

Tyneside higher education exhibition 2018

Visitor information pack

Metro Radio Arena
Arena Way
Newcastle upon Tyne
NE4 7NA

Wednesday 25 April 09:30 – 15:00



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A

Accidents and near misses

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

Arrivals

On arrival, please head to the main entrance of the Metro Radio Arena Tyneside; you will see UCAS higher education flags. Please have your ticket ready for inspection. If you do not have a ticket on arrival please report to the registration desk inside the foyer. Please be aware that the venue will be conducting bag searches.

NB. Backpacks and large bags will not be permitted into the venue, and you will be screened upon arrival. For more information please visit the Metro Radio Area [webpage](#).

C

Cars

Visitor parking is available on-site. On arrival at the venue, cars should head towards the rear of the building, and park where directed by traffic marshals. Parking for cars is free.

Car Parking for Disabled Visitors

Please follow the directions of the traffic staff for the disabled spaces. If you require one of these spaces, please inform the organiser at events@ucas.ac.uk so that a space can be reserved for you. These are for blue badge holders only and these are available at no charge. Please note that the badge holder must be present in the vehicle.

Coaches

If you are travelling by coach, there is a designated drop off and pick up area located by the side of the venue. Once students are dropped off coaches will be able to park on-site and should return to the drop-off point once they are ready to pick-up students. Parking for coaches and mini-buses is free. Advisers that have made a booking will be sent further information before the event.

Due to the large number of coaches and the small space available it is essential the traffic marshal instructions are followed at all times.

Catering

There will be refreshments available for visitors to purchase in the foyer area of the venue with a variety of items available. We recommend that refreshments are made by cash as the exhibitor and teacher lounge does not have card facilities.

Cash machines

There are cash machines available on-site however these do have a charge.

D

Directions

Car

The Metro Radio Arena Newcastle is only 3 minutes from the A1 North - South route. Take the A184 signposted 'City Centre', then follow the A189 over the Redheugh Bridge. When in the vicinity of the Arena, follow the signs to the appropriate car parks. The full address for your sat nav is - Metro Radio Arena, Arena Way, Newcastle upon Tyne, NE4 7NA.

Public Transport

Many local bus services, Tyne & Wear Metro and rail services stop at Central Station, which is only around a 5 minute walk away from the Arena. Buses from Hexham, Stanley, Consett and many parts of Gateshead and Newcastle all stop at Central Station.

Eldon Square and Haymarket Bus Stations are around a 10 minute walk from Newcastle Arena.

Public Transport information can be found at www.nexus.org.uk or by calling Tralveline on 0871 200 2233.

E

Emergency procedures

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

The emergency procedures document can be found at the end of this pack.

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. Should you require medical assistance please go to the first aid room which is in the foyer next to the entrance.

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

Internet will not be available.

L

Lost property

All property found should be handed to the venue or the Organiser's office, where it will be retained during the event or until the owner comes forwards. If no owner is found for the duration of the event, the property will be left with the venue. If after six months no claim in respect of that property has been made, the venue shall consider the property to have been abandoned and shall receive the rights to offer that property for sale.

O

Organisers

The Organiser's office is situated at the rear of the exhibition. It is signposted with a large flag and event staff will be able to direct you.

P

Parking

Parking on-site is free of charge for cars, coaches and mini-buses. For further information, please see the cars and coaches section.

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 show on Wednesday 25 April.

If you are a victim of theft please report it immediately to the Organiser's office.

Seminars

Seminars will be running throughout the event. Please check the website for more details, including times and locations.

Smoking

The Metro Radio Arena Tyneside is a smoke free venue; smoking is not allowed throughout the venue. A dedicated smoking area is located outside at the front of the Arena. Electronic cigarettes are not permitted for use within the venue. We would ask for your full co-operation in ensuring this is complied with.

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



TO WHOM IT MAY CONCERN

15th July 2017

Dear Sir/Madam

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

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

EMPLOYERS' LIABILITY

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

PUBLIC AND PRODUCTS LIABILITY

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

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

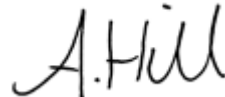
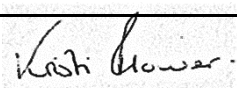
Yours faithfully

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

Susan Wilkinson
For U.M. Association Limited



UCAS event organiser risk assessment

Date assessed: 04/12/17	Assessor: Kristi Flower	Monitored by: 
	Signature: 	
Event: Tyneside HE Exhibition	Title: Events Organiser	
	Organisation: UCAS	
Venue: Metro Radio Arena Newcastle, Newcastle upon Tyne		Inclusive dates of site attendance: 24-25 April

Key to worst case outcome (A):	<p>4 = High – certain to cause death</p> <p>3 = Medium – probable to cause serious injury</p> <p>2 = Low – possible to cause first aid injury</p> <p>1 = Very low – unlikely to cause injury / damage</p>
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Key to probability rating (B):	<p>4 = Probability</p> <p>3 = Possibility</p> <p>2 = Unlikely</p> <p>1 = Remotely</p>
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Key to risk level:	<p>12 – 16 = high risk</p> <p>6 – 9 = medium – high risk</p> <p>3 – 4 = low – medium risk</p> <p>1 – 2 = low risk</p>
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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 maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding. Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule also to be used if appropriate Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. Organisers to monitor the exhibition area. Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. All to obey instructions given by the organiser, venue staff or sub-contractor used, to help control traffic and pedestrian flows.
		3	3		
		2	2		
		1	1		
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	12	<ul style="list-style-type: none"> Fire exits to be kept clear of obstructions. Fire extinguishers to be available in the venue. Ensure all waste is collected and stored correctly. Exhibitors to ensure all waste and flammable waste material is removed from stand area. Exhibitors will use designated smoking areas.
		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"> 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.
		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"> 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. 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.
		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
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum height build of 4m. All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn.
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.
		3	3		
		2	2		
		1	1		
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 4m.
		3	3		
		2	2		
		1	1		
Lifting equipment (FLT, cranes etc.) Power tools and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
		3	3		
		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	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		
		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"> Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate. Only experienced, reliable and approved contractors used. Organiser to be informed of any particular hazards arising prior to, and during the exhibition. Basic checks made on contractor and exhibitor risk assessments. Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so. Estimated staffing number of contractors is two. All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. No helium balloons allowed in the venue.
		3	3		
		2	2		
		1	1		
Electricity: connections, and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser. The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times. Only experienced, reliable and approved contractors used. <p>All orders for electricity must be placed before the deadline, where applicable.</p>
		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"> At least two hours set-up period for exhibitors, and full day access for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.
		3	3		
		2	2		
		1	1		
Car parking during exhibition	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic marshals used to control flow of traffic on-site Venue contact details to be made available in advance, along with parking permits, if applicable. Traffic marshals in place in car park / unloading areas. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'.
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and 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.
		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 in the seminar rooms 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 at a reasonable level. Seating runs must be clipped together, or benches used. Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths etc.
		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 venue. Venues with bar facilities are clearly notified of this before event. Venue will be responsible for relevant checks, if necessary. If anyone is found to be in possession of controlled drugs (Class A, B or C), or under the influence, the police will be notified. Any offenders will be asked to leave the event.
		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 b) manual handling c) work equipment and electricity d) chemicals e) slips, trips and falls f) work at height 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: Risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>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</p> <p>c) Work equipment and electricity: Staff work equipment training. Pre-shift and statutory checks in place, and checked for implementation</p> <p>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</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff Cables and tripping hazards controlled. Staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health & safety and emergency procedures.</p> <p>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, student helpers	4	4	9	<ul style="list-style-type: none"> A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. Ensure that the first aid point is known to exhibitors and student helpers, and featured on the floor plan in the Exhibition Guide. Organisers to ensure first aid post is staffed by qualified persons. UCAS organiser to be first aid trained. 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.
		3	3		
		2	2		
		1	1		

Emergency situation	Exhibitors, Contractor s, 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		

Venue/Exhibitor Specific Risks at Tyneside Exhibition

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
Hanging Banners	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	6	<ul style="list-style-type: none"> To be erected by riggers, and signed off by trained person. “Working at height” control measures implemented as per above Separate risk assessment & method statement.
		3	3		
		2	2		
		1	1		
Emergency situation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	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 on-site 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.
		3	3		
		2	2		
		1	1		
Inflatable dome	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	8	Separate risk assessment and method statement
		3	3		
		2	2		
		1	1		
Access in to venue	Exhibitors, contractors, visitors,	4	4	6	No large bags or back packs at all will be permitted into the venue. A list of prohibited items will be made available on the UCAS website.
		3	3		

	venue staff, organiser staff, student helpers	2	2		Venue is currently reviewing its security measures. These will be confirmed in 2018. Updated risk assessment will follow.
		1	1		
Non- conventional stand equipment or activity	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	8	<p>General exhibitor risk assessment provided during booking, any equipment or activity not covered by this general document is considered a 'non-conventional stand'</p> <ul style="list-style-type: none"> Separate risk assessment to be submitted – any that do not comply with health and safety regulations may be rejected
		3	3		
		2	2		
		1	1		

EXHIBITORS INFORMATION

In the roof space under the rigging walkway there are two sets of lights, one blue and one red.

If the **BLUE** lights start to flash this is a pre warning to let exhibitors and staff know that there is an alert and that they should be ready for an evacuation - this may mean you need to make your stall safe in readiness to leave the building. Please ensure you are aware of your staff locations for roll call.

If the **RED** lights start to flash this is a full evacuation and you are to leave the building as detailed below.

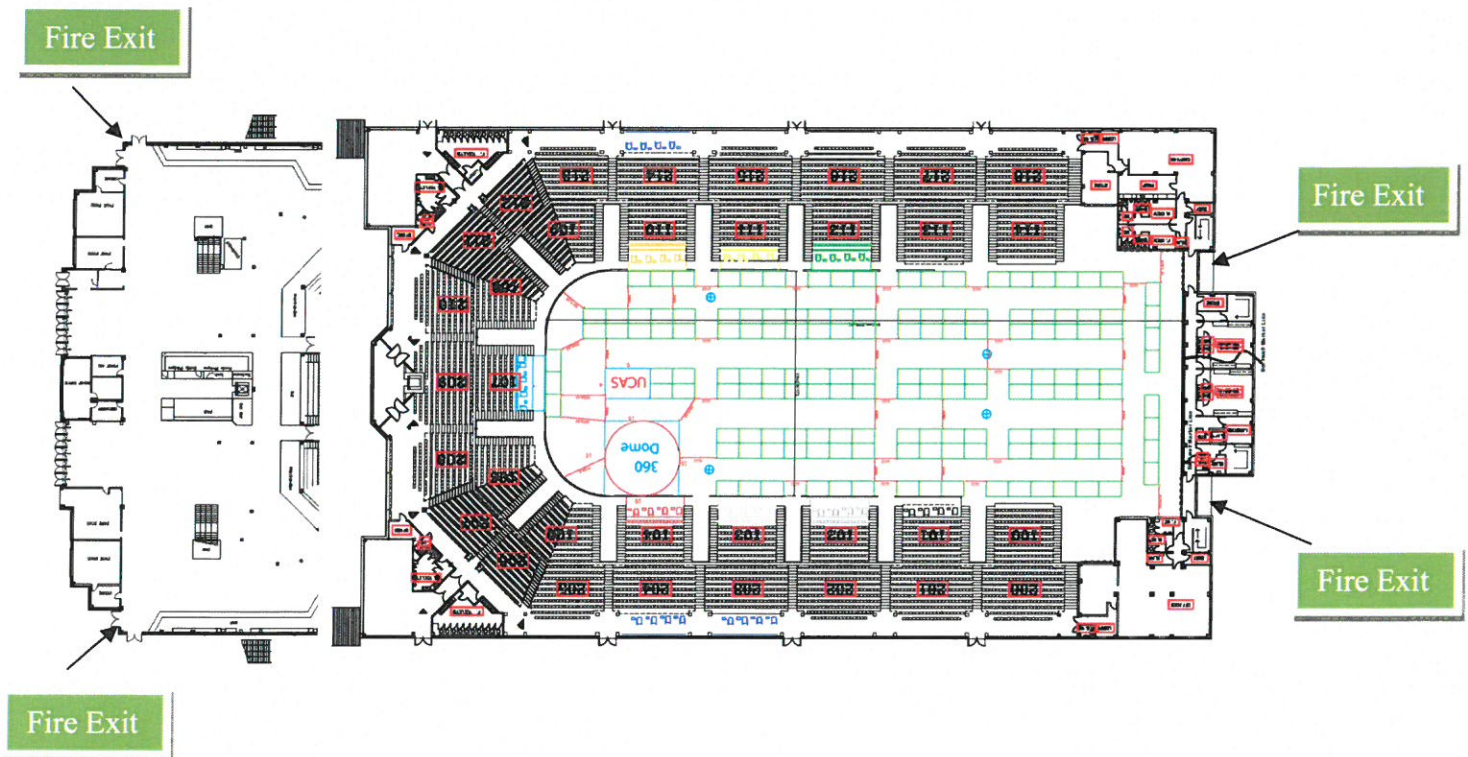
EVACUATION INSTRUCTIONS DURING LOAD IN / BREAK DOWN

If you are in the main hall you will hear a voice announcement requesting that you leave the building immediately.

In the foyer area and back stage you will hear a sounder.

If you have time switch off any electrical appliance that is on your stand and leave by the nearest available exit.

Your available Fire Exits are in the Foyer and the main Roller Shutters at the rear of the Hall.

**EVACUATION INSTRUCTIONS DURING THE SHOW**

In the event of an evacuation please follow the instructions of the arena stewards.

If you are in the main hall you will hear a voice announcement requesting that you leave the building immediately.

In the foyer area and back stage you will hear a sounder.

If you have time switch off any electrical appliance that is on your stand and leave by the nearest exit.

IN THE EVENT OF A FIRE EVACUATION

DO NOT run

DO NOT go to your stand if you are away from it to collect your personal belongings.

Leave by the nearest exit (see above for Load In / Breakdown available Exits).

FIRE ASSEMBLY POINTS

EAST (front of the building) the car park under the Redheugh Bridge opposite the Arena

WEST (rear of the building) the main car park

IN THE EVENT OF A BOMB THREAT EVACUATION

Leave through the nearest exit (unless directed otherwise by the stewards)

Unlike a fire situation; collect your personal bags/belongings and take them with you.

DO NOT run

DO NOT leave personal belongings behind

ASSEMBLY POINT

Car park areas in Skinnerburn Road (NOT THE FIRE ASSEMBLY POINTS)

Skinnerburn Road is parallel with the River Tyne and you will come to it by walking down to the river
NOT up towards the City

Fire / Evacuation RVP