**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: V-Trak Ltd** | **Stand Number:** 1 & 2 | **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*](mailto:info@dimension8.com) *(if using provided shell scheme, please also include any other relevant contractors)* | | |
| **Stand Manager:** Russell Penman |  | **Email: veena@v-trak.com** |

| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
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| Slips, Trips and Falls | Employees and Visitors | Low | * All equipment to be spaced with adequate space on the stand. * No trailing wires. All wires/cable to be routed safely and using walkover ramps as appropriate * All packaging material to be stored off site. * Waste disposed of in appropriate container. * Spills to be cleaned up immediately. |  |
| Fire | Employees and Visitors | Low | * Employees to make themselves aware of the fire evacuation procedure. Fire Exits and location of fire extinguishers. | Employees to make note of any flammable equipment on the stand and be aware of appropriate method of extinguishing the fire. |
| Injury and Illness | Employees and visitors | Low | * Employees to familiarise themselves with the location and contact details of the Organisers First aiders | Stand Manager to take small first aid kit for treatment of minor injuries until Organizers first aid arrives |
| Stand and equipment falling | Employees and visitors | Low | * Employees to check the stability of the stand on arrival. * Do not attach any company property if the stand cannot support the weight of the item. * Any company property attached to the stand must be done in a secure & stable way. * All items placed at high level to be placed safely and securely. |  |
| Electricity | Employees and visitors | Low | * Use only the electrical outlets supplied by the Organiser. * Electrical equipment should be used for its intended purpose only. * All electrical equipment must be visually inspected by employee before use on the stand |  |
| Manual Handling | Employees and visitors | Low | * Employees to adhere to manual handling policy. * Visitors are not permitted to move/lift any heavy items. |  |
| Risk of injury to visitors from demonstration | Visitors | Low | * Demonstrators to keep all tools out of reach of visitors unless fully supervised. * No power tools to be used. * Power chair batteries to be checked for charge. * Power chairs to be switched off when not being demonstrated. |  |

**ASSESSMENT BY:** Michelle Evans **SIGNATURE:**  **DATE:** 13.03.2017