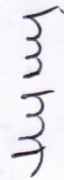


PMG CONFERENCE 2018 RISK ASSESSMENT

Event: PMG Conference 2018	Event Dates: 23/07/18 – 25/07/18	Venue/Location: Manchester Central, Manchester
Company Name: Consolor Ltd	Stand Number: 31	Contracted Stand Builder: Anchor Exhibitions (if using provided shell scheme)
Contractor's Details: 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)		
Stand Manager:	Simon Keeling	Email: simon@consolor.co.uk

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)	Consolor staff Organisers Exhibitors Venue staff Visitors	Low	Ensure all parties comply with maintaining good access in all gangways/aisles to reduce risk of trips and falls, especially when exhibition is open. Access ways to emergency exits must be kept clear. All staff to ensure stands are kept tidy and clear. Any spillages to be cleared asap and staff to ensure the appropriate wet floor signage is used. Carpet - ensure flat and safe fitting.	All parties to be informed and must comply with checks etc. Staff will carry out regular visual inspections throughout the Exhibition.
Loading / unloading of materials and equipment – manual handling	Consolor staff Organisers Exhibitors Venue staff	Low	All parties to ensure safe moving & handling techniques are used. Trolleys/pallet trucks to be used as appropriate. Loading and unloading not permitted when the exhibition is open.	All parties have been informed
Fire and Electrical cables	Consolor staff Organisers Exhibitors Venue staff	Low	All parties to ensure there are no damaged cables Cables must be stored safely so as not to cause a trip hazard. No Smoking allowed inside venue Fire Detection and Fire Alarm System.	All parties have been informed
Vehicles	Consolor staff Organisers Exhibitors Venue staff	Low	Site Speed Limit of 10mph on site Roads and 5mph inside hall No Reversing without a banksman Hi-Vis worn by all parties during build-up and break down. No movement of vehicles during the event.	All parties have been informed
Electricity (e.g. wiring)	Consolor staff Organisers Exhibitors Venue staff Visitors	Low	All electrical works to be carried out by official contractor. All temporary electrical fittings and equipment used by contractors, operatives and exhibitors must be PAT tested within the last 12 months and labelled accordingly.	All parties have been informed

ASSESSMENT BY: A Symes

SIGNATURE: 

DATE:

11th June 2018