

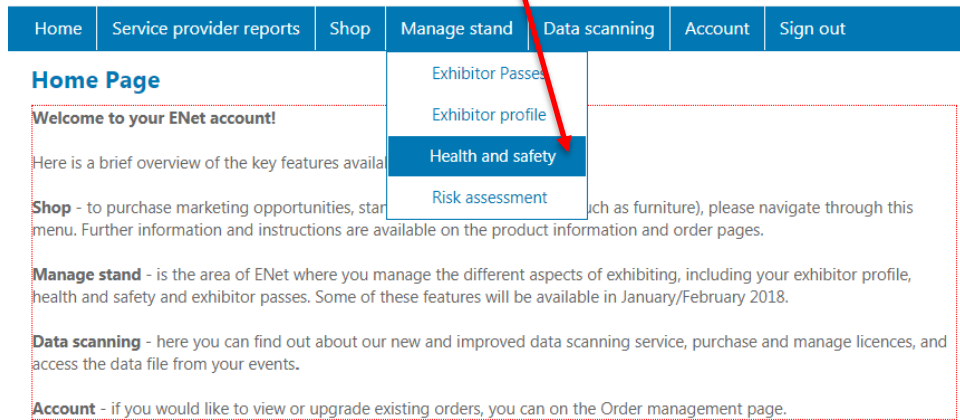
## Health and safety information

As part of your booking, you're required to submit health and safety information about your stand. This includes:

- completion of the health and safety questionnaire
- accepting the General Exhibitor Risk Assessment
- submitting additional risk assessments, if required
- submitting contractor health and safety information, if required.

## Complete the health and safety questionnaire

1. Sign in to your ENet Account using the details provided on your stand booking confirmation. For help please contact [events@ucas.ac.uk](mailto:events@ucas.ac.uk).
2. Select **Manage stand > Health and safety**.



The screenshot shows the ENet account management interface. At the top, there is a navigation bar with the following items: Home, Service provider reports, Shop, Manage stand, Data scanning, Account, and Sign out. Below the navigation bar, the 'Manage stand' menu is open, showing four options: Exhibitor Passes, Exhibitor profile, Health and safety, and Risk assessment. A red arrow points to the 'Health and safety' option. The main content area is titled 'Home Page' and contains a welcome message and several sections: 'Shop', 'Manage stand', 'Data scanning', and 'Account'. Each section provides a brief overview of its features.

Home	Service provider reports	Shop	Manage stand	Data scanning	Account	Sign out
<b>Home Page</b>			Exhibitor Passes			
Welcome to your ENet account!			Exhibitor profile			
Here is a brief overview of the key features available in your account.			<b>Health and safety</b>			
<b>Shop</b> - to purchase marketing opportunities, start your stand booking (such as furniture), please navigate through this menu. Further information and instructions are available on the product information and order pages.			Risk assessment			
<b>Manage stand</b> - is the area of ENet where you manage the different aspects of exhibiting, including your exhibitor profile, health and safety and exhibitor passes. Some of these features will be available in January/February 2018.						
<b>Data scanning</b> - here you can find out about our new and improved data scanning service, purchase and manage licences, and access the data file from your events.						
<b>Account</b> - if you would like to view or upgrade existing orders, you can on the Order management page.						

3. Complete the questionnaire about your stand.

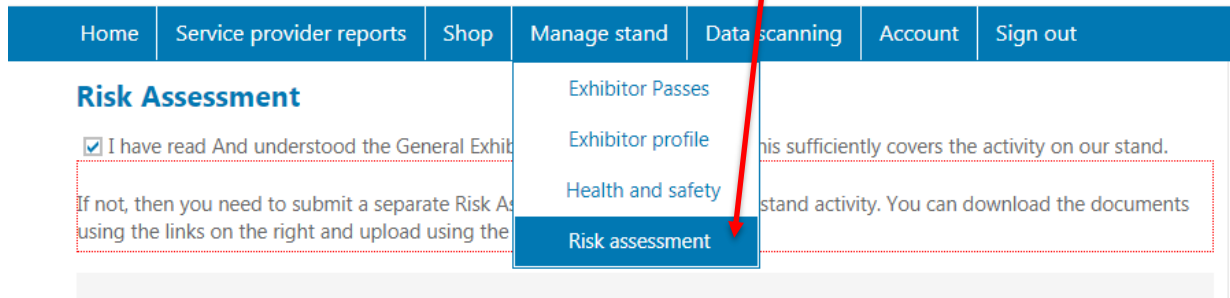
**Does your stand include any of the following? (Please tick all that apply).**

- Lifting heavy products.
- Working at height (using ladders or platforms).
- Display of anything containing liquid, fuel or flammable and explosive substances.
- Display of sharp objects, weapons (even replica weapons).
- Demonstrations of any kind i.e. anything hands on for either the exhibitor or visitor.
- Working electrical appliances other than simple display lighting that are powered using appropriately tested standard three pin UK plug.
- Food service of any kind other than sweets, snacks and soft drinks.
- Heat source of any kind including cookery demonstrations, naked flame or gel burners.
- Working machinery of any kind even if static.
- Using power tools during the build-up/breakdown
- Any portable appliances that have NOT been PAT tested. All portable appliances on display must bear a PAT test certificate if over 1 year old
- Use of chemicals.
- Any other hazard not identified about which could be a risk.

4. Submit the questionnaire using the **Submit** button at the bottom of the page. This information is submitted once, and covers all exhibitions. You should submit a separate risk assessment if any of your events vary from the questionnaire.

# Submit your risk assessments

1. Select **Manage stand > Risk assessment**.



2. Accept the General Exhibitor Risk Assessment.

The screenshot shows the 'Risk Assessment' form. The form has a title 'Risk Assessment' and a checkbox that is checked, with the text 'I have read And understood the General Exhibitor Risk Assessment, And this sufficiently covers the activity on our stand.' Below this is a paragraph: 'If not, then you need to submit a separate Risk Assessment to UCAS for your stand activity. You can download the documents using the links on the right and upload using the "Add File" button below.' There is a table with the following columns: Type, Required, Files, and Action. The table has one row: 'Additional Exhibitor Risk Assessment' with an 'Add File' button in the Action column. Below the table is a message: 'No data has been defined. Use Edit Mode to add content to this section.' There are two buttons: 'Save for later' and 'Submit'. On the right side of the form, there are several sections: 'Account' (Ashley Partington, D2i Systems, Admin, \$Template Exhibition), 'Basket' (Items: 0, Value: £0.00, View), 'Instructions' (No data has been defined. Use Edit Mode to add content to this section.), and 'Downloads' (Additional Risk Assessment Template 2018.doc, General Exhibitor Risk Assessment 2018.doc). There are three red arrows pointing to specific elements: one to the checked checkbox with the text 'Accept here.', one to the 'Add File' button with the text 'Add risk assessments here.', and one to the 'General Exhibitor Risk Assessment 2018.doc' download link with the text 'Download the General Exhibitor Risk Assessment to read through and accept.' There is also a text block in the center: 'Download the Additional Risk Assessment Template to document additional risk and control measures.'

3. Click the **Submit** button to submit your risk assessment(s).