

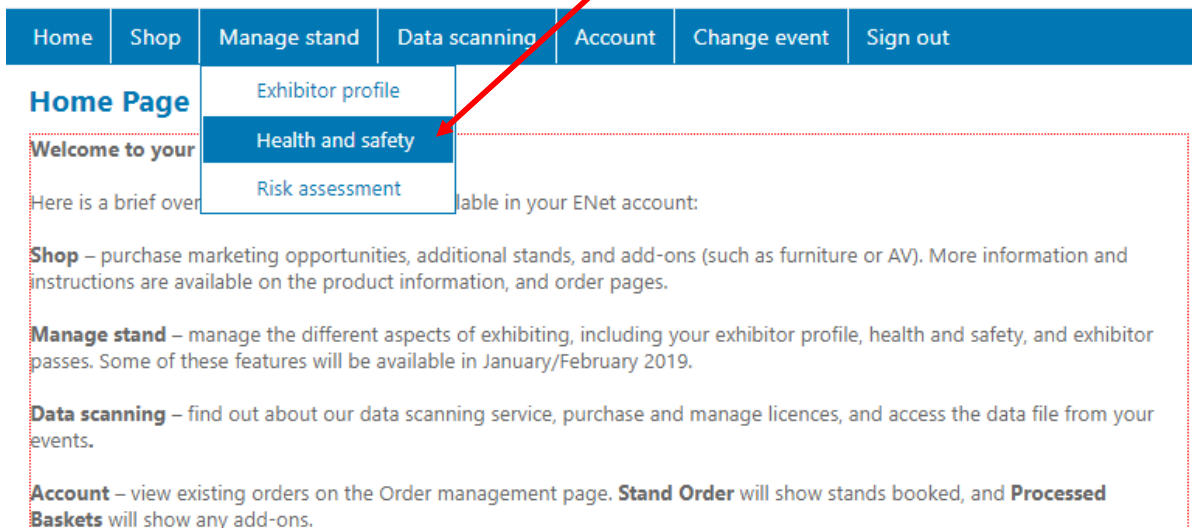
## Health and safety information

As part of your booking, you are 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**.



Home	Shop	Manage stand	Data scanning	Account	Change event	Sign out
<b>Home Page</b>		Exhibitor profile				
Welcome to your		<b>Health and safety</b>				
Here is a brief over		Risk assessment				

able in your ENet account:

**Shop** – purchase marketing opportunities, additional stands, and add-ons (such as furniture or AV). More information and instructions are available on the product information, and order pages.

**Manage stand** – 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 2019.

**Data scanning** – find out about our data scanning service, purchase and manage licences, and access the data file from your events.

**Account** – view existing orders on the Order management page. **Stand Order** will show stands booked, and **Processed Baskets** will show any add-ons.

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. Accept the risk assessment (if applicable).

### Risk Assessment

I have read And understood the General Exhibitor Risk Assessment, And this sufficiently covers the activity on our stand.

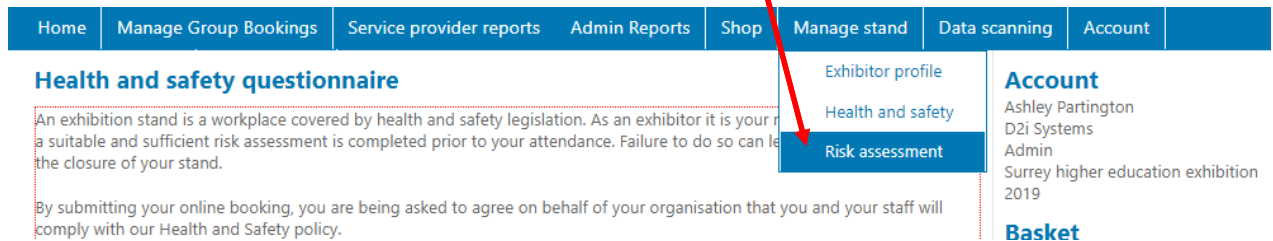
If not, then you need to submit a separate Risk Assessment to UCAS for your stand activity. You can download the documents using the links on the right and upload using the "Add File" button below.

Accept here.

5. Send us 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.

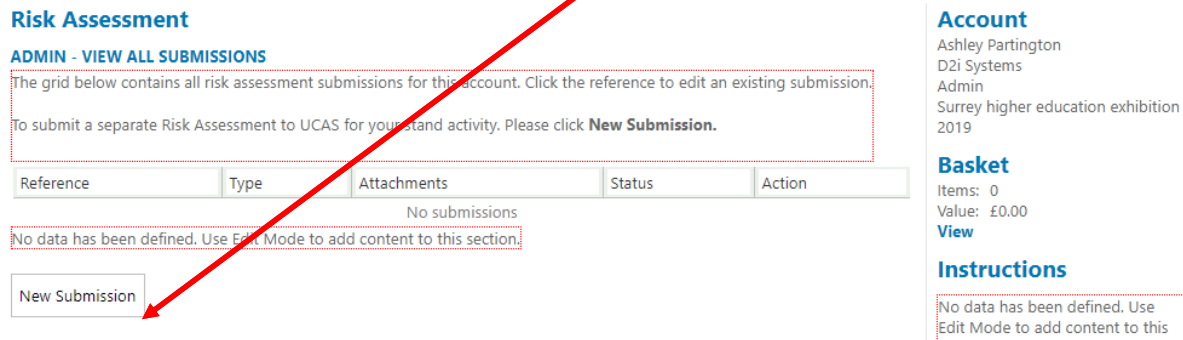
# Submit your additional risk assessments

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



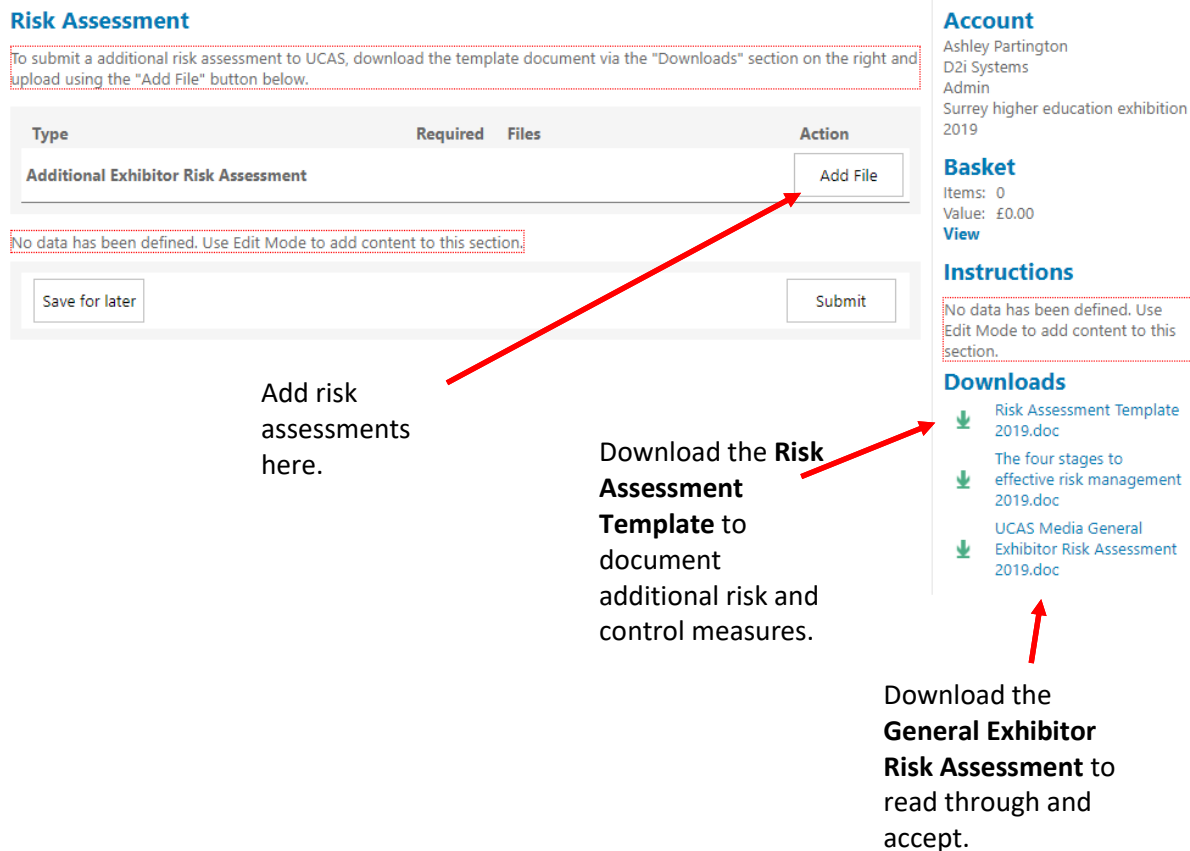
The screenshot shows a navigation menu with the following items: Home, Manage Group Bookings, Service provider reports, Admin Reports, Shop, Manage stand, Data scanning, and Account. The 'Manage stand' menu is open, showing three options: Exhibitor profile, Health and safety, and Risk assessment. The 'Risk assessment' option is highlighted with a blue background. A red arrow points from the 'Risk assessment' option to the next step.

2. Click on **New Submission** to submit your additional risk assessments.



The screenshot shows the 'Risk Assessment' page. The page title is 'Risk Assessment' and the sub-header is 'ADMIN - VIEW ALL SUBMISSIONS'. Below the sub-header, there is a text box stating: 'The grid below contains all risk assessment submissions for this account. Click the reference to edit an existing submission. To submit a separate Risk Assessment to UCAS for your stand activity. Please click **New Submission**.' Below this text is a table with columns: Reference, Type, Attachments, Status, and Action. The table is empty, with a message below it: 'No submissions' and 'No data has been defined. Use Edit Mode to add content to this section.' Below the table is a 'New Submission' button, which is highlighted with a red arrow. On the right side of the page, there is an 'Account' section with details: Ashley Partington, D2i Systems, Admin, Surrey higher education exhibition 2019. Below the account section is a 'Basket' section with details: Items: 0, Value: £0.00, and a 'View' link. Below the basket section is an 'Instructions' section with a message: 'No data has been defined. Use Edit Mode to add content to this section.'

3. See the details below on how to attach and submit the additional risk assessments,.



The screenshot shows the 'Risk Assessment' page. The page title is 'Risk Assessment' and the sub-header is 'ADMIN - VIEW ALL SUBMISSIONS'. Below the sub-header, there is a text box stating: 'To submit a additional risk assessment to UCAS, download the template document via the "Downloads" section on the right and upload using the "Add File" button below.' Below this text is a table with columns: Type, Required, Files, and Action. The table has one row: 'Additional Exhibitor Risk Assessment' with an 'Add File' button. Below the table is a message: 'No data has been defined. Use Edit Mode to add content to this section.' Below the message is a 'Save for later' button and a 'Submit' button. On the right side of the page, there is an 'Account' section with details: Ashley Partington, D2i Systems, Admin, Surrey higher education exhibition 2019. Below the account section is a 'Basket' section with details: Items: 0, Value: £0.00, and a 'View' link. Below the basket section is an 'Instructions' section with a message: 'No data has been defined. Use Edit Mode to add content to this section.' Below the instructions section is a 'Downloads' section with three items: 'Risk Assessment Template 2019.doc', 'The four stages to effective risk management 2019.doc', and 'UCAS Media General Exhibitor Risk Assessment 2019.doc'. A red arrow points from the 'Add File' button to the 'Downloads' section. Another red arrow points from the 'Downloads' section to the 'Submit' button. A third red arrow points from the 'Downloads' section to the 'Risk Assessment Template' item. A fourth red arrow points from the 'Downloads' section to the 'General Exhibitor Risk Assessment' item. Text annotations are present: 'Add risk assessments here.' with an arrow pointing to the 'Add File' button; 'Download the Risk Assessment Template to document additional risk and control measures.' with an arrow pointing to the 'Risk Assessment Template' item; and 'Download the General Exhibitor Risk Assessment to read through and accept.' with an arrow pointing to the 'General Exhibitor Risk Assessment' item.

4. Click the **Submit** button to send your risk assessment(s).