**PMG CONFERENCE 2017 RISK ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **Event:** PMG Conference 2017 | **Event Dates:** 17/07/17 – 19/07/17 | **Venue/Location:** Motorpoint Arena, Cardiff |
| **Company Name:** Blackwell’s | **Stand Number:** bookstand, | **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:**  |  | **Email:**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Bookstand assembly | Staff/customers | moderate | Setup breakdown out of trading hours | none |
| trips | anyone | low | Keep floors clear | none |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ASSESSMENT BY:** Richard Demery-kane **SIGNATURE:** electronic **DATE:** 17/5/17