



**Edge Hill  
University**

## **Higher Education Exhibition FAQ Document**

### **Teachers & Careers Advisers**

Welcome to your Higher Education Exhibition information pack. Here you will find all the information you need ahead of and at the event on Wednesday 25<sup>th</sup> September 2024.

The event will include:

- A two-hour pre-booked timeslot for your students to visit stands and speak to representatives from different higher education institutions, apprenticeships and employers to discuss their steps after sixth form and college.
- A programme of optional talks covering key topics such as Personal Statements, Student Finance and Student Life.
- An optional tour of our beautiful campus delivered by one of our current students.

This pack was designed to make your visit as smooth as possible so please take time to read through the key information provided.

If you have any questions after reading through this information, please contact us at [educationliaison@edgehill.ac.uk](mailto:educationliaison@edgehill.ac.uk). If you have any questions on the day, ask any member of staff, who can be easily identified by their purple t-shirts, or visit the helpdesk in the main exhibition hall.

Please note, the information in this pack is subject to change.



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## 1. Accidents and near misses

Should a visitor have an accident or near miss, they are required to inform event staff, who will take appropriate and immediate action for first aid assessment.

All accidents and near misses, however minor, must be recorded on an Accident Report Form at the earliest opportunity following the incident on the day. Edge Hill University staff will assist in the provision of the relevant forms.

## 2. Additional requirements

Please contact the Events Team at [educationliaison@edgehill.ac.uk](mailto:educationliaison@edgehill.ac.uk) to let us know about any additional requirements you or your students may have.

Students will also have the opportunity to let know about any additional requirements when they register for the event.

## 3. Arrivals

On arrival, please remain on the coach and keep all students seated. You will then be greeted by event staff and given a short welcome briefing. One of our current students or event staff will then escort you to Registration where students who have registered in advance will have their barcodes scanned. For those who are unable to complete the form beforehand, we will have paper forms available on the day. Following this, your group will then be led to the main exhibition hall.

If you are not arriving in a school group, please head to the Hub in the Main Building (shown on the campus map) and staff will assist with your registration.

Link to registration form: <https://think.edgehill.ac.uk/form/HE-Exhibition>

QR Code to Register –





## **4. Breakout room**

We've created a quieter space on campus, if a member of your group needs to step away from the busier event space. Ask at the Business School helpdesk for directions to this room.

## **5. Car and coach parking**

We can offer support with the costs of travel to and from the event by coach or minibus. We ask that you send over your travel quote for approval, book and pay for your travel. Post-event we can then reimburse the costs after you have attended, upon submission of receipts.

All visitor parking is free of charge. The Traffic Management Team will be available to direct vehicles into the car park.

**If you are travelling to the university by car, coach or minibus**, take the M58 and exit at junction 3 (Southport and Ormskirk) onto St Helens Road (A570) to the Visitors Entrance Entrance, identified on the [campus map](#).

For the purposes of route planners and sat-navs, the postcode for the university is L39 4QP but please ensure this delivers you to the front entrances. Access is not available from the rear entrance on Ruff Lane.

Please ensure you display your parking permit clearly on the dashboard of your vehicle, which will have been sent to you in advance. Coaches will be able to park on campus for the duration of your visit.

## **6. Cash Points**

There are two cash points available to use in the main exhibition hall, outside of the shop, Morrisons.

## **7. Catering**

Students will receive a complimentary lunch and refreshments.

Refreshments for teachers will be available in the Teachers' Lounge. For directions, please go to the helpdesk in the main exhibition hall.

## **8. Emergency Procedures**

No fire alarms are planned during the event but if a fire alarm does sound, you will be guided by event staff to the fire assembly point.

### **Fire Exits**

There are fire exits located at each corner of the main exhibition hall. The meeting point is at the piazza area outside of the exhibition hall. Please vacate



the building via the nearest exit and do not re-enter the building until our Campus Support staff inform you that it is safe to do so.

## **Preparing for an emergency**

No matter what form of emergency it may be, everyone has a responsibility to ensure they familiarise themselves with what to do should an emergency situation arise, and you need to evacuate the building.

It is important to make sure you are aware of:

- Where your nearest fire exit route is, and any other exit routes from areas in which you may be located.
- What action you should take upon the discovery of a fire.
- Where the fire alarm call points are situated and how to activate them.
- Where the nearest fire extinguisher is located.
- Which fire extinguisher is appropriate for the equipment/machinery in your area.
- What you need to do to evacuate the building.

## **9. Exhibitors**

In the main exhibition hall, there will be stands and representatives from a number of higher education institutions, apprenticeships and employers. During their visit, students will be able to speak to these representatives about their offer and receive advice and guidance on their steps after sixth form and college.

Please refer to the exhibitor list sent separately for the most up-to-date list of exhibitors who will be in attendance at the event.

## **10. First aid**

Trained on-site first aiders will be present at the event. If you need a first aider or ambulance, please speak to a member of event staff or head to the helpdesk in the main exhibition hall, and they will put a call out for them.

## **11. Insurance**

The organiser has adequate public and liability cover. 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.

## **12. Internet Access / Wi-Fi**

Wi-Fi is available for visitors via the Cloud. Students are welcome to sign up for this service, once they have read the terms and conditions, provided here:

<https://www.sky.com/help/articles/terms-and-conditions-for-sky-wifi>



If you are a teacher or careers adviser accompanying a school group, there will be Wi-Fi available in the Teachers' Lounge.

### **13. Lost Property**

If you, or a student, lose something or find an item that another visitor has lost, please go to the main exhibition hall helpdesk.

### **14. Luggage**

To comply with our health and safety requirements, students and staff attending are advised not to bring any luggage on campus larger than a standard size backpack. Any larger items will need to be vouched for by the teacher responsible for the student.

### **15. Recording of Students' Details**

Please be aware that exhibitors may request students' contact details in order to register their interest to receive further information or resources from the exhibitors. This may be via paper forms, devices or QR codes. Use of these contact details will be outlined in each exhibitor's own GDPR policies.

Edge Hill University will also provide a short registration form to be completed in advance, the GDPR conditions of which will be outlined on the form.

### **16. Risk Assessment**

A full risk assessment for this event has been provided alongside this information pack.

### **17. Security**

Edge Hill University's Campus Support Team are available 24/7 to ensure the safety and wellbeing of all students, staff, visitors and partners during the event.

### **18. Talks & Tours**

Our talks and workshops will run on a first-come, first-serve basis so we encourage all students who would like to attend a talk to arrive at the Business School ten minutes before the talk is due to begin.

All sessions will be 30-minutes in duration.

If our talks in the Business School are full, there will be the opportunity to attend the same talk in an alternative location, which they will be taken to.



<b>Talk Topic</b>	<b>Talk Time</b>
Personal Statements	10:00, 11:00, 12:00, 13:00, 13:30
Student Finance	10:00, 11:00, 12:00, 13:00, 13:30
Student Experience, delivered by our current students	10:00, 11:00, 12:00, 13:00, 13:30

Tours of our campus will last approximately 45 minutes and will be running throughout the event. Numbers will be limited to 25 students per tour group. To attend a campus tour, students will need to visit the Campus Tour marquee outside the Business School.

### **19. Smoking**

Smoking and the use of e-cigarettes are not allowed in any building at Edge Hill University. There are designated areas outside of the building where smoking is permitted. Please ask a member of staff if you are unsure where smoking is permitted.