

Lincolnshire higher education exhibition
2018

Exhibitor manual

Engine Shed and Lincoln Performing Arts Centre
University of Lincoln

Wednesday 18 April 2018

10:00 – 14:30



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A

Accidents and near misses

If you're involved in, or witness an accident or near miss while on-site, please report it to the organisers office immediately, or call 01522 837100.

Accommodation

There are a variety of hotels and guesthouses to suit every budget, located near the university campus. You can find a list of local hotels at www.stayinlincoln.co.uk. **We don't recommend any specific hotel or have preferential rates with any accommodation – this list is provided for your convenience only.**

Arrival

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

After arriving on campus, please make your way to the Engine Shed to register. Please see the section named 'Build-up and breakdown' for information on build-up and breakdown.

B

Build-up and breakdown

Please arrive at the University of Lincoln Brayford Campus using the Ropewalk entrance. Campus security will direct vehicles to the most appropriate location to unload.

Build-up times:	Tuesday 17 April	15:00 – 18:00
	Wednesday 18 April	08:00 – 09:00

Exhibition open times:	Wednesday 18 April	10:00 – 14:30
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The site plan for the University of Lincoln Brayford Campus is available at www.lincoln.ac.uk/maps/lincoln-city-centre.htm.

Ropewalk is the main vehicle access to the Brayford Campus, and will be the main drop off point for all coaches and visitors attending the event. **No exhibitors will be permitted to park and unload on the campus after 09:00 on the day of the exhibition.**

Exhibitors may park on the Brayford Campus for up to a maximum of 30 minutes while unloading, and must display their exhibitor vehicle pass at all times, which can be downloaded from ucas.com: www.ucas.com/news-events/events.

Vehicles that do not display the appropriate passes are subject to the University of Lincoln's parking regulations, which operates a wheel clamping and fine system for unauthorised vehicles. Campus security will monitor these areas, and their directions must be followed at all times.

Breakdown times are Wednesday 18 April 14:30 – 18:00.

****Exhibitors should remain on their stands, and refrain from dismantling them until the exhibition closes at 14:30 on the 18 April. To help facilitate this, and ensure health and safety is maintained, the loading area doors will not open, and vehicles will not be permitted onto campus until 14:30. The Events and Conferencing Team will signal when breakdown can commence****

The same principles will apply for dismantling, as accessing.

The event will not close for lunch.

Business centre

There is no business centre available during this event.

C

Car parking

As the event is held during term time, there is no parking available on campus. Once exhibitors have unloaded, they should park in the car parks located near the city centre – parking charges will apply. A map of the city centre car parks is available to view on ucas.com: www.ucas.com/news-events/events.

Catering

There are a number of catering outlets on the university campus, as well as some high street shops within a ten-minute walk of the exhibition venue, where lunch can be purchased.

The event will not close for lunch. If you're alone on your stand, please contact a student helper or member of staff for assistance with refreshments.

Tea, coffee, and water will be available free of charge to exhibitors located in the platform of the Engine Shed or the Green Room of the Lincoln Performing Arts Centre.

D

Deliveries

Please refer to the build-up and breakdown section.

Any deliveries to your stand must be completed, and your vehicle must be removed from the loading areas, no later than an hour before the exhibition's opening time. The venue will not allow the exhibition to open if vehicles are blocking fire exit routes.

If you're expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. **Deliveries made before the show is in tenancy will not be accepted by the venue.**

Please ensure the organiser is aware of any deliveries expected on the day of the event, by emailing events@lincoln.ac.uk.

The venue address for couriers is:

Contact Name
Stand Number
University of Lincoln Events and Conferencing Team
UCAS HE Exhibition
Engine Shed
University of Lincoln
Brayford Pool
Lincoln
LN6 7TS

E

Electrical services and stand power

There is no stand power available during this event.

Emergency procedures

In the event of an emergency, the Event Manager will an announcement. Upon hearing this, please exit the venue by your nearest exit, and make your way to the rendezvous point, located in the public square between the Engine Shed and the University Library.

Do not re-enter the venue until you have been told by the Event Manager that it is safe to do so.

Exhibition stands and furniture

Space is limited to 2x1.5m of width per exhibitor (4x2m for double stands). One table and two chairs will be provided, but please bring your own table cloth.

You should ensure your stand and all display materials are of the appropriate dimensions to fit within your space allocation, and no parts of the stand obstruct the aisles or neighbouring stands. If your stand size exceeds the space allocated, you'll be asked to dismantle/adjust your display materials accordingly. Please ensure your stand can be easily accessed by disabled guests.

All exhibitors should remain on their stand throughout the event, and should not carry out any promotional-based activity in the gangways.

Event ambassadors

There will be event ambassadors available throughout build-up and during the event, who can be easily identified by their red, UCAS branded t-shirts. They will ensure empty boxes are cleared away, aisles are kept tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance. **However, they will not undertake any excessive lifting.**

F

Fire regulations

On arrival, please familiarise yourself with the nearest fire exits to your stand.

In the event of a fire alarm, please leave the venue immediately by the nearest fire exit, in a calm manner. Venue staff, student ambassadors, and staff from the University of Lincoln will direct you to the assembly point, which is situated in the public square between the Engine Shed and university library.

A fire alarm test will take place between 8:00 and 9:00 on the morning of the exhibition. However, we will not be running any tests during the exhibition opening hours.

First aid

Trained first aid staff will be on-site during the event, and will be located at the entrance of the Engine Shed.

If emergency care is required, please call 999 immediately, and inform the Event Manager on 01522 837100.

Footwear

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

H

Height restrictions

Any banners or displays within the Engine Shed must not exceed two metres.

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

There is visitor internet access available at the exhibition – please refer to the University of Lincoln Visitor WiFi document attached.

L

Lost property

Lost property will be held by the University of Lincoln Events and Conferencing Office for one month after the exhibition. The Events and Conferencing Office can be contacted on 01522 837100 or at events@lincoln.ac.uk.

Please note, any goods/materials/deliveries or miscellaneous items left on site at the University of Lincoln, without proper authority, will be treated as abandoned, and disposed of accordingly.

O

Organisers

Events staff will be located within the exhibition venue, and can be identified by their red, UCAS branded t-shirts. If you need to contact the organiser, please call 01522 837100.

P

Passages and gangways

Any means of ingress and egress, passageway, or gangway, must remain free from obstruction, and be kept free from obstruction during 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 exhibitions@ucas.ac.uk.

S

Security

Please ensure you wear your exhibitor pass at all times, as entry to the hall will not be permitted without it.

Please take account of the following security advice from the venue:

- Take home any valuable items if there are no secure storage facilities on-site.
- Do not leave your stand unattended at any time during build-up, the open period, or breakdown. Do not leave the hall until all visitors have gone.
- Do not leave 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 not be able 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 show open time – the hall is open from 08:00.
- If you are a victim of theft, please report it immediately to the Event Manager.

Smoking

There is a strict policy of no smoking/vaping or drinking of alcohol (other than in designated bar areas) inside all University of Lincoln 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.

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

UCAS event organiser risk assessment

Date assessed: 26/02/2018	Assessor: Sam Biggs	Monitored by: Becky Jones
	Signature: 	
Event: UCAS Lincolnshire HE Exhibition	Title: Events and Conferencing Officer	
	Organisation: University of Lincoln	
Venue: Brayford Campus, University of Lincoln		Inclusive dates of site attendance: Tuesday 17th April 2018 – Event set up Wednesday 18th April 2018 – Event date

Key to worst case outcome (A):	4 = High – certain to cause death 3 = Medium – probable to cause serious injury 2 = Low – possible to cause first aid injury 1 = Very low – unlikely to cause injury / damage
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Key to probability rating (B):	4 = Probability 3 = Possibility 2 = Unlikely 1 = Remotely
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Key to risk level:	12 – 16 = high risk 6 – 9 = medium – high risk 3 – 4 = low – medium risk 1 – 2 = low risk
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Over-crowding of event hall / stand	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> The floor plan has been designed to ensure that aisle widths avoid overcrowding. Suitable space provided around the stands & feature areas, which will be monitored, by the Events Team. Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to help prevent overcrowding. Coach arrival schedule has been implemented to also enable this. Appropriate staffing to be put in place by organisers to manage the flow of visitors through the venue, all staff to be visibly identifiable. Organisers to monitor the exhibition area. Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. All to obey instructions given by the organiser, venue staff or sub-contractor used to help control traffic and pedestrian flows. All attendees gain access through a colour coded wristband detailing time of entry. Historical data shows organisations bring fewer numbers than originally booked. 5 Exits from main hall in the Engine Shed & 2 exists in the LPAC, evacuation capacity is greater than attendance.
		3	3		
		2	2		
		1	1		
Fire and other imminent danger leading to	Exhibitors, contractors, visitors, venue staff, organiser	4	4	12	<ul style="list-style-type: none"> Venue owners to ensure fire prevention, detection and alarm systems are adequate for the venue and checked and maintained in efficient working order. Fire extinguishers to be available in venues as per venue plan. Organisers and venue to ensure that the escape routes, final exits and assembly points are adequate to ensure everyone, including those with a disability, can escape to a safe place.
		3	3		
		2	2		

evacuation	staff, student helpers	1	1		<ul style="list-style-type: none"> ▪ Evacuation plan to be known by organisers and communicated to visitors, student helpers and contractors including alarm sound (e.g. bell, horn, siren) ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including positions of nearest exits and fire assembly points. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times , including during build up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. ▪ 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. ▪ All escape routes maintained and kept clear for the event duration. ▪ Exhibitors to ensure all waste and flammable material is stored safely and removed from stand areas to the designated safe place. ▪ Exhibitors & Contractors must use designated smoking areas. ▪ No electric or gas heaters on stands at any time other than authorized event caterers.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. Organisers and venue to ensure the current number of exits from the venue are adequate. Floor plan submitted to venue in advance of the event for approval. Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors. Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. Ensure all gangways and emergency exits are kept clear. All emergency exits maintained and kept clear for the duration of the event. Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. Organisers to ensure PA system can be heard clearly in all public areas, where possible. If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. Faulty Public Address System measures have loud hailer and event staff to deliver key messages. System monitored by venue on volume.
		3	3		
		2	2		
		1	1		
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student	4	4	9	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.
		3	3		

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

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum build height of 2m. Work to be carried out from a stable support, either ladder or scaffold with suitable warning signs and barriers as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Wear necessary and suitable Personal Protective Equipment (PPE).
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> All exhibitors to ensure that their stands are safe and secure, and report any problems to the organiser. Organisers to try and stop people leaning on stands. Ensure a member of staff from the stand contractor is onsite at all times. Event organisers and Student Ambassadors to make regular visual inspections of all stands throughout the Exhibition.
		3	3		
		2	2		
		1	1		
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 2m.
		3	3		
		2	2		
		1	1		
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
		3	3		
		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser	4	4	6	<ul style="list-style-type: none"> All catering facilities and staffing provided by venue, and therefore at the control of venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.
		3	3		
		2	2		

	staff, student helpers	1	1		
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	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"> Exhibitors to agree to a Risk Assessment as part of their booking, and supply additional information where appropriate. Experienced, reliable and approved contractors used only. Organiser to be informed of any particular hazards arising prior to, and during the exhibition. Basic checks made on contractor and exhibitor Risk Assessments. Contractors are the specific responsibility of the hiring company i.e. the exhibitor. Exhibitors are responsible for ensuring their contractors use appropriate equipment and are competent to do so. If there is any doubt about equipment being used on a particular stand, the official contractor must be used to confirm that it is safe. All exhibitors and contractors wishing to work late must request permission from the Organiser prior to the event to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. Each contracting firm must have a qualified First Aider on their staff covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. Only the appointed qualified contractor supplied by venue or Organiser to use lifting equipment Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on Appropriate signage and warning lights used if appropriate
		3	3		
		2	2		
		1	1		
Electricity: connections, and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets that have been supplied by the event organisers, or those that have been supplied by subcontractors appointed by the organiser. No electricity available on stands. Exhibitors to ensure equipment is used safely and for the purpose for which it was designed Exhibitors should ensure that no sockets or connections are overloaded within their stand area, and if in doubt should seek approval from the event organiser All electronic portable appliances brought to site by exhibitors should bear a valid PAT Test certificate Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times
		3	3		
		2	2		

		1	1		
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	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"> Min. 2 hrs exhibitor set up time, full day access for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Young people under 18 are not allowed on site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted onsite during build-up and breakdown with permission from the Organiser. All to be aware of the hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Badges 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 equipment to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE if indicated by the Organiser, and assist floor managers in PPE policy if it is required.
		3	3		
		2	2		
		1	1		
Occupational Road Risk, and Car parking during show	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> Observe speed limits and good driving practice when driving to and from the venue. Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic Marshals used to control flow of traffic on site. Venue contact details to be made available in advance, along with parking permits where applicable. Traffic marshals in place in car park/unloading areas. Additional security and traffic marshals will be on site throughout the build up, operation and breakdown of the exhibition due to construction taking place at the university.
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> Manual handling document to be provided in exhibitor and student helper packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. Exhibitors to ensure that all stand staff are trained in the correct Manual Handling procedures. All to wear appropriate personal protective equipment particularly suitable sturdy footwear and gloves if necessary. UL Student Ambassadors assisting with set up are all trained in the correct Manual Handling procedures
		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"> Visitors to access venue through front main entrance during event. All relevant information will be put in the exhibition guide – including first aid, catering, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshments areas. All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. Organisers and stewards to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. Security marshals in place to monitor flows of traffic and pedestrians in the venue.
		3	3		
		2	2		
		1	1		
Seminar rooms	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> Maximum distance to any Emergency Exit within the theatre must not exceed 12 metres All Emergency Exits are to have illuminated Emergency Exit signs above the door All cables must be securely fastened away to avoid trip hazards Loud Speaker stands must not protrude into gangways Noise levels must be kept to a reasonable level Seating runs must be clipped together or benches used
		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"> No Alcohol/substances permitted in the Exhibition Halls. Any offenders will be asked to leave the event. If anyone is found to be in possession of controlled drugs (Class A, B, or C) the police may be notified. Host venue operates a challenge 25 policy and is informed of the age range of the exhibition visitors. The Event Team and venue staff will be vigilant.
		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> <ul style="list-style-type: none"> a) PPE b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height g) emergency procedures 	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<p>Company policy, procedures and rules apply in all cases.</p> <ul style="list-style-type: none"> a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment b) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision. f) Work at height: training and competence. g) Emergency procedures: staff training in health & safety and emergency procedures. Audible and visible alarms and warnings suitable for danger and regularly tested.
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors,	4	4	9	<ul style="list-style-type: none"> ▪ A member of the university event staff to be contacted if in need of First Aid. A member of

	contractors, visitors, venue staff, organiser staff, student helpers	3	3		<p>event staff to be positioned in the arena at all times.</p> <ul style="list-style-type: none"> ▪ Ensure that First Aid facility is known to Exhibitors and Student Ambassadors, and featured on the floor plan in the Exhibition Guides. ▪ Organisers to ensure First Aider is staffed by qualified persons. ▪ 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. ▪ Room temperature to be monitored throughout the event to maintain appropriate levels.
		2	2		
		1	1		
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 which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> • Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. • UCAS event organiser to alert UCAS incident management team • Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.
		2	2		
		3	3		
		4	4		

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



TO WHOM IT MAY CONCERN

14th July 2017

Dear Sir/Madam

**UNIVERSITY OF LINCOLN
AND ALL ITS UK 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/T104
Period of Cover	1 August 2017 to 31 July 2018
Limit of Indemnity	£25,000,000 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.	UMT104/13
Period of Cover	1 August 2017 to 31 July 2018
Includes	Indemnity to Principals
Limit of Indemnity	£25,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability.
Cover provided by	U M Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Susan Wilkinson'.

Susan Wilkinson
For U M Association Limited



U M Association Limited
Registered Office: Hasilwood House, 60 Bishopsgate, London, EC2N 4AW
Registered in England and Wales No. 2731799

Exhibitor parking permit [loading/unloading]

Lincolnshire UCAS HE exhibition 2018

EXHIBITOR.....

STAND No.....

VEHICLE REG

DRIVER MOBILE No.

Date valid: Tuesday 17th & Wednesday 18th April 2018

1. Please note that this is not a parking permit and does not entitle you to free parking
2. Exhibitors displaying this pass are permitted to park free of charge for 30 minutes on the University of Lincoln Brayford Campus during the designated loading and unloading times as stated in the Exhibitor Manual
3. All vehicles must be removed following loading / unloading
4. This vehicle pass is only valid if all of the above sections are filled in

Vehicles that do not adhere to the above terms and conditions are subject to the University of Lincoln Parking Regulations, which operates a clamping and fine system.

UoL - Visitor Wi-Fi



If you are a visitor or self-registered guest, please follow the steps below to connect to our Visitor Wi-Fi access point.

Select the wireless network **"UoL - Visitor"**, a browser window will automatically open which instantly redirects to a University of Lincoln landing page.

Note: If for any reason the browser window does not automatically appear, manually open a browser and browse to any website, the redirection to uolvisitor.lincoln.ac.uk should then occur automatically.



Creating an account

1. On the main portal page, click on **"Create an account"** at the bottom of the page.
2. The **"Create account"** page appears (see right)
3. Fill in the required fields (First name, Last name and Email address) and (optionally) provide a phone number. Please ensure you supply a valid email address.
4. Read through the acceptable use policy and tick the box **"I agree to the terms and conditions"** if you are happy to proceed.
5. Click the **"Register"** button to continue.
6. The details for your newly created account are shown.
7. Click on the **"email me"** button to be emailed a copy of the credentials to the email address you provided, this will contain your password.
8. Check for the email on your phone.
9. Back on the main portal page, login with your new account.
10. On successful login, you are redirected to the University of Lincoln homepage and now have internet access.
11. Some users of older mobile devices may need to turn off their Wi-Fi to enable receipt of email via data network (e.g. 4G), once email received turn Wi-Fi back on to access **UoL - Visitor**.

