**PMG CONFERENCE 2018 RISK ASSESSMENT**

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| **Event:** PMG Conference 2018 | **Event Dates:** 23/07/18 – 25/07/18 | **Venue/Location:** Manchester Central, Manchester |
| **Company Name:** Soft Options (Systems) Ltd | **Stand Number:** 18 & 19 | **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:** David Rolph |  | **Email: charlottebell@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: Charlotte Bell** **SIGNATURE:**  **DATE: 30/05/18**