**PMG CONFERENCE 2018 RISK ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **Event:** PMG Conference 2018 | **Event Dates:** 23/07/18 – 25/07/18 | **Venue/Location:** Manchester Central, Manchester |
| **Company Name:** Tendercare Ltd | **Stand Number:** 9A | **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:**  |  | **Email:**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Risk from lifting objects | Tendercare staff | Medium | Tendercare staff have been trained in manual handling. Lifting time will be kept to a minimum and attendees do not need to lift anything at our stand. | Remind staff to seek help if they feel pain and to not carry on regardless. Remind staff to raise any concerns they may have relating to manual handling both before and at the event. |
| Risk from demonstrations | Tendercare staff and attendees | Low | Tendercare staff are trained professionals. Participants will not be left with the products unsupervised. |  |
| Risk of fire | Everyone in attendance | Low from Tendercare Ltd | Tendercare materials all meet fire regulations. Tendercare stand will be displayed neatly so if there is an emergency, exits will not be obstructed. |  |
| Trip Hazards | Everyone who visits Tendercare stand | Medium | Tendercare products are generally large and obvious. However, to reduce risk from tripping over the buggies, buggies will be obviously and neatly displayed to reduce risk of tripping. We do a range of harnessing, but this will be on buggies and so will not be left on the floor as a trip hazard. |  |
| Collapse of stand | Individuals in Tendercare stand vicinity | Low | We will check the stand on arrival, before setting up, to look for signs of wear and tear and report any issues to PMG staff. |  |

**ASSESSMENT BY: Jessica Adams** **SIGNATURE: J. Adams** **DATE: 29th May 2018**