

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

Company Name RMS LTD

Stand No 3S-37

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 RMS
Contact Name Mike Richardson
Address Thompson Rise, Unit 10 Styles Close, Sittingbourne
Tel 01795 477280 Kent ME174PF
Email sales@rms-kent.co.uk

Stand contractor 2

Company _____
Contact Name _____
Address N/A
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 Mike Richardson
Position National Sales Director
Mobile No 07725 544839

Declaration

Authorised by Wayne Cotter
Date 25/6/18
Print Name WAYNE COTTER
Position DIRECTOR



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

RISK ASSESSMENT

Exhibition / Event: PM6 2018 .

Date of Exhibition/Event: 23-25 July 2018 .

Signature: Wayne Cotter - Director .

Venue: Exchange Hall ,

Assessed By:



Potential Hazard Identified	Consequences	Persons at Risk	Worst Case Outcome	Probability Rating	Control Measures
Erection of stand.	Possible drop of equipment	RMS Staff.	Minor injury	Low.	No xpro lightweight frame used in construction.
Dismantle of stand.	" — "	" — "	" — "	" — "	" — "
Electricity, light fittings	Electrocution hot lights	RMS Staff.	Minor injury.	Low.	All equipment checked prior to exhibition
Carpet fitting	Trips or falls when fitting	RMS Staff.	Minor injury.	Low.	Carpet tiles used to minimise risk.
Manual handling.	Slips, trips, falls strains	RMS Staff.	Minor injury.	Low	All Staff trained in Manual handling.
Stands for display.	crush injury knocks, falls.	RMS & Exhibition Staff.	Minor injury.	Low.	Relevant equipment to be used in transport when needed.

Method Statement – to be completed by the Contractor building the stand

Show name:

PMG 2018.

Dates you will be
Building your stand:

23rd July 2018

Exhibitor

Company name:

RMS LTD

Contact name:

Mike Richardson

Contractor

Company name:

RMS LTD.

Contact name:

Mike Richardson

Stand number:

35-37

Emergency on-site
contact number:

07725 544 838

Signature:



Responsible Person(s) on site:

Mike Richardson / ADAM WIER

Stand Details & Location:

There will be a foam backed carpet 3x8m
There will be a Moxpro exhibition stand
3x8 metres.

Build Process:

Please complete in detail how you intend to build your stand from delivery to completion

This will be completed by 4 members of
staff manually and we will not require any
machines to complete the build.

Working at Height:

Not Applicable.

Exhibits:

Wheelchairs and seating products will
be wheeled onto the stand.

	CDM 2018 - Construction Phase Plan (Event/production template for simple projects)
PLAN	Client details: (Exhibitor) RMS LTD .
	Principal Designer Details: RMS LTD .
	Principal Contractor Details: RMS LTD .
	Description of work/ project: lay carpet & erect a small stand .
	Key dates: (Build-up and breakdown dates) 23-25 JULY 2018 .
WORKING TOGETHER / ORGANISE	Key members of the project team during construction and their role/ responsibilities <i>(act number, role and summary of responsibilities)</i> Mike Richardson, Director. 07725 544838 .
	How the work will be managed safely <i>Fully trained contractors wearing full ppe.</i>
	Key Arrangements: RMS staff to build small stand .
	Key safety risks on this project are: N/A .