

Health and Safety and Insurance Declaration (to be completed by all Exhibitors)

Company Name Quantum _____

Stand No _____ 44 and 38 _____

The Health and Safety at Work Act, etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

☐ We are **SHELL SCHEME** and are using the PMG recommended contractors. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with any additional safety information. We will complete and return a risk assessment by **Friday 22 June**. Any significant risks caused by our exhibits, demonstrations and work practises to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practises cause NO HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'

☐ We are **SPACE ONLY**. My principal contractor(s) (named below) has undertaken a specific Risk Assessment for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in all such areas identified as being of risk. A copy will be forwarded to the Organisers by **Friday 22 June**.

Stand contractor 1

Company____Using shell scheme_____

Contact Name _____

Address _____

Tel _____

Email _____

Stand contractor 2

Company_____

Contact Name _____

Address _____

Tel _____


Email _____

Insurance and Public Liability

I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of injury or damage to persons or property belonging to third parties.

Health and Safety Representative on the stand will be _____
Position_Creative Marketing Manger _____
Mobile No_07487 238835 _____

Declaration

Authorised by  _____
Date 27/6/18 _____
Print Name T. SANFORD _____
Position CREATIVE MARKETING MANAGER _____

Please return to pmg@conferencecollective.co.uk by Friday 22 2018.

Quantum Risk Assessment stand 44 and 38 - PMG 2018

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LIKELIHOOD can be **H** = High : **M** = Medium : **L** = Low or **N** = None.

SEVERITY can be **H** = High : **M** = Medium : **L** = Low or **N** = None.

| RISK TYPE / DESCRIPTION | | LIKELIHOOD | SEVERITY | ACTION YOU WILL TAKE TO LESSEN OR AVOID RISK |
|-------------------------|--------------------------------|------------|----------|---|
| A | Install of stall / table | L | H | Ensure that the structure has been carefully placed, and put together properly. |
| B | Falling of large / tall object | N | N | |
| C | Wind blowing objects | L | H | Ensure stand is kept in a safe space |
| D | Trip Hazards | L | M | Ensure all staff remain on top of potential trips and falls |
| E | Risk of fire | M | H | Any electrics used to be properly checked over, before and during the event |
| F | Risk from use of electricity | N | N | |
| G | Risk from heater or generator | N | N | Generators are not allowed at the event |
| H | Hazardous material / chemical | N | N | |
| I | Risk from demonstrations | M | L | Clear instructions are to be issued to the user before any demonstration. |
| K | Risk to people taking part | M | L | Clear instructions are to be issued to the user before any demonstration. |
| L | Risk from lifting objects | M | L | Bend knees whilst lifting any heavy object |

| | | | | |
|---|---|---|---|---|
| M | Vehicle movement | M | | Do NOT move vehicle on site in stallholders areas whilst event is in progress. |
| N | Risk of Fridge leaking | M | L | Turn the fridge off immediately, ensure any liquid that comes out is dried asap, an a clear caution sign is applied. |
| O | Someone tripping over fridge | L | M | The fridge will be placed near to our graphics, and hazard tape will be applied underneath it. |
| P | Spillage from a drink taken from our fridge | M | L | We have ensure to have a carpet on our stand, also there will be onsite cleaning products to handle any spillages. |
| Q | Allergic reaction to our drinks | M | H | Ensure we use the allergic notice see 'Allergic Notice' and stick it upon our fridge, tell our staff to clearly state what drinks we have to the customer before they drink them. |
| R | Stand Build-injury during and after | M | H | Tell all staff concerned with stand build that hi-vis and hard top boots are required for stand build. Finally that there is heavy machinery in operation during build up and to remain cautious. |

Name of person completing this form .THEO SAWFORD.....



Signature

Date22nd June 2017.....