**PMG CONFERENCE 2017 RISK ASSESSMENT**

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| **Event:** PMG Conference 2017 | **Event Dates:** 17/07/17 – 19/07/17 | **Venue/Location:** Motorpoint Arena, Cardiff |
| **Company Name:** SOFT OPTIONS | **Stand Number:** 36 | **Contracted Stand Builder:** *Dimension 8 (if using provided shell scheme)* |
| **Contractor’s Details:** *Dimension 8 Ltd, Dimension House, 28 Clearwater Road, Queensway Meadow Industrial Estate, Newport, South Wales, NP19 4ST; +44 (0)1633 270808;* *info@dimension8.com* *(if using provided shell scheme, please also include any other relevant contractors)* |
| **Stand Manager:** Kevin Clegg |  | **Email:** tina@softoptions.co.uk |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Trailing Cables | Exhibitors and Attendees | Low | Cables all secured and cable tidy used | None |
| Trips and Falls | Exhibitors and Attendees | Low | Ensure all stand area is kept free of obstacles and lighting is good | None |
| Fire | Exhibitors and Attendees | Low |  Ensure all equipment is pat tested prior to taking to exhibition and ensure all equipment is unplugged when the stand is unmanned | None |
| Incorrect Lifting | Exhibitors  | Low | Ensure all Exhibition Staff are aware of correct lifting and handling procedures  | None |

**ASSESSMENT BY:** Tina Clegg **SIGNATURE:** **DATE:** 25/04/2017