



PMG CONFERENCE 2022 RISK ASSESSMENT

Event: PMG Conference 2022	Event Dates: 11/08/2022 – 13/08/2022	Venue/Location: The International Centre, Telford
Company Name: Recare Ltd	Stand Number: 34	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: Tim Cox		Email: tim@recare.co.uk

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Slips/trips and falls	Visitors Exhibitors Event staff	Low Risk	Keep floor space clear of loose items e.g. cables, Packaging, personal items	Attendees on stand aware gangways are to be kept clear.
Emergency Situations e.g. Evacuations or fires	Visitors Exhibitors	Medium Risk	All attendees attending exhibition read the exhibition manual including the emergency procedures.	Printed copy of event manual on stand for reference or review.
Infection and illness	Visitors Exhibitors	Medium Risk	Stand and products routinely disinfected at the start and of each date.	Thoroughly disinfect and products that clients touch or use for demonstrations.
Manual Handling	Exhibitors	Low Risk	All staff aware of manual handling procedures.	Extra-caution when moving products on the stand.

ASSESSMENT BY: Tim Cox

SIGNATURE:

DATE: 09/06/2022