

Merseyside UCAS 2017
Higher Education Exhibition

Visitor information pack

UCAS

University of Liverpool
Central Campus

15 – 16 June 2017

9:30 – 14:00

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A

Accidents and near misses

In the event of an accident or near miss, please report to a member staff or event ambassador. Members of staff can be found at the Information point outside the main hall, or at the Guild Reception. Event ambassadors can be found in the exhibition hall.

Further information can be found in the risk assessment.

Arrivals

Visitors should access the exhibition in the Liverpool Guild of Students from the Mount Pleasant or University Walk entrances. You should register your arrival with the event ambassadors who will provide guides, directions, and information about the seminar programme.

C

Coaches

Coaches can drop-off and collect from Oxford Street, adjacent to Abercromby Square. Please use the post code L69 7ZG to arrive at the coach drop-off point. Next to the drop-off point there is a crossing with traffic lights.

No coach parking is available – we advise coaches to park in the Sefton Park area, or at the Albert Dock during the day if required. Mount Pleasant is not permitted for use as a drop-off or collection point due to traffic restrictions.

Cars

Car parking is severely restricted on weekdays, and we advise visitors to use city centre car parks. The nearest public car park is just a short walk away from the campus, on Mount Pleasant: L3 5TB.

Catering

There is a Starbucks within the Guild, and a range of food stalls will be present on University Square throughout both afternoons.

Cash machines

There are several cash machines available on campus; the nearest is outside the guild next to Starbucks. Please ask a member of staff or student ambassador for directions.

D

Directions

Information on how to find us can be found at:

www.liverpool.ac.uk/maps/visiting/

A campus map can be found at:

www.liverpool.ac.uk/files/docs/maps/liverpool-university-campus-map.pdf

E

Emergency procedures

In the event of the alarm sounding, all occupants must evacuate the building. Fire marshals will be responsible for overseeing the evacuation, and event ambassadors will guide all occupants in the halls to exit doors and assist with the evacuation. Once the halls are cleared, persons are not to allowed back into the hall until the fire wardens give consent. Please see the risk assessment for further details.

Event ambassadors

Student ambassadors will be available throughout the event to assist you. They will be easily identifiable from their red t-shirts. Please do not hesitate to ask for their assistance.

F

First aid

On exhibition days, the Guild Reception is the first aid point, but please approach any member of staff or event ambassador if you need first aid assistance.

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 visitors' property during an event, they are not responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

WiFi is available via the cloud in the Guild of Students. Please use 'Wi-Fi Guest', and you will need to register an email address. If you have already used the cloud elsewhere, you will be automatically connected. There is no charge for internet access.

L

Lost property

Any lost property should be handed into the Guild reception.

O

Organisers

If you wish to speak to an organiser, they can be found at the information point outside the main hall.

P

Parking

Car parking is severely limited. We advise visitors to use city centre car parks – the nearest public carpark is just a short walk away from the campus, on Mount Pleasant: L3 5TB.

No coach parking is available. We advise coaches to park in the Sefton Park area, or at the Albert Dock during the day if required. Mount Pleasant is not permitted for use as a drop-off or collection point due to traffic restrictions.

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

There is security on campus.

Seminars

The seminar programme is a great opportunity to find out about different subjects on offer, as well as receiving guidance on topics such as student finance, and choosing the right course. You don't need to pre-book these seminars, but places are limited by room capacity – so please arrive early to avoid disappointment. Please see the university campus map for locations.

	09:30	10:15	11:00	11:45	12:30
Muspratt Lecture Theatre, Chadwick Building (Building Number 207, grid ref: E5)	Biological science	Medicine	Nursing & midwifery	Art & design	Veterinary science
Eleanor Rathbone Lecture Theatre, Eleanor Rathbone Building (Building Number 106, grid ref: D2)	Sociology & criminology	Physics	Maths	Dentistry	Teaching

Hernshaw Lecture Theatre, Eleanor Rathbone Building (Building Number 106, grid ref: D2)	Student finance	Law	Chemistry	Engineering	Sports
Lecture Theatre 6, Rendall Building (Building Number 432, grid ref: D2)	Business management	History	Architecture	Psychology	Geography/ Environmental sciences
Lecture Theatre 7, Rendall Building (Building Number 432, grid ref: D2)	Modern languages and cultures	Music	English	Politics	Physiotherapy
Lecture Theatre 8, Rendall Building (Building Number 432, grid ref: D2)	Study in Scotland	Apprenticeships	Applying to Oxford/ Cambridge	Performing arts	Economics/ Accounting
Lecture Theatre 8, Rendall Building (Building Number 432, grid ref: D2)	Study in Scotland	Apprenticeships	Applying to Oxford/ Cambridge	Performing arts	Economics/ Accounting
Chadwick Lecture Theatre, Chadwick Building (Building Number 207, grid ref: F6)	Applying to university through UCAS				

Smoking

Smoking is not allowed in any of the campus buildings. Smoking on campus is only permitted outdoors, in designated smoking areas which are a minimum of five metres away from the university building. The closest designated smoking area is outside the Sphinx bar area.

T

Teachers and advisers

On both days of the exhibition, there is a quiet zone available for use by teachers and advisers between 10:00 and 14:00. This area is situated in the Gilmour Room, which is conveniently

located within the same building as the exhibition itself. Please ask a member of the organiser team, or one of our event ambassadors for directions.

A complimentary sandwich lunch will also be available for you from 12:30 until 13:30. If you would like to join us for lunch, please RSVP to openday@liverpool.ac.uk to reserve your place.



Janet Phair

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31 August 2016

To whom it may concern

Dear Sirs

CONFIRMATION OF INSURANCE – University of Liverpool

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

TYPE OF INSURANCE	<i>EMPLOYERS' LIABILITY, PUBLIC/PRODUCTS LIABILITY,</i>
INSURER:	<i>Allianz Insurance plc</i>
POLICY NUMBER:	<i>TBA</i>
PERIOD OF INSURANCE:	<i>1 September 2016 to 1 August 2017</i>
Limit of Liability:	<i>Limit of at least GBP25M</i>
DEDUCTIBLES:	<i>Nil</i>

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with English law.

Yours faithfully,

Janet Phair

Janet Phair
Marsh Limited

UCAS EVENT ORGANISER RISK ASSESSMENT

Date Assessed: 10.04.17	Assessor: Emma Foulds	Monitored by: Marc Eagle (Guild of Students. University of Liverpool)
	Signature: Emma Foulds	
Event: Merseyside	Title: Event Lead Organiser	
Venue: University of Liverpool		Inclusive Dates of Site Attendance: 14/15/16 June 2017
Organisation: University of Liverpool		

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	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths to avoid overcrowding. Suitable space around the stands will be monitored, by Organisers and event stewards A full programme of talks begins as the exhibition opens and students are encouraged in pre event literature to go straight to these talks if they are interested rather than queue for the exhibition to which they can return at any point during the day. Capacity of the hall is constantly monitored by stewards throughout the event to ensure there is no overcrowding. Coach arrivals are met at the designated disembarkation point and arriving students are advised on waiting times for the main exhibition and alternatives i.e. talks to attend Appropriate staffing to be put in place by organisers to manage the flow of visitors through the venue As above stewards and organisers monitor the exhibition area continuously throughout the event The location of organisers to allow Exhibitors to know how to notify them in the event of their stand, or the immediate locality of their stand, becoming overcrowded is included in the welcome pack placed on each stand at the beginning of the event. All to obey instructions given by the organiser, venue staff or sub-contractor used to help control traffic and pedestrian flows 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)	Risk Level (AxB)	Control Measures		
Fire	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Fire exits to be kept clear of obstructions –it is the responsibility of cleaners and stewards to monitor this Fire extinguishers to be available within hall – these are on the stage and at all retail points Ensure all waste is collected and stored correctly – cleaners and 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		8

		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	<ul style="list-style-type: none"> student helpers are available to ensure this is done Exhibitors to ensure all waste and flammable waste material is removed from stand area. Student helpers are available to assist. Exhibitors will use designated smoking areas. This is outside the Sphinx bar area – a minimum of 5m from the automatic doors 	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Illness or Injury	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> 15 Guild of Student (our venue) staff are trained first aiders and in case of first aid being required one can be summoned via the Guild reception or by contacting the organisers/ Student Ambassadors. Event staff are positioned in the event halls at all times First Aid arrangements are included in the exhibitors' 'Welcome Pack' and highlighted in the student helpers' briefing. It is also included in the web pages on the UCAS site. 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	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	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> The venue has an adequate number of exits and signage to all is clear and all exits are staffed for the duration of the event. The floor plan is completed with the input of our hosts the Guild of Students and submitted to the venue in advance of the event for approval Evacuation plan is agreed at organisational meetings and communicated to student helpers via pre-event briefing and is included in delegates' 'welcome pack' Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. The fire assembly point is 'University Square' – the large open space outside Blackwells' book shop. See map in conference programme. Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions as detailed in the 'welcome pack' 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 Gangways and emergency exits are kept clear by a regular rotation of student helpers and Guild of Students cleaning personnel All Emergency exits maintained and kept clear for the duration of the event – see above 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 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Slips/trips and falls	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space 	

		MEDIUM – Probable to cause serious injury	3	Possibility	3		<ul style="list-style-type: none"> 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. Exhibitors to support organisers by flat packing empty boxes ready for collection Organisers and exhibitors to ensure no trailing cables within stand area and that any electrical devices brought to the conference and needing to be plugged into a wall socket have the correct PAT testing. Organisers and exhibitors to ensure personal belongings are stored away appropriately. Organisers cannot take responsibility for anyone's personal belongings – staff, students, exhibitors or speakers. Lost property should be handed into the Guild Reception and if anyone does lose an item please report this to the Guild Reception immediately.
		LOW – Possible to cause first aid injury	2	Unlikely	2	4	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Manual Handling	Exhibitors and student helpers	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Exhibitors to ensure that all stand staff are trained in the correct Manual Handling procedures All to wear appropriate footwear Student helpers briefed on safe handling.
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2	6	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely			

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	
Working at height	Exhibitors, Contractors, Venue and UCAS Staff	HIGH – Certain to cause death	4	Probability	4	<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 Exhibitors to ensure all staff required to work at height are suitably trained Suitable clothing and footwear to be worn NB There is no necessity at the Merseyside event for any contractor to need to work 'at height'	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		4
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Stands falling over	Public & exhibitors	HIGH – Certain to cause death	4	Probability	4	<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 – student helpers and stewards are briefed to ensure they are vigilant and will intervene if this happens 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		4
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	

Special structure: platforms/marquees etc	Exhibitors and venue staff.	HIGH – Certain to cause death	4	Probability	4		<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue 6 weeks in advance of the event Maximum height build of 4m. There are no 'special structures' planned for this event
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2	4	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Lifting equipment (including FLT's, Cranes etc). Power tools	Contractors	HIGH – Certain to cause death	4	Probability	4		<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 if appropriate;
		MEDIUM – Probable to cause serious injury	3	Possibility	3	9	
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	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	
Contractors or companies on site	Contractors	HIGH – Certain to cause death	4	Probability	4	<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 convention 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 correctly 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 No helium balloons allowed in the venue. In addition the University reserves the right to prevent the distribution of 'large' or potentially hazardous promotional items e.g. beach balls; Frisbees <i>The only expected contractors to be in situ during the Merseyside event are the HE Logistic companies.</i> 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		4
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Electricity: connections, & power to stands etc	Exhibitors	HIGH – Certain to cause death	4	Probability	4	<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, Only exhibitors who pre-booked access to an electrical socket by the deadline will be able to have access to an electrical supply All electronic portable appliances brought to site by exhibitors should bear a recent PAT Test certificate Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times Experienced, reliable and approved contractors used only 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		6

		VERY LOW – Unlikely to cause injury / damage	1	Remotely	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)		Risk Level (AxB)	Control Measures
Car parking during show	Visitors and exhibitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Care to be taken when driving to and from the venue. Schools bringing students to the event by coach must instruct the coach driver to use the designated coach drop off where event staff will meet students and direct them to talks and/or the exhibition hall. There is no parking or drop of for private coach companies at the bus stops on Mount Pleasant outside the event's main entrance Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance The University's parking staff are in control of the university's car parks and are briefed about the event Venue contact details to be made available in advance. All University of Liverpool car parks are 'pay on foot.' Free parking for exhibitors to unload will be available on the afternoon of 12.6.16 between 16.00 and 18.00. Student helpers will be available to assist. No other free parking at the University of Liverpool will be available for the duration of the event. Traffic marshals in place in car park/unloading areas
		MEDIUM – Probable to cause serious injury	3	Possibility	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures
Public address system audible, what will it, be used for.	Organisers and venue	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> A PA system is available and use is shared between organisers and venue Used by organisers to announce seminars 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 event staff will go into the halls to evacuate people
		MEDIUM – Probable to cause serious injury	3	Possibility	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures
Seminar Rooms	Visitors and speakers	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> All seminar talks are delivered in the university's lecture theatres Each talk has a chairperson in attendance and each lecture theatre building has, at least, two stewards in attendance at all times during the event. Stewards are also positioned between buildings to assist and direct visitors.
		MEDIUM – Probable to cause serious injury	3	Possibility	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	

		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	1	<ul style="list-style-type: none"> Maximum distance to any Emergency Exit within the theatre must not exceed 12 metres All Emergency Exits 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
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Alcohol/substance controls	Visitors	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> No Alcohol/substances permitted in venue. Venues with bar facilities are clearly notified of this before event. The Sphinx bar area will be strictly supervised by University staff. Smoking is strictly prohibited (see above) 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1		1
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures	
Catering facilities (mobile & static)	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> All Catering facilities and staffing are provided by the Guild venue, and therefore are at the control of venue Reputable and known concessions units only Hygiene regulations are followed rigidly Catering company to employ suitable and sufficient staff where applicable Catering staff to ensure all spills are cleaned immediately 	
		MEDIUM – Probable to cause serious injury	3	Possibility	3		
		LOW – Possible to cause first aid injury	2	Unlikely	2		4
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	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
Visitor orientation	Everyone	HIGH – Certain to cause death	4	Probability	4	<ul style="list-style-type: none"> Visitors to access venue through two main entrances during event Visitors can locate themselves by the use of the How To Find us maps carried by student helpers All relevant information is in the convention guide (programme) including the position of the First Aid Point, refreshment and rest areas, security post, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, First Aid, Organisers Office, Seminar rooms, Refreshments areas The exhibition hall is fully wheelchair accessible Organisers and stewards to monitor disabled guests All height limits will be strictly enforced to enable clear view of signs and banners Organisers to ensure appropriate staffing are in place to provide a managed and safe environment for exhibitors, staff
		MEDIUM – Probable to cause serious injury	3	Possibility	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	

		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	<p>and visitors</p> <ul style="list-style-type: none"> ▪ No use of trolleys on the exhibition hall floor to move materials during the open hours of the convention ▪ Security marshals in place to monitor flows of traffic and pedestrians within the venue
Hazard Identified	Person(s) at Risk	Worst Case Outcome (A)	Probability Rating (B)		Risk Level (AxB)	Control Measures