

PMG - EXHIBITOR'S RISK ASSESSMENT FORM

Event:	PMG	Date: 15 th – 17 th July	Venus / Location: Telford International Centre
Company Name	Ottobock	Stand Number: 220	
Contracted Stand Builder: Ottobock	Contractors Details: N/A		
Stand Manager: Charlotte Brown	Telephone Number: 01784744973	Email: Charlotte.brown@ottobock.com	
Hazard/Task:	Risk Level to who/what:	Precautions/Actions:	Comments:
Slipping / Tripping on Floors	Staff Contractors Members of the Public Contractors / Staff on Adj Stands LOW = $\sqrt{\text{MEDIUM HIGH}}$	Ensuring that any spillages are cleaned up and that all carpet and flooring is flat	Staff to ensure that this action is carried out should it need to be
Falls from Ladders	Staff Contractors LOW = $\sqrt{\text{MEDIUM HIGH}}$	Small light weight ladders are checked before use. When one person is on the ladder the other is to securely hold the bottom.	Staff to ensure that the ladders is in good working order before use
Electricity	Staff Contractors LOW MEDIUM = $\sqrt{\text{HIGH}}$	Electricity is to be installed by a professional and competent person	Ensure that all electrical equipment is checked carefully
Manual Handling	Staff Contractors LOW MEDIUM = $\sqrt{\text{HIGH}}$	All display equipment is to be handled and moved by 2 people	Staff to ensure that display equipment is handled correctly
Tools	Staff Contractors LOW MEDIUM = $\sqrt{\text{HIGH}}$	Electric power tools are PAT tested, Power tools are to be handled by a competent person	Staff to ensure that and power tools used are handled in the correct manor
Sign:  Print name: Charlotte Brown			