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| **Event:** PMG Conference 2022 | **Event Dates:** 11/07/2022 – 13/07/2022 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** **DESIGNABILITY** | **Stand Number:** **19** | **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:** Lesley Johnson |  | **Email: lesleyjohnson@designability.org.uk** |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Slips, trips, falls | Organisers  Exhibitors  Venue staff  Visitors | Low | 1. Ensure good access is maintained to stand 2. Ensure stand is kept tidy and clear | 1. Ensure staff manning the stand are aware of responsibility 2. Ensure staff manning the stand are aware of responsibility |
| Loading and unloading of materials and equipment | Organisers  Exhibitors  Venue staff | Low | 1. Stand staff loading and unloading to ensure safe moving & handling techniques are used. | 1. All staff to be reminded of safe moving and handling techniques and advised must adhere to these safety requirements |
| Electricity & electrical cables | Organisers  Exhibitors  Venue staff  Visitors | Low | 1. All electrical works to be carried out by official contractor. 2. All parties to ensure there are no damaged cables 3. Cables must be stored safely so as not to cause a trip hazard. | 1. PMG organisers responsible for contractors 2. Official Contractors and stand staff to be aware of this and to maintain checks of cables 3. Official Contractors and stand staff to be aware of this and to maintain checks of storage of cables |
| Sanitisation of stand | Organisers  Exhibitors  Venue staff  Visitors | Low | 1. Fully sanitising stand prior to exhibition opening 2. Providing hand sanitiser for visitors to stand 3. Sanitising display Wizzybugs after each use | 1. Staff attending exhibition will be advised on cleaning processes to follow and will ensure hand sanitiser is available at all times |
| Life Threatening Allergies | Organisers  Exhibitors  Venue staff  Visitors | Low | 1. No latex balloons or helium balloons will be brought to the exhibition to avoid allergic reactions 2. Sweets or any foodstuffs will not be handed out to visitors to avoid risk of choking and risk of allergies | 1. Balloons and foodstuffs will not be provided as merchandise to be handed out |

**ASSESSMENT BY:** LESLEY JOHNSON **SIGNATURE:** LCJ **DATE: 8TH JUNE 2022**