



PMG CONFERENCE 2018 RISK ASSESSMENT

Event: PMG Conference 2018	Event Dates: 23/07/18 – 25/07/18	Venue/Location: Manchester Central, Manchester
Company Name: Matrix Seating	Stand Number: 32	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: Steven Cousins	Email: sales@matrixseating.com	

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Erecting main display panel.	Matrix Seating staff and passers-by.	Low	Stand erected within stand boundaries by minimum 2 people.	
Tripping hazard for Power cable to TV stand and TV stand base.	Matrix Seating staff, people visiting stand and passers-by.	Low	Power supply in corner of stand and cable running, within stand, in short side floor corner. Cable will be under small table as will most of the TV base. TV base will be within front side corner of stand out of the way.	
Tripping over and falling of freestanding display stand.	Matrix Seating staff, people visiting stand and passers-by.	Low	Stand has good base of support (very stable) and base does not protrude beyond seating samples firmly attached to stand.	

ASSESSMENT BY: *S Cousins*

SIGNATURE: *ASIC*

DATE:

22/06/18

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

Company Name: Matrix Seating

Stand No: 32

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.

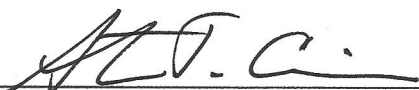
Health and Safety Representative on the stand will be: Steven Cousins

Position: Company Director

Mobile No: 07443 845 132

Declaration

Authorised by



Date: June 22nd, 2018

Print Name: Steven J Cousins

Position: Company Director

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