**PMG CONFERENCE 2022 RISK ASSESSMENT**

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| **Event:** PMG Conference 2022 | **Event Dates:** 11/07/2022 – 13/07/2022 | **Venue/Location:** The International Centre, Telford |
| **Company Name:** Soft Options (Systems) Ltd  | **Stand Number: 30** | **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:**  | **David Rolph** | **Email: kelly@softoptions.co.uk** |

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| **Hazard** | **Who is Affected** | **Level of Risk** | **Precautions/Actions** | **Further Action** |
| Trailing cables | Exhibitors & Attendees | Low | All cables secured & cable tidies used where necessary | None |
| Slips, Trips & Falls | Exhibitors & Attendees | Low | Ensure the stand area is kept free of obstacles and that lighting is good  | None |
| Fire | Exhibitors & Attendees | Low | Ensure all equipment is PAT tested prior to taking it to the exhibition and ensure all equipment is unplugged when the stand is unmanned. Ensure all Exhibition Staff know the Emergency evacuation plan and fire assembley points for the venue.  | None |
| Incorrect Lifting | Exhibitors | Low | Ensure all Exhibition Staff are aware of correct lifting and handling procedures to avoid injury | None  |



**ASSESSMENT BY: Charlotte Bell** **SIGNATURE:** **DATE: 16/04/2019**

**\*\* Please note that since the assessment was done, the event date and contractor details changed. 🡪 Kelly Bareham 22/06/2022**