**PMG CONFERENCE 2019 RISK ASSESSMENT**

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| **Event:** PMG Conference 2019 | **Event Dates:** 15/07/19 – 17/07/19 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** BES Healthcare Ltd | **Stand Number:** 17 | **Contracted Stand Builder:** *Anchor Exhibitions (if using provided shell scheme)* |
| **Contractor’s Details:** *Anchor Exhibitions Limited 2 Cedar Court | Grove Road | Burbage | Leicestershire LE10 2AE; +44 (0)145 5612 341 ;* [*admin@anchor-exhibitions.co.uk*](mailto:admin@anchor-exhibitions.co.uk) *(if using provided shell scheme, please also include any other relevant contractors)* | | |
| **Stand Manager:** | **Diane Hargrove** | **Email: diane@beshealthcare.net** |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Slips, trips, falls | Exhibitors, organisers,  staff | Low | We will ensure that there are  no stand related objects, wires,  etc in walkways. We will ensure  the stand is kept tidy and clear.  Any spillage example water  bottles will be cleaned  immediately |  |
| Working at heights | Exhibitors | Low | While mounting  backdrops we  will ensure we use a step ladder  or similar to ensure there are  no fall. There will always be  two or three members of staff  working together on backdrops. |  |
| Electrics | Exhibitors | Low | We will ensure we do not carry  out or remove any electric  fittings on our stand. If these  need to be moved we will  contact an organiser to send  across the electrician  responsible |  |
| Dismantling or putting up stand | Exhibitors | Low | We will ensure that the stand is  not dismantled while the  exhibition is still open. |  |
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**ASSESSMENT BY: Sophie Lindvold** **SIGNATURE:** **DATE: 11/06/19 ­­**

