



The 14th annual

FESTIVAL OF EDUCATION

at Wellington College | 4-5 July 2024

EXHIBITOR TOOLKIT



INDEX

[KEY CONTACTS](#)

[REGISTRATION & FESTIVAL OPENING TIMES](#)

[ACCESS, DIRECTIONS AND PARKING](#)

[DEADLINES AND TASKS - HEADLINE PARTNER, FESTIVAL PARTNERS AND LITERARY FESTIVAL PARTNERS](#)

[DEADLINES AND TASKS - PREMIUM EXHIBITORS](#)

[DEADLINES AND TASKS - EXHIBITORS](#)

[DEADLINES AND TASKS - MICROBIZ](#)

GENERAL INFORMATION

[ATTENDEE COMPETITION](#)

[AUDIO VISUAL](#)

[CATERING \(only available to Headline, Festival and Literary Partners\)](#)

[CLEANING](#)

[DELIVERIES AND COLLECTIONS](#)

[EXHIBITION TENTS, FURNITURE & POWER](#)

[FIRST AID](#)

[HOTELS](#)

[SECURITY](#)

[STORAGE](#)

[REGISTRATION](#)

MANDATORY FORM HEALTH & SAFETY, SAFEGUARDING AND SITE SAFETY

[PUBLIC LIABILITY INSURANCE / EMPLOYERS' LIABILITY INSURANCE](#)

[PAT TESTING](#)

[RAMS, PLANS, HAZARDOUS MATERIALS, WORK EQUIPMENT](#)

[EMERGENCY PROCEDURES](#)

[HEALTH AND SAFETY GOOD PRACTICE GUIDELINES](#)

[WELLINGTON COLLEGE HEALTH&SAFETY, SITE RULES AND SAFEGUARDING REQUIREMENTS FOR FESTIVAL OF EDUCATION PARTNERS, EXHIBITORS, SUPPLERS AND STAFF](#)

[PARTNER & EXHIBITOR DECLARATION](#)

[CAR PARKING LABEL](#)

KEY CONTACTS

Organisers – Festival of Education:

EducationScape Ltd, c/o Runway East, The Hickman, 2 Whitechapel Road, London, E1 1EW

W: educationscape.com

Website:

www.educationfest.co.uk

FESTIVAL DIRECTORS

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FESTIVAL PARTNER LOGISTICS

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FESTIVAL EXHIBITORS AND MICROBIZ LOGISTICS

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REGISTRATION QUERIES

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CONTENT & SPEAKER LOGISTICS

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PRODUCTION – POWER, AV

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REGISTRATION & FESTIVAL OPENING TIMES

REGISTRATION OPENING TIMES

Wednesday 3 July	14:00 - 17:00 (for exhibitors)
Thursday 4 July	07:45 (for exhibitors) 08:30 (for Festival attendees) - 17:00
Friday 5 July	08:00 - 15:00

FESTIVAL OPENING TIMES

Wednesday 3 July	12:00-17:00 Partner & Exhibitor set up; car access for drop off of materials 16:00 Site inspection by Health & Safety and Fire Officer
Thursday 4 July:	08:30 - 17:30 (access for Exhibitors from 08:00) There is no vehicle access for exhibitors
Friday 5 July:	08:30 - 17:30

BUILD & BREAKDOWN

Wednesday 3 July - Build	14:00 - 17:00
Friday 5 July - Breakdown	17:00 - 18:30*

* Breakdown and/or the use of trolleys or vehicles will not be permitted until the site is completely clear of attendees, at which point CDM rules apply; see CDM below for more information.

All stands must be fully cleared from Wellington College by 19:00 latest on Friday 5th July.

Please ensure you and your contractors are aware of these timings and design your activation accordingly.

ACCESS, DIRECTIONS AND PARKING

VENUE ADDRESS:

Wellington College
Dukes Ride
Crowthorne
Berkshire RG45 7PU

GETTING TO THE FESTIVAL:

The College is situated in Crowthorne about 35 miles to the Southwest of London and can be reached by road from either the M3 or M4. Crowthorne railway station has direct rail links to Reading and Guildford.

If you are coming by car please arrive via the Duke's Ride entrance which can be accessed using RG45 7PU if you are using a Satnav. There is no public access via other entrances.

PARKING:

Parking during set up - once you have unloaded, you will be asked to remove your vehicle from the Festival site to the parking area, you will be directed by Security. There will be no vehicle access to the Festival site on 4 July and on 5 July only once the site is clear of Festival attendees.

Please ensure you display a [car parking label](#) in your vehicle window throughout. When parking, drivers must ensure that transit routes/College roads are kept clear at all times to allow for emergency vehicle access.

Vehicles (and contents of vehicles) are parked on campus at the owner's sole risk in all respects. Neither Wellington College, nor the Festival organisers accept liability for any theft or loss of, or damage, howsoever caused, to vehicles, accessories or contents incurred on the College campus, except where any theft or loss of, or damage is caused by the negligence of Wellington College or the Festival organisers, its employees, or agents.

Organiser's Office is in the 'Wellesley House'. The College security department is in the Porters' Lodge. Please ask a member of the organisation team to guide you should you need assistance.

Train - Crowthorne station is a 10 minute walk from the Festival site.

PARTNER DEADLINES AND TASKS

HEADLINE PARTNER, FESTIVAL PARTNERS, LITERARY FESTIVAL PARTNERS ONLY

Send the following information about your organisation for your website profile to Philippa.Barton@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps vector file
- Tag line, company info text and organisation type: charity, tutoring, production etc
- Email, telephone number, website url
- Social media accounts : Twitter, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required YouTube or Vimeo
- An example of a profile can be seen on the website

Complete and Submit the **MANDATORY** Health and Safety Declaration ([click here](#))

Deadline - 03 June

Send Public Liability Insurance and Employers Liability Insurance to

Philippa.Barton@EducationScape.com

Deadline - 03 June

Partner Session(s) – title, description, speaker names, titles and bios to be submitted to

Victoria.Boyle@EducationScape.com

Deadline - 25 May

App banners. As a part of your package you can provide a banner for the app.

Any queries to Frances Ogefere Dell

frances.ogeferedell@educationscape.com

Deadline - 17 May

Sizes required:

- Small Banner image (for mobile): 600 pixels wide, 110 pixels tall, .PNG file.
- Large Banner image (for tablet): 640 pixels wide, 640 pixels tall, .PNG file.
- URL to be linked in the banners
- contact email for attendees

100-word pre-event message to promote your content at the Festival to

Philippa.Barton@EducationScape.com

Deadline - 03 June

Additional power, graphics, furniture to be ordered from Visions Hire

foe@visionsgroup.co.uk

Deadline - 10 June

Set Up wristbands for Wednesday can be collected from registration, these will not be valid once the Festival starts on Thursday.

For registration queries, please email

festivalofeducation@educationscape.com

Final orders for on stand catering to

FestivalofEducation@wellingtoncollege.org.uk

Deadline - 17 June

Provide details of your guests allowing access to the VIP area: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 17 June

Provide details of your guests to the VIP evening event on Thursday 4 July: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 17 June

Schools Week and FE Week full page advert (210mm width x 297mm height) to

Zoe.Tuffin@educationscape.com

Deadline - Wednesday before publication

PREMIUM EXHIBITORS

Send the following information about your organisation to

Clare.Cotterell@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps
- Tag line, company info text and organisation type : charity, tutoring, production etc
- Email, telephone number, website url
- Social media a/c : Twitter, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required YouTube or Vimeo
- An example of a profile can be seen on the website

Complete and Submit the **MANDATORY** Health and Safety Declaration ([click here](#))

Deadline - 03 June

Send Public Liability Insurance and Employers Liability Insurance (if applicable) to

Clare.Cotterell@EducationScape.com

Deadline - 03 June

Set Up wristbands for Wednesday can be collected from registration, these will not be valid once the Festival starts on Thursday.

For registration queries, please email

festivalofeducation@educationscape.com

One session at the Festival

Title, description, speaker names, titles and bios to be submitted to

Victoria.Boyle@EducationScape.com

Deadline - 25 May

Push Notification on Festival app during the Festival.

Please provide:

Message no more than 1024 characters (incl. spaces)

Web address to link the message to

A push notification can be linked to a session/speaker

Please send this to Frances Ogefere Dell

frances.ogeferedell@educationscape.com

Deadline - 17 May

Provide a 30min online on-demand workshop on the Festival App.

Please send this to Frances Ogefere Dell

frances.ogeferedell@educationscape.com

Deadline - 17 May

Schools Week and FE Week full page advert (210mm width x 297mm height) to

Zoe.Tuffin@educationscape.com

Deadline - Wednesday before publication

EXHIBITOR DEADLINES AND TASKS

Send the following information about your organisation to Clare.Cotterell@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps
- Tag line, company info text and organisation type : charity, tutoring, production etc
- Email, telephone number, website url
- Social media a/c : Twitter, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required YouTube or Vimeo
- An example of a profile can be seen on the website

Complete and Submit the **MANDATORY** Health and Safety Declaration ([click here](#))

Deadline - 03 June

Send Public Liability Insurance and Employers Liability Insurance (if applicable) to

Clare.Cotterell@EducationScape.com

Deadline - 03 June

Set Up wristbands for Wednesday can be collected from registration, these will not be valid once the Festival starts on Thursday.

For registration queries, please email

festivalofeducation@educationscape.com

MICROBIZ DEADLINES AND TASKS

Send the following information about your organisation to

Clare.Cotterell@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps
- Website to which your logo on the website will be linked

Complete and Submit the **MANDATORY** Health and Safety Declaration ([click here](#))

Deadline - 03 June

Send Public Liability Insurance and Employers Liability Insurance (if applicable) to

Clare.Cotterell@EducationScape.com

Deadline - 03 June

Set Up wristbands for Wednesday can be collected from registration, these will not be valid once the Festival starts on Thursday.

For registration queries, please email

festivalofeducation@educationscape.com

GENERAL INFORMATION

ATTENDEE COMPETITION

Every partner and exhibitor will be given a QR code to display at the Festival. It will be explained to the Festival attendees how and where to scan the QR codes to encourage them to visit as many of our partners and exhibitors as possible. Once they have completed the task, they submit the answer to enter the competition. EducationScape will provide the prize for this.

AUDIO VISUAL - Deadline 10 June

Our appointed Audio Visual supplier is Visions Group

To discuss Audio Visual requirements for your exhibition area please contact Visions Group foe@visionsgroup.co.uk or telephone +44 (0) 870 042 2602

CATERING (only available to Partners) - Deadline 17 June

Wellington College can provide a limited offering of on-stand catering. To discuss all of your catering requirements, please contact to FestivalofEducation@wellingtoncollege.org.uk

*Please Note if you intend to provide your own food or beverage, then authorisation will be required from the organisers.

CLEANING

Cleaning will be carried out prior to the Festival opening and overnight during the Festival. Any waste you wish to be removed should be marked as Recycling or General Waste and can be left in your tent at the end of the Festival.

DELIVERIES AND COLLECTIONS

Deliveries - Courier deliveries will only be accepted on the following days and during the following times:

Monday 1 July: 09:00 - 16:00

Tuesday 2 July: 09:00 - 16:00

Wednesday 3 July: 09:00 - 16:00

Consignments should be addressed as follows:

Festival of Education

Exhibitor name & stand number

Wellington College

Crowthorne

Berkshire RG45 7PU

Exhibitors Name & Contact Details

If your stand is unmanned at the time of delivery, it will be accepted and placed into a holding area.

Collections - All collections must be arranged by 20:00 on Friday 5 July. Any items left after this time or not clearly labelled, may be destroyed. There will be no provision for storage on site after tenancy has expired.

The Organisers/Venue will not accept liability for the loss, damage or delay of any deliveries or collections to/from Wellington College.

Disposal of Waste: the Festival of Education, EducationScape and Wellington College are committed to environmental issues and as such, discourages the irresponsible discarding of materials on-site.

All Exhibitors and Contractors are responsible for clearing all their stand/tent fitting items including literature, gifts and product at the end of the event.

Any Exhibitor found to be in breach of this regulation will incur disposal charges. It is the Exhibitors responsibility to ensure their contractors are fully aware of this regulation.

GENERAL INFORMATION

EXHIBITION TENTS, FURNITURE & POWER

Partner and Exhibitor stands are white marquee tents. Festival Partner and Literary Festival Partner tents will have hard, carpet covered floors. Exhibitor tents on Chapel Green will be on grass. All Micro Biz exhibitors will be co-located in shared tent (no partitions) located by the roundabout and Pavilion.

The Festival of Education reserves the right to make any floor plan changes necessary to ensure safe and practical arrangements prior to the event. We will notify affected exhibitors accordingly in the unlikely event that this arises.

Transporting Materials

Please ensure you have the appropriate support/trolleys etc. if required, to assist with heavy exhibition materials. Where possible we will try to assist you, but we cannot guarantee this service.

Furniture and Equipment

The following equipment is included in the standard exhibition package.

If you DO NOT require this equipment, please let Clare.Cotterell@EducationScape.com know.

- One 6ft x 2ft trestle table
- Two chairs
- 500W (2A) power socket

Audio-Visual items, additional furniture and additional power can be ordered via foe@visionsgroup.co.uk the Festivals Audio-Visual Partner.

FIRST AID

First Aid will be available throughout the Festival and located in the Organisers' Office. All Incidents must be reported to the Festival Organiser using the Incident Report document.

Venue Emergency Number : 01344 444001 – Security Control Room

Fire exits – are marked in every venue. In the event of a fire or necessary evacuation you will be guided by a member of staff.

HOTELS

All Festival attendees and exhibitors are asked to make their own accommodation arrangements if required. The following link offers some local hotel suggestions: [Hotels - Click Here](#)

Overnight camping is strictly prohibited on the College estate, without exception i.e. tents, camper vans, sleeping overnight in cars etc

Rates have been negotiated at the following:

[The Dial House](#)

62 Duke's Ride, Crowthorne, RG45 6DL

Distance from Wellington College: 1 mile (4 mins by car or 20 mins walking)

Tel: 01344 776941

Email: stay@thedialhouse.com

10% Discount available when booking directly with the Hotel and quote: Festival of Education.

OTHERS:

[Premier Inn Sandhurst](#)

Location: 221 Yorktown Road, Sandhurst, GU47 0RT

Distance from College: 3.7 miles (12 mins by car)

Hotel Type: Chain Hotel

Room Type/s: Single, Twin & Doubles

Room Price: Upon request from hotel

Phone: 0871 527 8958

Email: n/a

[Cantley House Hotel](#)

Location: Milton Road, Wokingham, RG40 5QG

Distance from College: 5.4 miles (16 mins by car)

Hotel Type: Bespoke Hotel

Room Type/s: Twin & Double

Room Price: Upon request from hotel

Phone: 0118 989 5100

Email: reservations@cantleyhotel.co.uk

[Premier Inn Bracknell](#)

Location: Downshire Way, Bracknell, RG12 7AA

Distance from College: 5.3 miles (15 mins by car)

Hotel Type: Chain Hotel

Room Type/s: Single, Twin & Doubles

Room Price: Upon request from hotel

Phone: 0871 527 8130

Email: n/a

GENERAL INFORMATION

[Premier Inn Wokingham](#)

Location: Wellington Road, Wokingham, RG40 2EX

Distance from College: 4.3 miles (11 mins by car)

Hotel Type: Chain Hotel

Room Type/s: Single, Twin & Doubles

Room Price: Upon request from hotel

Phone: n/a

Email: n/a

SECURITY

Festival wristbands will be handed out at registration. These must be worn and visible at all times when moving through the festival area and venues. For exhibitors setting up on Wednesday and early Thursday, wristbands will be available from the Festival office until registration opens on Thursday morning, when these can be exchanged for your Festival registration. (Wristbands will not be valid once the Festival has started.)

Festival delegates are not permitted to enter any area within the College campus at any time, other than speaker venues or branded Festival facilities. Wellington College Security staff reserve the right to refuse admission and to remove a delegate from the College premises.

Security staff may conduct bag searches for security purposes and to ensure the safety of persons attending the event. Anyone refusing to have bags etc. searched will be denied entry to the Festival site. Bringing alcohol to the festival of Education is prohibited and the College operates a strict no smoking policy on the estate.

It is important that Exhibitors and Partners do not leave any valuable items unattended. Exhibitors and Partners are responsible for the safety of their own goods and belongings, and items such as laptops, should be removed and safely stored away each evening. The organisers and Wellington College will not accept liability for any loss or damage.

Wellington College and the Festival organisers will not accept responsibility for any personal injury or damage, howsoever caused, to any delegate except where any personal injury or damage is

caused by the negligence of Wellington College or the Festival organisers, its employees or agents.

Please refer to the [MANDATORY H&S, SAFEGUARDING AND SITE SAFETY FORM](#) for details of emergency procedures.

STORAGE

There is no Exhibitor or Partner storage available on site at the Festival. Items can be stored in tents but this is entirely at the risk of the Exhibitor or Partner.

REGISTRATION

Deadline 17 June

As a part of your package you have an allocation of festival tickets and you have been emailed the link to register your attendees. If you cannot find this, please contact Clare.Cotterell@EducationScape.com

How to register your festival attendees:

- You will see a message at the top left of the screen that a code has been applied and tickets unlocked.
- You can send different people on each day, if required.
- Any tickets registered outside your package allocation will be invoiced.
- The ticket buyer will receive a copy of the booking confirmation.
- Please note that the ticket buyer will not be issued with a ticket unless their information is entered as one of the festival attendees.

Additional Tickets

As an exhibitor, we are offering a 20% discount to purchase additional festival tickets. [This link](#) will automatically apply a 20% discount

- Click the Tickets button on the original screen
- Select the number of tickets required and click Checkout
- Continue to the next page to enter attendee information.

Payment for tickets will be online using credit/debit card, PayPal or Google Pay and once attendees are registered, bookings can be managed by the booker.

MANDATORY FORM HEALTH & SAFETY, SAFEGUARDING AND SITE SAFETY

[Click here to complete the form](#)

Alternatively you can read, print, complete and return the form.

By completing this form you are affirming your commitment to co-operation and co-ordination with the Organisers and Venue. *PLEASE NOTE THAT IT IS MANDATORY TO DO THIS.*

PUBLIC LIABILITY INSURANCE AND EMPLOYERS LIABILITY INSURANCE

Every Partner and Exhibitor must send their PLI and ELI document to Philippa Barton

PAT TESTING

Any electrical items (unless hired via Visions) will require a PAT test certificate.

RISK ASSESSMENT

For those Partners and Exhibitors occupying one of the provided marquees: A formal written risk assessment is only required by the Organiser where the work to be undertaken includes work at height, significant manual handling, the use of paints or chemicals, or the use of powered tools such as saws and powered screwdrivers to assemble articles other than a simple desk and chair(s).

For those Exhibitors constructing their own stand within a marquee or occupying an agreed open space: A formal risk assessment is required by the Organiser for all activities involved in the construction of the stand.

HAZARDOUS MATERIALS

If you are using any hazardous substances the COSHH risk assessment must be provided.

WORK EQUIPMENT - MANDATORY INSPECTIONS

If you are using any equipment where there is a mandatory required under LOLER or PUWER for an examination or inspection then you provide Philippa Barton with the relevant certificate - example lifting equipment.

EMERGENCY PROCEDURES

FIRE

On discovering a fire:

- Activate the nearest fire alarm control point and dial 999. Direct the emergency services to; Wellington College, Crowthorne, RG45 7PU
- Call Security: on 01344 519043 (Emergency number).
- EVERYONE must move to the nearest fire assembly point. If the fire is located within the main festival area, the assembly point is located behind Registration (on TURF Cricket Ground).
- Stay at the assembly point until otherwise directed by Security (Fire First Responders).
- The exhibitor/contractor senior representative on site must ensure that all their employees, sub-exhibitors and agents are aware of the fire and evacuation procedures and know the location of the appropriate assembly points.
- At no time must a designated emergency exit, or College access road be obstructed.
- Security and/or festival contact must be informed if any problems arise regarding fire escape and means of escape generally.

EVACUATION

- Leave the building/area by the nearest exit/route and move directly to the emergency assembly point. College and festival staff will assist as applicable.
- Security will attend the site evacuated and will carry out their duties as emergency first responders.
- Exhibitors/contractors must carry out a roll call at the assembly point and inform security when requested, that all are accounted for other otherwise.
- Stay at the assembly point for further advice.
- It is very important that everyone at the assembly point remains quiet to allow clear communication to take place.

BOMB THREAT

If a suspicious object or package is found:

- do not touch or interfere with the object or package.
- clear people away from the immediate vicinity (at least 150-500 meters and out of line of sight) but ideally the festival assembly point (if not affected).
- Inform Security/festival contact immediately.
- Security will attend the area and ascertain if the threat requires police attention. If so, security will communicate and control the full evacuation, routes to evacuation assembly, and will cordon off the applicable area.
- Further detailed information will be provided by the emergency services/security/festival organisers.

If you are informed by College staff/Festival staff of a bomb threat on the College campus:

- Evacuate/invacuate (as applicable) and proceed as quickly and efficiently as possible to the assembly area. Do so without panic and as directed by the

police, security/festival staff.

- Any route, which may have a suspected device, will be cordoned off/closed by security. Do not use these routes. Move only on routes as directed.
- EVERYONE should take personal belongings with them if they are nearby. However, do not search around buildings etc for belongings.
- Exhibitors/contractors must carry out a roll call at the assembly point and Inform security that all are accounted for, other otherwise.
- Stay at the assembly point for further advice.
- It is very important that everyone at the assembly point remains quiet to allow clear communication to take place.
- Further detailed information will be provided by the emergency services/security/festival organisers.
- Once evacuation is complete, and no explosion occurs, re-occupation will be considered in liaison with the Police.

PATIENT ESCAPE FROM BROADMOOR

Broadmoor Hospital is a specialist psychiatric hospital which provides assessment, treatment, and care in conditions of high security for men aged 18 and over. The hospital is within close proximity of the College campus, and it treats people with mental illness and personality disorders, and who represent a high degree of harm to themselves, or others. The hospital has a single siren located in its grounds. In the highly unlikely event of a patient escape, it will be sounded audibly to inform residents in the Crowthorne area, including the College.

On hearing the Broadmoor siren:

- In the event of an escape, in addition to sounding the siren, the hospital will immediately notify Thames Valley Police.
- On hearing the Broadmoor siren or being notified of an escape by Security/festival staff, all exhibitors/contractors must move quickly (if possible, in groups) to the evacuation assembly area on Turf.
- Exhibitors/contractors must carry out a roll call at the assembly point and inform security that all are accounted for, or other otherwise.
- It is very important that everyone at the assembly point remains quiet to allow clear communication to take place.
- Stay at the assembly point for further advice.
- Further detailed information will be provided by the emergency services/security/festival organisers.

HEALTH AND SAFETY

GOOD PRACTICE GUIDELINES

Accidents - Report accidents or 'near misses' to the Organisers immediately.

Alcohol & drugs - Any person found to be under the influence of alcohol or drugs will be asked to leave the college immediately.

Disabled Access - Please ensure your stand is easily accessible to all visitors. Disabled persons must be provided with the same service that is provided to others and it is unlawful to not make a reasonable adjustment for a disabled person.

Electrics - Don't interfere with electrical devices! All electrical installation work must be undertaken by the official electrical contractor (Visions).

Fire & Emergency Procedures - Read the Fire & Emergency procedures that are distributed within the Pre-Show Information.

Fire Extinguishers - We provide extinguishers based on the number required by the fire officer, don't move them & let us know if you require a specific type of fire extinguisher.

Ladders - Use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations - Contact the Organisers for further advice.

Manual handling - Think before lifting, stand as near to the object as possible, bend your knees, keep back straight, grasp the load firmly, lift with your legs, hold the load closely to the centre of your body.

Personal Protective Equipment (PPE) - Wear a hi-vis vest on the roadways. Wear the right clothes & shoes for what you are doing and the environment you are in.

Rubbish - Don't keep it stored on your stand – it's a fire hazard. Contact the Organisers for disposal.

Staff - Make sure your staff are briefed properly about the risks to be aware of and read the site rules.

Vehicle movement - Be careful when you arrive and are unloading – there are marshals to assist you. The College speed limits, and road traffic signs must be adhered to at all times when travelling around the College estate.

Parking Conditions and Disclaimer: Vehicles and their contents are parked on the Wellington College estate at the owner's sole risk in all respects. Wellington College,

nor the festival organisers accept liability for any theft or loss of, or damage, howsoever caused, to vehicles, accessories or contents incurred on the College estate.

Weird & wonderful features - Contact the Organisers if you are having a water feature, any special effects, anything that causes excessive heat or light, animals, or children.

Working at Height - If you are working at height – be aware of the Working at Height Regulations - Contact the Organisers for further advice.

Young persons - Under 16's are NOT permitted on site during build up and breakdown.

The Health & Safety at Work etc. Act
This is the legislative foundation for all workplace Health & Safety Regulations. The Act places a general duty on employers to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site. There are a number of areas which are of particular importance to the management of contract work:

Provision and maintenance of safe plant and safe systems of work

Safe handling, storage, maintenance and transport of work articles and substances

Provision of information, instruction, training and supervision; Provision of a safe place of work with safe access and egress; A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working within any premises.

WELLINGTON COLLEGE

HEALTH & SAFETY, SITE RULES AND SAFEGUARDING REQUIREMENTS FOR FESTIVAL OF EDUCATION PARTNERS, EXHIBITORS, SUPPLERS AND STAFF

1.0 Safeguarding Children

Our Commitment to Safeguarding

All adults whether visitors, contractors or members of staff have a part to play in keeping young people in the College safe. During the Festival, there may be children on site at the College and it is very important that their welfare is at the centre of our thinking. Concerns around safeguarding might be:

- Seeing the ill-treatment of a child by another adult - either as part of the Festival or on the College grounds
- Seeing inappropriate behaviour or ill-treatment of a child by another child (child-on-child abuse) - either as part of the Festival or on the College grounds
- Witnessing inappropriate behaviour or overhearing inappropriate comments by another adult which would raise a concern about their suitability to be on a site where there are children present.
- Any concerns regarding Safeguarding during the Festival should be directed to one of the following:
- Delyth Lynch, Director of Safeguarding and Designated Safeguarding Lead, Wellington College- 07825 419190 (or if non urgent: dal@wellingtoncollege.org.uk)
- Philippa Barton, Festival Events Director - via the Festival Organizer's Office or 07818 064914
- A member of the Security Team, Wellington College - located in the Porters Lodge tel: 01344 444001

It is also important that we take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. To keep yourself safe from possible allegations. Please follow this advice.

DO NOT

- Instigate verbal or physical contact with any children on site who are not part of the Festival unless it is appropriate and part of an agreed reason for your visit.
- Give personal information to any young person - for example your name, address, telephone or mobile phone numbers, email address or Social Media.
- Do not accept or respond to a young person attempting to give you personal information -for example their name, address, telephone, mobile phone number, email address, or contact via Social Media.
- Accept physical or verbal abuse from a young person. Do not respond yourself, but report it immediately to a member of the Festival Team, the DSL or Security.
- Use any toilets marked 'Pupils only'
- Serve alcohol to any person who is under the age of 18; ID should be requested if in doubt from any person who looks under 25 or assistance should be sought from any Festival staff who may be nearby
- Enter any College buildings unless you have been explicit permission to do so (or are accompanied by a member of College staff)
- Wander around the College site, unless you have

been given explicit permission to do so; this includes all parts of the College grounds which are strictly out of bounds to all Festival exhibitors, speakers and attendees

- Take any photos or videos of any young person

DO

- Report any unusual or inappropriate behaviour to the DSL, Festival Director or Security as soon as possible
- Be aware that contact made outside of the College grounds with a College student or young person may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted
- Remain in the areas that are designated for the Festival of Education. Do not enter restricted areas such as teaching classrooms (outside of those used by the Festival), houses, or other parts of the campus unless you are accompanied by a member of the College staff.
- Wear your Festival wristband at all times so you are identifiable to all staff and to our security team
- Use only the toilets which have been marked for staff/visitor use only
- Immediately report any security concern to the security team
- Expect polite and friendly behaviour from all Festival attendees. If this is not the case, please speak to the Festival staff as soon as possible. Ensure you don't put yourself in a vulnerable situation - such as being alone with a young person
- Self report (to the DSL) anything which you might have done which you feel was inappropriate or happened by accident. It is better to open and honest, rather than assume what has happened has gone unnoticed by others.

Children under the age of 12 are not provisioned for at Festival of Education. If you wish to bring a child between the age of 12 - 18 years old they must be registered and will count as part of your exhibitor/partner festival pass allocation. Any child in this age group must have an accompanying adult at all times.

2.0 Health and Safety - Introduction

It is the College's policy to maintain high standards of health, safety, security and safeguarding on all its sites and by the implementation of these requirements for suppliers/exhibitors at events held in the buildings or grounds at Wellington College. We propose to ensure, as far as is reasonably practicable that such standards are adhered to by all visiting exhibitors/suppliers. However, these health and safety requirements must not be regarded in any way as relieving the exhibitors/suppliers of their statutory, common law or contractual obligations.

In the event of there being any conflict or ambiguity between the contents of this document and any of the terms of the contract between the college and the exhibitor/suppliers, then the terms of the said contract shall prevail.

The declaration at the end of this document must be completed by the exhibitor/suppliers by 31 May 2024. The fact of declaration will be held on file for review by Wellington College.

Exhibitors/suppliers must recognise that Wellington College has pupils aged 13 – 18 years, whereas the college will endeavour to ensure that pupils do not interfere with the work of the exhibitor/suppliers, extra precautions may be necessary to ensure the safety of all on the sites.

3.0 Policy for Exhibitors/Suppliers when attending the site

Where specifically required, depending on the event activity being undertaken exhibitors/suppliers are to be in possession of a valid DBS clearance. Exhibitors/suppliers who require DBS clearance as a college pre-requisite will be required to sign a declaration confirming clearance is held. For those not requiring DBS, the issued wristband is to be worn at all times and only areas permitted as part of the event may be accessed.

It is forbidden for anyone to enter the site without registering for the Event, including set-up and dismantle. Festival wristbands must be worn at ALL times, anyone not displaying a Festival or College ID badge/wristband will be asked to leave the College site. For exhibitors setting up on Wednesday and early Thursday, temporary badges will be available from the Festival office until registration opens on Thursday morning, where these can be exchanged for your Festival registration. Exhibitors are restricted to areas of the College allocated for Festival use, if accessing areas outside of Festival use, this should be authorised and you must be accompanied by a member of the College.

No photography/videoing is permitted on the College site unless prior permission has been received.

4.0 Legislation

There are of course a larger number of specific acts and regulations with regard to general health & safety requirements.

These will apply to all activities whilst on College grounds and must be supported by a risk assessment and full suite of relevant H&S documentation as requested by the Festival of Education on behalf of the College.

5.0 Exhibitors/Suppliers duty to inform employees

It is the sole responsibility of the exhibitor/suppliers to ensure that their employees, sub-contractors and agents are supplied with copies of this document and understand its content before entering the site.

6.0 Driving on Site

The college operates some areas within our site as “One Way” therefore road signs must be adhered to at all times.

Speed limits of 20 MPH or less where conditions dictate must be observed at all times. When accessing exhibition site (only permitted at times indicated in the Festival Exhibition Manual), the speed limit is restricted to walking pace.

Outside of the permitted access times, cars must be parked in the designated areas of the car parks.

Vehicles and their contents are parked on the Wellington College estate at the owner’s sole risk in all respects. Wellington College, nor the festival organisers accept liability for any theft or loss of, or damage, howsoever caused, to vehicles, accessories or contents incurred on the College estate.

A parking marshal will assist exhibitors when they arrive on the College estate to guide them to the exhibitor parking and direct them to the Festival site.

Seat belts must be worn while driving on site at all times.

Mobile phones must not be used whilst driving on college grounds.

Other vehicles are not allowed onto the site other than those used for delivery, or setup of event. Use of any equipment that constitutes mobile machinery, e.g. cranes etc., must be approved by the Works & Estate Bursar or Head of Estates.

A banks-person is required when manoeuvring vehicles, operating cranes and winches and where the driver or operation of the vehicles and equipment where the view is obstructed.

If, for any reason, the site contact is absent, a deputy will be nominated and the persons’ identity will be made known to the exhibitor/supplier.

7.0 Welfare arrangements

There will be toilets on site at the event with signage to indicate location. During set up and strip out exhibitors/suppliers will be advised of toilet facilities. Pupil toilets are not to be used.

8.0 Smoking

The College operates a strict “No Smoking Policy” on the estate.

9.0 Alcohol

Wellington College is an alcohol free site unless specific arrangements have been agreed with Wellington College and the Festival organisers.

10.0 Fire & Emergency

Emergency means of escape

At no time must a designated emergency exit be obstructed. The Works & Estate Bursar and/or site contact must be informed if any problems arise with regard to fire escape and means of escape generally.

Emergency evacuation - The exhibitors/suppliers senior representative on site must ensure that all their

employees, sub-exhibitors and agents are aware of the fire and evacuation procedures and know the location of the appropriate assembly points.

Interference with fire detection alarm system - Exhibitors/suppliers and their employees, sub-exhibitors and agents are strictly forbidden from tampering with any of the fire alarm systems on site.

Full emergency procedures can be found in the Management Plan.

11.0 Housekeeping and Disposal of waste etc.

The exhibitor/supplier is required to ensure so far as is reasonably practicable that the exhibition/event area is safe and without risk to anyone, and that the areas are kept clean and tidy. There are no waste facilities at the College, exhibitors are responsible for disposing of their own waste at the end of the Festival. Any material that is left will be disposed of and if excessive, a charge will be levied.

12.0 Personal Protective Equipment (PPE)

Exhibitors/supplier must provide their employees with adequate protective clothing (PPE) in accordance with current regulations, best practices and procedures:

The exhibitor/supplier must ascertain what protective clothing and/or equipment is required to be worn by those taking part in the activity at the event such as wall climbing, diving and other similar activities and supply the required PPE to ensure compliance.

In exceptional circumstances the College may decide to provide additional PPE. exhibitors/supplier must comply with current PPE regulations

13.0 First Aid & reporting of Incidents/Accidents

There will be a number of first aiders at the event dependent upon the size of the event. All exhibitors/suppliers must ensure their staff know who to call for a first aider or in an emergency. All incidents must be reported to the Festival organisers using the Festival incident report and to the College's security team so that the College incident report can also be completed.

14.0 Electricity, Gas and Water mains

The College's electricity and gas mains may only be connected into with the permission of the College Works department SME'S and Works & Estate Manager who will issue a permit to work as required.

Working on live electrical equipment is prohibited on site.

No electrical cable in use by the College will be disturbed without the prior permission of the SME. Under no circumstances will the exhibitors/suppliers or their employees, interfere with electrical equipment belonging to the College unless authorised to do so by the College Works SME and Head of Estates.

All electrical work must comply with BS 7671 and/or BS7909. Installation design is to be signed off by College SME and no electrical installation is to go live until test/inspect certification is in place, as per the

College Events temporary events electrics checklist.

15.0 Machinery, tools & equipment brought onto site by exhibitors/suppliers

All machinery, tools and equipment brought on to site by the exhibitor/suppliers whether portable or otherwise and whether mobile or static must be guarded in accordance with Provision and Use of Work Equipment Regulations (PUWER) and any other statutory requirements which are in force at the time.

All equipment must be covered by legislative checks and PAT tested with labels visible or certificates available with traceability to the equipment.

Before any lifting appliance/tackle, air or steam receiver are brought on site by the exhibitors/suppliers, a test certificate and current statutory inspection report must be produced for examination by the Works & Estate Manager.

16.0 College's equipment, e.g. lifting tackle, ladders, scaffolding, vehicles

On no account may the College's lifts, hoists, lifting tackle, ladders, scaffolding, vehicles or any other equipment be used or operated by an exhibitor/supplier.

17.0 Insurance

The exhibitor will ensure that their insurance company/broker supplies the College with written confirmation of current insurance cover in respect of both employer's liability, public liability and professional indemnity where appropriate.

Copies of the certificates are to be issued to the College via the Festival organisers, indicating the level and value of cover and will be saved electronically for review by Wellington College.

DECLARATION

I confirm that I have read and understood the following and have the authority to sign on behalf of my organization as named below:

- This partner/exhibitor toolkit
- I will submit my Public Liability Insurance Document
- I will submit my Employers' Liability Insurance Document (if relevant)
- Any electrical equipment will be PAT tested
- I have read and understood the Site Rules, Site Information, Emergency Procedures
- I have read and understood the safeguarding information to protect students, summer school students, staff and visitors to Wellington College
- We/I acknowledge that we/I have received a copy of the Wellington College Health and Safety requirement for exhibitors/suppliers document and have read and understood this document.
- We/I will ensure that all our employees working at the event at Wellington College under our jurisdiction are made aware of the contents of the above document.
- We/I will ensure that all sub-contractors and agents contracted to our/my company will receive a copy of Wellington College Health and Safety requirements for exhibitors/suppliers document prior to commencement of the event.
- We/I will provide Wellington College via the Festival of Education organizers, with a copy of our/my Risk Assessments, plus any additional H&S documents requested in specific relation to the event.
- We/I agree to that all those attending the College site will be registered for the Festival of Education.
- We/I understand that all exhibitors/suppliers/sub-contractors and agents are expected to undertake work in a safe manner and that any exhibitor/suppliers/sub-contractors/agent found not to be working in a safe manner will be asked to leave site.

NAME:

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COMPANY:

.....

EMAIL ADDRESS:

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MOBILE NUMBER:

.....

STAND NUMBER:

.....

SIGNATURE:

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