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| **Event:** PMG Conference 2022 | **Event Dates:** 11/08/2022 – 13/08/2022 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** BHTA | **Stand Number:** 51 | **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:** Calvin Barnett |  | **Email: calvin.barnett@bhta.com** |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Tripping hazards | Staff  Visitors | Low | Ensure stand is kept clear of any tripping hazards | N/A |
| Literature displays collapsing | Staff  Visitors | Low | Ensure all Zed Up literature racks are set up correctly  Ensure Zed Up literature racks are not overloaded with literature | N/A |
| Risk of injury due to overcrowding on stand | Staff  Visitors | Low | Ensure visitors on stand do not exceed a safe amount |  |
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**ASSESSMENT BY:** Calvin Barnett **SIGNATURE:** **DATE:** 17.6.22