exhibitor car park next to the tennis centre. There will be no access to the front of the NIAC for vehicles. Traffic staff will be working at the event, and their directions should be followed at all times.

Access to loading bay

Access for exhibitors unloading on the Wednesday morning will be via the main entrance of the NIAC. You should wear your exhibitor lanyard when unloading, and keep it displayed at all times. You can also unload on Tuesday 27 March.

On Wednesday morning, vehicles may unload via the main entrance of NIAC, or may use the loading bay which is located on the left hand side of the building.

The loading bay will be staffed, and all vehicles should be removed as quickly as possible and **at least 30 minutes prior to the start of the exhibition; no exceptions will be made**, regardless of the need to unload. For larger vehicles, access to the loading doors will be limited to one vehicle at a time.

There are no facilities for the advance storage of exhibition material at the NIAC, meaning **deliveries arriving before 27 March 2018 will be refused and returned to the sender**. We therefore ask for all deliveries to be made only during the above access times. Deliveries will not be accepted once the show is open.

NIAC or UCAS staff will not be responsible for signing for deliveries.

Schedule

Tuesday 27 March

- 08:00 – 17:00: **contractor access** (PPE area – no exhibitor access).
- 16:00 – 18:00: **exhibitor access**.

Wednesday 28 March

- 08:00 – 09:30: **exhibitor access** – please wear your exhibitor wristband to gain entry, which you will receive when you arrive on-site. Access during build-up and breakdown will only be possible if you are wearing a valid wristband. Trolleys are not provided. Vehicles cannot access the loading bay after 08:45. All vehicles must be removed from the loading bay area by 08:45 without exception, before the doors close.
- 09:30 – 15:00: **exhibition opens** – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
- 15:00: **exhibition closes**.
- 15:15 – 16:15: **exhibitor breakdown** – please ensure all materials are removed from the exhibition and loading bay areas by closing time. It is your responsibility to liaise directly with the venue and pay any fines. UCAS is not responsible for any materials left in the exhibition hall after this time.
- 16:15: **contractor breakdown** (PPE area – no exhibitor access).

Business centre

If you require any photocopying, please go to the main reception of the NIAC.

Car parking

There is ample exhibitor parking. On the morning of Wednesday 28 March, you can park in the tennis court car park. Upon entering the campus from the Cyncoed Road Main Entrance (Sat Nav CF23 6BN), proceed through the barrier and follow the road around until you reach the tennis centre car park on the right-hand side. The NIAC is down the walkway to the right. This zone will be a traffic free zone from 9:00 on Wednesday 28 March.

Parking charges on set-up day (27 March) have been waived, but **pay and display will apply on the 28 March**. The charge is £2 for the day and the machines do not give change, however you may use contactless card payment. Alternatively, you can use the Indigo App to pay for parking; more information can be found at the end of this manual. The car parks are managed by a private company, and parking fines will be issued if a parking ticket is not displayed.

Carpet

The hall floor will be covered with a charcoal carpet in the aisles and light grey carpet on the stands. If you have specific flooring requirements, please contact Formula Exhibitions on 01904 608 855.

Catering

The exhibitor lounge is located on the balcony area in the hall. The lounge can be accessed by the stairs located just inside the main entrance on the left. The lounge will provide hot and cold food and drink, and snacks.

We will provide each stand with four tea and coffee vouchers. These entitle you to a complimentary tea or coffee, and are redeemable in the exhibitor lounge. If you are on a double stand or larger, we will provide eight vouchers. Each stand will also receive a bottle of water.

Children

Children under the age of 16 are not allowed in the venue during build-up and breakdown, to comply with health and safety legislation.

Cleaning

Common areas and aisles will be vacuumed each day and rubbish will be removed, but exhibits will not be cleaned. Please leave bags of rubbish in the gangway after the show closes.

Contractors

If you are employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. They must also adhere to the venue's rules and regulations, which are contained in the [eGuide](#).

D

Deliveries

Please refer to the 'build-up and breakdown' section of this manual.

Any deliveries to your stand on show open days must be completed, and your vehicle removed from the loading areas no later than an hour before opening time. The organisers will not allow the show to open if vehicles are blocking fire exits. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

If you are expecting goods to be delivered by a courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Tuesday 27 March will not be accepted by the venue.

The address for deliveries is:
UCAS higher education exhibition
Exhibitor name
Stand number
NIAC
Cyncoed Campus
Cardiff Metropolitan University
Cyncoed Road
Cardiff
CF23 6XD

Electrical services and stand power

All on-site electrical work must be carried out by a qualified, competent person, and inspected by the appointed electrical contractor prior to being switched on.

Use of the venue's electrical sockets is not permitted, and cables must not cross gangways. Once the power has been switched on during build-up, it will be switched off each night, including the pre-open night. Power to your stand will be switched off 30 minutes after the show closes and will not be switched back on under any circumstances, due to the potential hazards during breakdown.

All shell scheme stands will be fitted as standard with one fluorescent light.

Please note that electrical sockets are **not** provided as standard as part of the shell scheme exhibition stands. If you require a power socket to your stand, please order this separately using the form in the order form section.

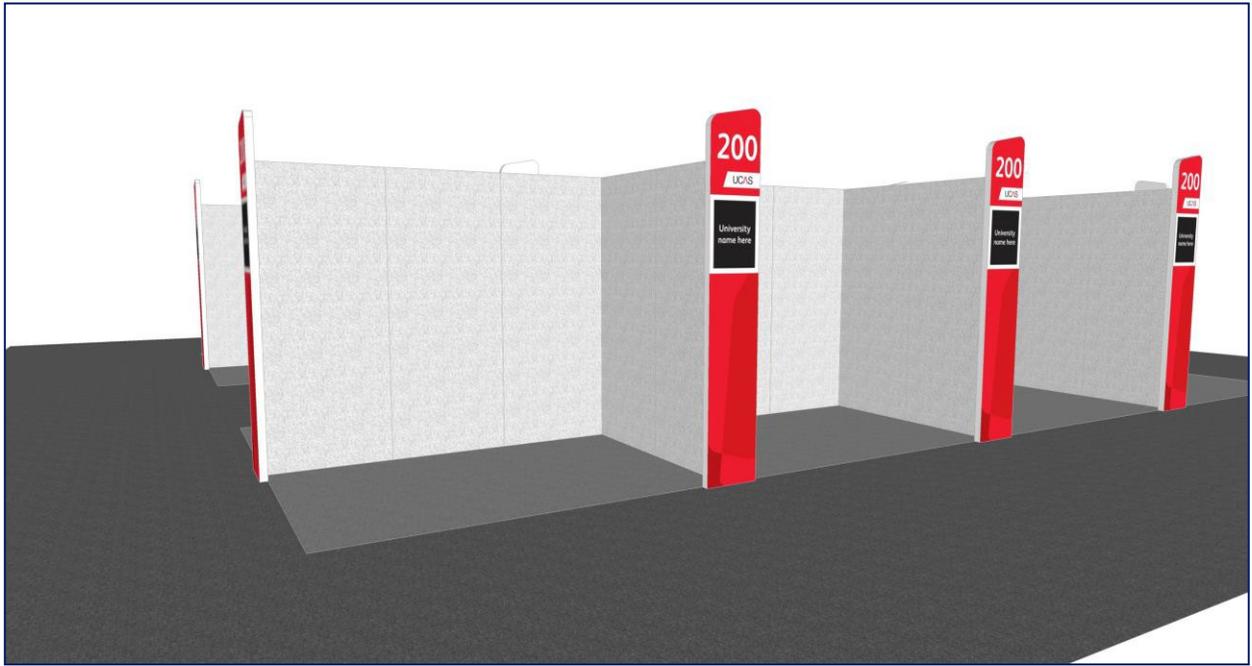
Emergency procedures

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

The emergency procedures document can be found on the Cardiff exhibition web page, in the 'downloads' section.

Exhibition stands and furniture

Last year, we introduced a new look for our shell scheme. The fascia boards will no longer be overhead, and the stands will now have a name board to the side of the stand. Below is an example of this new layout:



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class 1 fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt jointed panelling, 2.44m high and 50mm thick, and are pre-finished in nylon loop material. Please note that 25 – 50mm may be lost from the width of your exhibition stand if you are situated in a block or as part of a row. If you are having graphics printed to fit the shell scheme walls we would recommend contacting the organiser to double check the measurements.

The name of your organisation and stand number will be displayed on the name board of your stand, based on the details provided during your online booking. Please inform UCAS immediately if there are any amendments to be made, at events@ucas.ac.uk. Any name boards altered less than ten working days prior to the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included with your stand. An order form is included in the 'Exhibitors' information' section on www.ucasevents.com for additional electrical requirements. This must be returned to Formula Exhibitions no later than 16 days prior to the event (including weekends).

Electrical sockets are **not** provided as standard with the shell scheme exhibition stands.

Space-only stands

Important note: contractors will not be allowed to commence their build-up until they have

complied with all the requirements of the Health & Safety at Work Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit where necessary.

All structures, materials, special designs, unusual constructions and signs must conform to British Safety Standards and Codes of Practice, and comply with Local Council regulations or those of any other Statutory Authority (see 'fire regulations').

Any space-only stand exhibitor must provide the event organiser with:

- a copy of a scale drawing, including plans and elevations
- a construction timetable
- a method statement
- a risk assessment
- full details of fabrics and materials used
- a third-party insurance certificate showing minimum cover of £5 million

The organiser reserves the right to submit any plans to a structural engineer, who will charge a fee which is NOT pre-determinable and must be paid by the exhibitor or their contractor prior to the commencement of works.

Space-only sites are **not** permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could prevent the stand fitting in the allotted space. All partition surfaces built above the standard 2.44m shell scheme height must be decorated.

In addition, all stands must be finished on the front and back.

Complex structures

Definition: a complex structure is any form of construction of any height which would normally be designed by an engineer and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structures include:

- structures over 4m in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps
- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6m high
- structures with a roof

The following details are required for complex structures:

- detailed, scaled structural drawings (including staircases, plan views, and elevations)
- calculations, specifications, and method statement, each showing event name and structure's name or number

For each complex structure, the organiser will be required to send two complete sets of the above in English. Items should **not** be sent piecemeal.

A suitably qualified and experienced person – generally a chartered engineer, with adequate professional indemnity cover – must certify all complex structures for safety.

Construction materials

- Artificial flowers and similar decorations are combustible and give off toxic fumes. They must not be used for decorations. Silk-type flowers are acceptable, provided they have been fireproofed to BS 5438 and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.
- Carpets, flooring, and other flexible floor coverings and under-lays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. To fix floor coverings, all contractors and suppliers are required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but from now on it will be mandatory for all contractors to do so, to ensure they do not incur any unnecessary dilapidation charges. The tape is readily available from Stikatak. Other forms of fixing, such as cable clips, nails, or bolts, are strictly prohibited.
- Drapes, curtains, hangings, and temporary decorations shall be kept flame-retardant and must comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging decorations, and upholstery shall be secured a minimum of 75mm above floor level by a 75mm deep skirting, fixed taut and/or in tight pleats to a solid backing. The organiser shall produce test certificates for any materials they intend to use. If NIAC is not satisfied that any material meets the standards required, these materials shall be removed from the venue.
- Glazing must comply with current UK Building Regulations and relevant British Standards including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be clearly indicated (for example by warning stripes, dots, or logos) to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass or otherwise adequately protected from shattering.
- A notice of 28 days, in writing, is required for any proposed use of a paint sprayer. The sprayer shall not be used without the consent of NIAC. Paint spraying will be permitted provided:
 - only water-based paints are used

- protective measures are undertaken to ensure no paint is split on floors, or sprayed or splashed on the walls or other parts of the building, structures, or equipment
- no nuisance is caused to other persons within NIAC

Event staff

Event staff will be available throughout the day and will be easily identifiable by their red UCAS t-shirts. They will ensure empty boxes are cleared away, aisles are kept tidy, and visitors and exhibitors are directed as necessary. Please do not hesitate to ask for their assistance. However, they will not undertake any excessive lifting.

Please note that the prospectus delivery companies are responsible for ensuring that your stand and prospectuses are delivered to your stand. For health and safety reasons, event staff will not, as matter of course, be able to either deliver or replenish stock of prospectuses. Exhibitors are asked therefore to ensure that they make the necessary arrangements to have sufficient quantities of prospectuses available at their stands at the start of the day.

Exhibitors' property

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the licensor, and exhibitors shall make their own insurance arrangements. While NIAC/UCAS take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

NIAC/UCAS also accept no responsibility for anything left on the premises, and you must arrange for all material to be removed from the exhibition by 20:00 on 28 March. Any items left on the premises after the tenancy has expired will be kept by NIAC. They will endeavour to contact you prior to disposal, but cannot guarantee this will be successful.

F

Filming

If you are planning any filming of the show, you must inform the organiser, as there are regulations which need to be followed.

Fire regulations

The following regulations are included in the [eGuide](#) and must be complied with by all contractors and exhibitors.

All materials used in the construction of stands, features, and displays, including signs and fascia boards, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order to adequately perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof, in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure they are compliant.

Any decorative materials, drapes, curtains etc., must be flame-proofed. Floor coverings must be secured so as not to present a hazard.

It is understood that exhibitors will use paper-based products as part of their stand materials, (which is a combustible material). A direct 'no smoking' control measure will be in place across all venues to reduce the associated risks of fire. If any display includes a flammable product or substance then this should be considered and controlled by a separate risk assessment, subject to the approval of the event organiser's e.g. cooking display.

First aid

If you require any first aid during the build-up, event, or breakdown, please come to the organiser's office.

Footwear

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

Furniture hire

If you wish to hire any furniture, please see the order form on www.ucasmedia.com/content/exhibitions-2018.

H

Hazardous exhibits

No hazardous substance, object, or process is to be used, exhibited or stored in the immediate confines of the exhibition complex. Examples of prohibited items include:

- real flame
- flammable materials, including petroleum spirits, paraffin, diesel
- flammable gases, including liquid petroleum gas
- toxic substances
- boilers, stoves, and furnaces
- moving displays
- laser beams or pyrotechnics

Height restrictions

The height limit for displays is 4m. If you have purchased a shell scheme only, the stand panels are 1m wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organisers.

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

Internet is available on-site – you just need to select '**Guest network**' and sign in with your own details. This internet connection is limited. If you require a more reliable connection, please contact UCAS so arrangements can be made with the venue.

L

Lost property

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

N

Night sheets

If you are intending to use a night sheet on your stand, this must consist of non-flammable material, or be treated to render it non-flammable. Please also ensure that you leave a duplicate key at the organiser's office, so that the cleaners may gain access to your stand.

Night sheets must be firmly rolled up and secured, if left on the stand during the day, so as not to cause any obstruction.

O

Organisers

The organiser's office is behind the stands on the left-hand side of the hall. A member of the UCAS Media Events team will man the organisers' office throughout the event.

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 ensure you bring a copy of this with you to the event, and also email a copy to the organisers at events@ucas.ac.uk.

Scanner collection

If you have booked to hire a scanning device at the exhibition, you will be able to collect this between 08:30 – 09:15 on the morning of the 28 March next to the organisers office.

Security

Please take account of the following security advice from the organisers.

- Make contact with the exhibition security company for advice on how to secure the items on your stand. There may be an overnight secure store for valuable items.
- Take home any valuable items each night if there are no secure storage facilities on-site.
- Do not leave your stand unattended at any time during build-up, the event, or breakdown.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so the stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and unable to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before opening time, but remember the hall is open from 08:00.
- Hire an alarm for your stand if you are exhibiting valuable or portable items. These should be available from the show security company.
- If you are a victim of theft, please report it to the show security company immediately.

Smoking

NIAC and the Cyncoed campus operate a strict **no smoking** policy in the hall and on campus, and ask for your full cooperation in ensuring this is complied with during the exhibition and build-up.

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.

To be inserted: risk assessment and public liability insurance certificate, plus any additional documents needed (lunch forms, internet etc.)

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

STUTT GART, BALTIMORE,
NANTES AND NEVILLE

ASSEMBLY POINT, SITUATED AT THE SIDE OF
CENTRO REFECTORY.

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 USERS AND 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

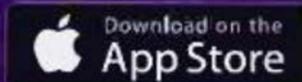
AR APP

Lowrlwythwch yr Ap ar gyfer parcio hawdd

Download the App for easy parking

Chwiliwch om Park Indigo App or Google play neu'r App Store

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



Sut i ddefnyddio'r Ap Parcio

1. Ewvcl i Google play neu'r App Store
2. Chwiliwch om Indigo Park App a'i lowrlwytho
3. Crewch gyfrif neu os oes gennych chi eisoes gyfrif, diweddorwch ac (dchwonegwch eich m onyl ion cerdyn debyd / credyd
4. Archebvvch yn owr neu ym laen llaw , dewiswch y cyfnod - orhosiod dyddiol, w ythnosol, pythefnosol neu fisol
5. Tolu om eich orhosiad
6. Coiff derbynebou eu storio yn 'My Act ivity ' or yr Ap oc onfonir e-bost otoc h 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, vveekly, fort nigh tly or n1onthly stay
5. Pay for your stay
6. Receipts will be stored in 'My Activity' on the App and emailed to you as \Nell