**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* *(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 ­­**

