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| **Event:** PMG Conference 2022 | **Event Dates:** 11/08/2022 – 13/08/2022 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** | **Stand Number:** | **Contracted Stand Builder:** *Vision55 Exhibitions (if using provided shell scheme)* |
| **Contractor’s Details:** *Vision55 Exhibitions; +44 (0) 7359 139454;* [*jon@vision55exhibitions.com*](mailto:jon@vision55exhibitions.com) *(if using provided shell scheme, please also include any other relevant contractors)* | | |
| **Stand Manager:** |  | **Email:** |

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| --- | --- | --- | --- | --- |
| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Slips, trips and falls from uneven floor panels | Sumed employees, visitors and venue staff | Risk assessment for stand construction and dismantling. All panels fit flush and ensure there are no gaps | N/A | N/A |
| Slips, trips and falls from trailing extension cables | Sumed employees, visitors and venue staff | Risk assessment for stand construction and dismantling. Extension cables used must be covered or hidden and not stretched across walkways | N/A | N/A |
| Head injuries from falling stand wall panels | Sumed employees, visitors and venue staff | Risk assessment for stand construction and dismantling. All panels securely fixed and checked before stand opens and during exhibition. | N/A | N/A |
| Injuries during product demonstrations. | Sumed employees and visitors | All products being demonstrated are safe to use. | N/A | N/A |
| Moving stand panels, boxes of literature and products to and from site and construction / dismantling of stand. | Sumed employees. | All personnel fully briefed regarding safe moving and handling techniques and appropriate lifting with 2 personnel where appropriate. Risk assessment for stand construction and dismantling. | N/A | N/A |

**ASSESSMENT BY: MAISON HEYWOOD** **SIGNATURE:** MHEYWOOD **DATE: 19/05/2022**