

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

Company Name \_\_\_\_\_

PERMOBIL \_\_\_\_\_

Stand No \_\_\_\_\_ HALL 3 STAND 40 \_\_\_\_\_

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:

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

**NO** - 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 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/** - 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 \_\_\_\_\_ MXL \_\_\_\_\_  
 Contact Name \_\_\_\_\_ JULIE ARNOLD \_\_\_\_\_  
 Address \_\_\_\_\_ UNIT 3, MIMRAM ROAD, HERTFORD, HERTFORD SHIRE, SG14 1NN \_\_\_\_\_  
 Tel \_\_\_\_\_ 01992 642642 \_\_\_\_\_  
 Email \_\_\_\_\_ julie@mxlltd.co.uk \_\_\_\_\_

### 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 \_\_\_\_\_ Julie Arnold \_\_\_\_\_  
Position \_\_\_\_\_ Project Manager \_\_\_\_\_  
Mobile No \_\_\_\_\_ 07771 693783 \_\_\_\_\_

### Declaration

Authorised by \_\_\_\_\_ Julie Arnold \_\_\_\_\_  
Date \_\_\_\_\_ 17/06/22 \_\_\_\_\_  
Print Name \_\_\_\_\_ Julie Arnold \_\_\_\_\_  
Position \_\_\_\_\_ Project Manager \_\_\_\_\_

Please return to [pmg@conferencecollective.co.uk](mailto:pmg@conferencecollective.co.uk) by Friday 17 June 2022.

**EXHIBITION:** PMG Conference 2022

**Installation:** Monday 11<sup>th</sup> July 2022

**Open:** Tuesday 12th July 2022

**Dismantle:** Wednesday 13th July 2022

**VENUE:** The International Centre, International Way, Telford, Shropshire. TF3 4JH

**Exhibitor:** Permobil

**Stand number:** Hall 3 – Stand 40

**ASSESSORS NAME & TITLE:** Julie Arnold - Project Manager

**COMPANY:** MXL Ltd. **CONTACT:** 01992 642642

**RESPONSIBLE PERSONS:** Julie Arnold

**TASK:** Unloading at loading bay and move to build area

**HAZARD:** dropping items

**AT RISK:** Contractor

**RISK LEVEL:** Low

**CONTROL MEASURES:** Provide adequate level of trained staff and use of correct lifting / handling procedures, attire with high visibility jackets and protective footwear if required.

**TASK:** Moving items to the build space

**HAZARD:** Tripping over, dropping items, collision with fixtures and persons in the vicinity

**AT RISK:** Contractor and others in the immediate vicinity

**RISK LEVEL:** Low

**CONTROL MEASURES:** Use high quality barrows to transport the stand components and wearing of protective footwear.



**TASK:** Placing components adjacent to the build space prior to commencement of building

**HAZARD:** Falling of items

**AT RISK:** Contractor

**RISK LEVEL:** Low

**CONTROL MEASURES:** ensure stable positioning of components whilst avoiding damage to fixtures and fittings

**TASK:** Carrying and positioning components

**HAZARD:** Falling of components

**AT RISK:** Contractor

**RISK LEVEL:** Low

**CONTROL MEASURES:** Ensure stable positioning. The structural components will safely free-stand temporarily, use manual genie lift for any heavy items.

**TASK:** Assembling the components and use of tools

**HAZARD:** Stability of the structural components and harm from tools

**AT RISK:** Contractor

**RISK LEVEL:** Low

**CONTROL MEASURES:** Maintain structural stability, use battery powered hand tools and ensure correct usage of them by being operated by trained staff only. Ensure correct fixing methods

**TASK:** Working at height

**HAZARD:** Falling from ladders and dropping tools from height

**AT RISK:** Contractor

**RISK LEVEL:** Low

**CONTROL MEASURES:** Use of high-quality ladders and correct procedures. Ensure that others are clear of the immediate workspace around the ladder. When using tools at height tools will be fitted with straps. Use manual lifting genie to lift any heavy items.



**TASK:** Clearing site and egress

**HAZARD:** Dropping items

**AT RISK:** Contractor and others in the immediate vicinity

**RISK LEVEL:** Low

**CONTROL MEASURES:** Use correct lifting (and or) carrying procedures and site barrows. The amount of equipment and other items to clear from site will be minimal. Take all associated rubbish with us.

**TASK:** COVID Avoidance

**HAZARD:** Contracting Covid

**AT RISK:** Contractor, staff, others in nearby proximity

**RISK LEVEL:** Low

**CONTROL MEASURES:** Ensure good level of social distancing, follow current gov guidelines, wash hands on arrival and at regular intervals, apply hand sanitiser, wear mask as required.

**Note:** This Assessment was undertaken using all available information at the time of writing. The content is a true account of how the author has assessed each task and entrusts those responsible with imposing the necessary control measures in order to minimize risks to the health & safety of all concerned. This assessment is not a guarantee that all risks will be eliminated and claims no legally binding obligation to the company or it's author in the event of any detrimental impact on persons or property.



# Method Statement

**EXHIBITION:** PMG Conference 2022

**Installation:** Monday 11<sup>th</sup> July 2022

**Open:** Tuesday 12th July 2022

**Dismantle:** Wednesday 13th July 2022

**VENUE:** The International Centre, International Way, Telford, Shropshire. TF3 4JH

**Exhibitor:** Permobil

**Stand number:** Hall 3 – Stand 40

**ASSESSORS NAME & TITLE:** Julie Arnold - Project Manager

**COMPANY:** MXL Ltd. **CONTACT:** 01992 642642

**RESPONSIBLE PERSONS:** Julie Arnold

**DETAILS:** 2.4m high stock walling consisting of a 4mm ply face and timber framework construction finished raw. Banner wrap graphics to walling. End support columns and pelmet constructed from 18mm MDF with white matt emulsion painted finish. Furniture positioned once construction has completed. Paint finish to all raw walling. Wood effect vinyl floor and grey carpet to 40mm flooring with ramps to 3 open sides. Freestanding aluminum lights boxes with fabric graphics fixed to 40mm flooring. Any walls backing on to adjacent stands will be clad down to 2.5m in a plain white cladding. All electrical items have been PAT tested

**ACCESS:** Vehicle to unload at the designated loading bay. All components to be transported to the build space on site barrows.

**ERECTION:** Sequence – Flooring - Walls – Electrics – Cladding - Product - cleaning and clearing site

**STABILITY:** The design of this structure does not allow for instability.

**LIFTING:** Manual handling and correct lifting procedures.

**SCAFFOLDING:** n/a

**COSHH:** No hazardous or toxic substances are present.

**ENVIRONMENT:** No abnormal noise, dust, fumes or other environmental hazards should be created.

**SOME DUST FROM DRILLING BUT KEPT MINIMAL BY VACUUM ATTACHMENT.**

**SERVICES:** All Portable electrical items will have certified PAT test stickers attached to be provided by the relevant company whom supplied the equipment.

**FIRE:** N/A

**All Tools used in construction will be PAT tested.**



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**OTHER DETAILS:** Note: This Method Statement was completed using all available information at the time of writing. This statement claims no legally binding obligation to the company or it's author in event of any detrimental impact on persons or property.



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Kent, ME19 4YU

## To Whom It May Concern

04 January 2022

Dear Sirs

### **MXL Ltd**

As Insurance Brokers to the above, we confirm the following insurances are currently in place in respect of their business activities as: *"Exhibition Stand Contractors, Display Contractors, Museum Contractors, Project Managers and Designers"*

#### **EMPLOYERS LIABILITY**

Indemnity in respect of our client's legal liability to pay damages and costs awarded to an Employee as a result of death or injury sustained in the course of their employment.

Limit of Indemnity: **£ 10,000,000** any one event

#### **PUBLIC/PRODUCTS LIABILITY**

Indemnity in respect of our client's legal liability to pay costs and damages awarded for death, bodily injury or physical damage sustained in the course of their business activities.

Limit of Indemnity: **£ 10,000,000** any one occurrence, and in the aggregate in respect of Products Liability

Standard policy terms and conditions apply, including:  
£ 250 Deductible each and every claim for third party property damage

**The Territorial Limits applicable to the Public and Products Liability Section are defined as:**

- (1) England Scotland Wales Northern Ireland the Channel Islands and the Isle of Man
- (2) Any other member country of the European Union, Norway, Monaco and Switzerland

**Insurers:** Allied World Assurance Company (Europe) dac  
**Policy No:** 13EVC4031/129  
**Insurance Period:** 6<sup>th</sup> January 2022 to 5<sup>th</sup> January 2023

If you require further information please do not hesitate to contact us.

Yours faithfully,

**Maureen Robb**  
**Senior Client Handler**  
Phone: 01732 757623  
Email: [maureen.robbs@inevexco.co.uk](mailto:maureen.robbs@inevexco.co.uk)

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