**PMG Conference Helping Hand RISK ASSESSMENT**

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| **Event:** PMG | **Event Dates:** 17, 18 and 19th of July | **Venue/Location:** Cardiff Motorpoint Arena |
| **Company Name:** Helping Hand Company | **Stand Number:** 25a | **Contracted Stand Builder:** Dimension 8 |
| **Contractors Details:** Jon [info@dimension8.com](mailto:info@dimension8.com) +44 (0)1633 274141 | | |
| **Stand Manager:** Martinus Meeuwissen Safety advisor | **Telephone Number: 07393148051** | Email: mmeeuwissen@helpinghand.co.uk |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Tripping hazards  (e.g. pop-up stands, laptop cables) | * Cleaners * Stand staff * Venue staff * Visitors * Visitors with disabilities | Low | Safety Advisor to ensure any trip hazards are moved and that there is a clear walkway to get into and out of the stand, allowing ample space for visitors with disabilities to manoeuvre.  We will not allow our staff to use chargers for their laptop on the stand. | Safety Advisor to inform stand staff of trip hazards. |
| Manual handling | * Inexperienced staff * Stand staff | Low | Safety Advisor to ensure all staff are aware of proper manual handling techniques if required to undertake them by showing diagram of good techniques.  Two people to be required to lift large and heavy items. If products are too heavy we will use a trolley. | Safety Advisor to check with staff if they are happy to lift items/if they have any injuries that may be affected by manual handling. |
| Fire (e.g. from flammable materials or electrical items) | * Foreign visitors * Other exhibitors * Stand staff * Venue staff * Visitors * Visitors with disabilities | Low | All staff to ensure flammable items are not exposed to open flames and that general waste is removed from stand.  Safety Advisor to locate and become familiar with how to use the closest fire extinguisher available on site.  Safety Advisor to locate and inform staff of location of fire exits.  Unplug and turn off electrical items overnight/when not on the stand.  Keep gangways and fire exits clear. | Safety Advisor to ensure stand staff are aware of need to unplug and turn off items when not on the stand.  Safety Advisor to ensure at least one other staff member is aware of the location of the nearest fire extinguisher, and how to use it if necessary. |
| Electricity (e.g. wiring) | * Stand staff * Contractor | Low | Use venue contractors who are certified to undertake electrical work.  Pay for testing on electrical items via contractor. | Safety Advisor to report any concerns during show to Dimension 8 or venue staff. |

**ASSESSMENT BY:** Martijn Meeuwissen **SIGNATURE:** **DATE:** 14-06-2017