

PMG CONFERENCE 2018 RISK ASSESSMENT

Event: PMG Conference 2018	Event Dates: 23/07/18 – 25/07/18	Venue/Location: Manchester Central, Manchester
Company Name: Jiraffe	Stand Number: 13	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: Chris Poyser	Email: chris.poyser@jenx.com	

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Slip, trips and falls	Exhibitors and Delegates	6	Stand will be kept tidy and clear of any wires or tripping hazards	2
Loading/unloading materials and equipment	Exhibitors involved with stand set up	3	All staff have undergone lifting training and have/will be made aware of the correct entry and exit walkways of the venue to avoid accidents during the transportation of items.	1
Erection/dismantling of stand	Exhibitors involved in setting up and breakdown of stand	6	All staff attending the exhibition have been trained of correct set up and breakdown of our stand equipment including our led lightbox stand system.	1
Giveaway items	Delegates/visitors to the stand	1	None of the items are choking hazards and/or cause any damage/injury.	1
Product demonstrations	Visitors to stand who are interested in products	1	All staff a fully trained on how to use each piece of equipment and assess those using it. Each piece of equipment will be checked at the end of each day.	2

ASSESSMENT BY: Chrs Poyser SIGNATURE:



DATE:

30/05/2018

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

Company Name

ZIRAFFE

Stand No

13

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 _____
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 Richard Mutch
Position Sales Manager
Mobile No 0748 406 8208

Declaration

Authorised by Chris Poyser
Date 30/05/2018
Print Name Chris Poyser
Position Marketing and Communications Executive

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