**PMG CONFERENCE 2018 RISK ASSESSMENT**

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| **Event:** PMG Conference 2018 | **Event Dates:** 23/07/18 – 25/07/2017 | **Venue/Location:** Manchester Central |
| **Company Name:** Southwest Seating & Rehab Ltd | **Stand Number:** 1 & 2 | **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*](mailto:admin@anchor-exhibitions.co.uk) *(if using provided shell scheme, please also include any other relevant contractors)* | | |
| **Stand Manager:** Jo Morling |  | **Email: swseating@btconnect.com** |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Trip Hazards from wheelbases on stand | SWS staff  Visitors to stand  NEC staff | Low | Make sure wheelbases are kept in place to the edge of stand ensure brakes are applied. |  |
| Tablecloths and giveaway cotton bags – may be non-flammable | SWS staff  Visitors on stand  NEC staff | Low | Ensure no naked flames on stand.  Supply fire extinguisher from work shop. | Locate fire extinguishers in exhibition hall. |
| Chocolate giveaways – food allergies | Visitors on stand  NEC staff | Low | Chocolate purchased from high street store – has clear allergy labelling |  |
| Injury from NEO on high level stand | SWS staff  Visitors to stand  NEC staff | Low | Ensure position of NEO is clear from walk ways and to one side of stand. |  |

**ASSESSMENT BY:** Joanna Morling **SIGNATURE:** Joanna Morling **DATE:** 28/06/2018