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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* *(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 HandlingMusculoskeletal injuries, overreaching, twisting, awkward loads,Pushing weight trolley, unexpected movement of a load * Moving step ladder

Slips trips and fallsCuts, bruises, musculoskeletal injuries, broken limbsHand toolsMinor injuries cuts and bruises | * SWS staff
* SWS staff

VisitorsSite 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 shockWorking 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