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| **Event:** PMG Conference 2022 | **Event Dates:** 11/08/2022 – 13/08/2022 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** Specialised Orthotic Services | **Stand Number:** 23 | **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:**  | **Hannah Cope** | **Email: Hannah.cope@drivedevilbiss.co.uk** |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| During set-up/breakdown:Slips, trips and failsLifting | Exhibitor | Low | Lift only what can be handled safely. To be careful of any boxes, packing materials around the stand space. | Care when lifting and when unpacking/packingKeep area tidy |
| During exhibition:Trip hazardsElectrical cables | Exhibitor / Delegates | Low | Ensure that all hazards are eliminated and that everything is secure | Secure electrical cables and ensure that the area is tidy to minimise risk. |
| During Exhibition:Electrics | Exhibitor / Delegates | Low | Ensure that electrical cables are safe  | Check for damages before the and replace if needed |
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**ASSESSMENT BY: Hannah Cope** **SIGNATURE:** Hannah Cope **DATE: 10/06/22**