



PMG CONFERENCE 2018 RISK ASSESSMENT

Event: PMG Conference 2018	Event Dates: 23/07/18 – 25/07/18	Venue/Location: Manchester Central, Manchester
Company Name: Millbrook Healthcare Ltd	Stand Number: 49	Contracted Stand Builder: <i>Anchor Exhibitions (if using provided shell scheme)</i>
Contractor's Details: <i>Anchor Exhibitions Limited 2 Cedar Court Grove Road Burbage Leicestershire LE10 2AE; +44 (0)145 5612 341 ; admin@anchor-exhibitions.co.uk (if using provided shell scheme, please also include any other relevant contractors)</i>		
Stand Manager: Callie Mitcham		Email: callie.mitcham@millbrookindustries.co.uk

Hazard	Who is affected	Level of Risk	Precautions/Action	Further Action
Access & Egress	Millbrook Staff Visitors Organisers Venue Staff	Low	Millbrook Staff are to be briefed on safe access and egress to the building by venue staff during the course of the show. Visitors to the stand are to be escorted at all times by Millbrook personnel.	None at this time
Fire	Millbrook Staff Visitors Organisers Venue Staff	Low	All Equipment used is in date for PAT. Leads are to be checked daily. Staff are to adhere to organisers instructions. Visitors are to be escorted at all times.	None at this time
Manual Handling	Millbrook Staff	Low	Display construction is to be monitored and assembled by trained staff only. All stand staff are manual handling trained.	None at this time

Assessment By: Mark Griffin, Health & Safety Manager, Millbrook Healthcare.

Date: 14/06/2018

Millbrook Healthcare Ltd.

Ref: PMGRA/MG14062018/003



Hazard	Who is Affected	Level of Risk	Precautions/Action	Further Action
Electricity	Millbrook Staff Visitors	Low	All equipment is in date for PAT. All leads are to be checked daily.	None at this time
Slips/Trips/Falls	Millbrook Staff Visitors	Low	Trailing leads are to be kept to a minimum. Cable management to be checked daily before show opens.	None at this time
Waste	Millbrook Staff Visitors	Low	All waste is to be removed on a daily basis, Millbrook are to adhere to organisers instructions with regards to disposal processes.	None at this time

Risk Assessment carried out by: Mark Griffin

Position: Health & Safety Manager

Date: 14/06/2018

If further hazards identified then contact H&S Manager as soon as possible.

Incidents are to be logged using local reporting system & Millbrook Incident reporting Policy to be logged to the Integrated Governance team in HO through AssessNET.

Review of this Risk Assessment is to be carried out on completion of the PMG Conference, no later than 1 month after completion date.

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