



PMG CONFERENCE 2022 RISK ASSESSMENT

Event: PMG Conference 2022		Event Dates: 11/08/2022 – 13/08/2022		Venue/Location: The International Centre, Telford	
Company Name: Etac Ltd.		Stand Number: 13 & 14		Contracted Stand Builder: N/A	
Contractor's Details: N/A – Stand will be a lightbox and plinth design set up by the Etac team					
Stand Manager:		Samantha Heathcock		Email: Samantha.heathcock@etac.com	

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Stand set-up, large plinths and lightboxes could cause a tripping hazard or could trap fingers or toes/fall over.	Etac staff	Low	Set-up staff to remain aware of space around them and items they are lifting. Use safe lifting practices and work as a team for larger items.	NONE
Electrical fault of lightbox	Etac staff/attendees	Low	Lightbox PAC tested ahead of event and all precautions taken when assembling.	NONE
Plinths/products could pose as a trip hazard.	Etac staff and attendees	Low	Allow ample space around stand items for ease of moving around the stand.	NONE
Infection control – Covid-19 and other	Etac staff and attendees	Low	Regular cleaning of items on stand.	NONE

ASSESSMENT BY:

Samantha Heathcock

SIGNATURE:

A handwritten signature in blue ink, appearing to read 'S Heathcock', written over the printed signature line.

DATE:

15/06/2022

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

Company Name _____ Etac Ltd.
Stand No _____ 13 & 14

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

Make one clear selection between **YES** or **No**.

YES/NO - We are **SHELL SCHEME** and are using the PMG recommended contractors. We have trained and made our 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 17 June 2022**. 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'

YES/NO - 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 17 June 2022**.

Stand contractor 1

Company _____ We have a space only stand but do not require a contractor for a stand build as we are using free standing units that we can deliver and put into place ourselves.

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 Ashley Griffiths

Position Territory Manager

Mobile No +44 7766 463340

Declaration

Authorised by Samantha Heathcock

Samantha Heathcock

Date 15/06/2022

Print Name Samantha Heathcock

Position Marketing Coordinator

Please return to pmg@conferencecollective.co.uk by Friday 17 June 2022.