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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** |
| Manual Handling  Musculoskeletal injuries, overreaching, twisting, awkward loads,  Pushing weight trolley, unexpected movement of a load   * Moving step ladder   Slips trips and falls  Cuts, bruises, musculoskeletal injuries, broken limbs  Hand tools  Minor injuries cuts and bruises | * SWS staff * SWS staff   Visitors  Site employees   * SWS Staff | * Medium * Medium   Medium | * Manual Handling toolbox talk by on site supervisor given to employees prior to work commencing focusing on the task and loads * PPE gloves to be worn as required * Loads to be split into smaller manageable loads * Only carry out weight load tests when called for under specific servicing schedules. * Area to be kept clear during the installation and a major tidy up at the end of each day * Area to be restricted to authorised staff * Skips and bins to be used for waste materials * Equipment and materials will only be brought to the work area when require * Safety boots to be always worn. * Work areas always kept tidy * Tools are of a good condition and stored in suitable toolboxes * Power tools are battery operated.   Tools and equipment will not be left unattended or in an unsafe condition |  |
| Electric shock  Working on equipment with lethal voltages. | AJM Staff | High | * Fully qualified electrician to be used * A lock off procedure to be implemented   Live working is never to be carried out |  |

**ASSESSMENT BY:** S Doble **SIGNATURE: S DOBLE** **DATE:**  16/06/2022