

## RISK ASSESSMENT MATRIX 2019

<b>Event:</b> PMG Conference 2019	<b>Event Dates:</b> 15/07/2019 to 17/07/2019	<b>Venue/Location:</b> The International centre, Telford
<b>Company Name:</b> Invacare Ltd	<b>Stand Number:</b> 11	<b>Contracted Stand Builder:</b> Zero One Exhibitions Ltd
<b>Contractor's Details:</b> Zero One Exhibitions Ltd, 4 Newfield Close, Walsall, West Midlands WS2 7PB. Tel; 01922 635853		
<b>Stand Manager:</b> Mel Scrivener	<b>Mobile no:</b> 07815 450713	<b>Email:</b> mscriven@invacare.com

### METHOD STATEMENT

<p><b>Description of Stand Exhibition/Activity:</b></p> <p>Invacare Ltd are a manufacturer and supplier of a range of mobility products and independent living equipment. The company will have a static display of power chairs, manual wheelchairs and cushions.</p> <p>All product will be displayed in specific areas on the stand or on display plinths with sufficient surrounding space for visitors and staff to walk around.</p>
<p><b>Details of any equipment to be used:</b></p> <p>Audio/visual display – Television  Water cooler  Coffee machine</p>

## RISK ASSESSMENT

### Risk Matrix:

DEFINITIONS	<i>Likelihood</i>			
<i>Severity</i>	Risk Rating	Low = 1	Med = 2	High = 3
	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

### DEFINITIONS

#### *Severity*

**H** = Fatality or major injury causing long term disability

**M** = Injury or illness causing short-term disability

**L** = Other injury or illness

#### *Likelihood*

**H** = Certain or near certain

**M** = Reasonably likely

**L** = Very seldom or never

**SEVERITY X LIKELIHOOD = RISK RATING**

#### *Risk Rating*

**6 - 9** = High risk – action required to reduce risk

**3 - 4** = Medium risk – seek to further reduce risk

**1 - 2** = Low risk – no action but continue to monitor

Risk	To whom:	Minimise risk by:	Risk Rating: <i>Severity x Likelihood = Risk Rating</i>		
			S	L	R

Manual handling	Stand Staff	<p>All lifting operations to be supervised by an experienced competent person.</p> <p>Recommended kinetic lifting techniques to be use at all times.</p> <p>All heavy items to be off loaded from vehicles using trolleys.</p>	2	2	4
Slips, trips & falls	Stand Staff & Visitors	<p>All product will be displayed in specific areas on the stand with sufficient surrounding space for visitors and staff to walk around.</p> <p>There is no step onto the stand, and carpet will be taped directly to the floor as specified by the stand contractor.</p>	1	1	2
Stand stability	Stand Staff & Visitors	<p>This is a shell scheme stand as supplied by the show organisers with one side wall to be built by Zero One Exhibitions Ltd. This will be supported by a storage cupboard and wall support.</p>	1	1	1
Electrical appliances and installations	Stand Staff & Visitors	<p>Powerchairs will be switched off unless being demonstrated by Invacare personnel.</p> <p>Electrical supply will be supplied by the venue organisers nominated stand contractor.</p>	1	1	1
Storage of material and equipment	Stand Staff & Visitors	<p>Non essential display items will be kept in the reception counter or storage cupboard.</p>	1	1	1
Fire risks – combustibles etc	Stand Staff & Visitors	<p>Powerchairs will be switched off unless being demonstrated.</p> <p>TV monitor used as part of the exhibition stand will be turned off at the end of each day.</p>	1	1	1

Risk	To whom:	Minimise risk by:	Risk Rating: <i>Severity x Likelihood = Risk Rating</i>		
			S	L	R
Poorly located equipment and cables	Stand Staff & Visitors	All electrical cables associated with the running of the stand will not be visible. Any non essential stand items will be stored away.	1	1	1
Waste management	Stand Staff & Visitors	Invacare will remove any waste packaging from its product displays during build up. This will be recycled where facilities exist. During the event all waste will be disposed of/or recycled where appropriate facilities exist.	1	1	1
Demonstrations on Stands	Stand Staff & Visitors	Demonstrations may be carried out on the stand as requested by a visitor and will be undertaken by trained Invacare personnel.  This may involve the visitor sitting in the product during demonstrations, and Invacare will take the necessary precautions to ensure the visitor's safety whilst trying out the product.	1	1	1
Children	Visitors	It is recommended that children are accompanied at all times by a parent or carer when on the stand.	1	1	1
Test Driving	Visitors	N/A	0	0	0
Product testing e.g. on Test Track	Visitors	Invacare will not use a test track during the show duration.	1	1	1

Risk	To whom:	Minimise risk by:	Risk Rating: <i>Severity x Likelihood = Risk Rating</i>		
			S	L	R
Fire precautions	Stand Staff, Contractors & Visitors	Contractors and staffing will be made aware of the fire precautions as specified within the conference hall. All necessary fire precautions will be observed by Invacare personnel during the event. In the event of an emergency all visitors on the stand will be instructed of the nearest exit.	1	1	1
Persons with Special Needs	Visitors	It is recommended that visitors to the stand with special needs are accompanied at all times by a carer when on the stand.	1	1	1
Any other risks associated with your Stand		None	0	0	0

Where an identified hazard is not applicable to your Stand, this can simply be marked as not appropriate (n/a) or registered as low likelihood/low severity and therefore low risk.

Date: 14/6/19.

Name: MELANIE SCRIVENER.

Signature: M. Scrivener.

## Health and Safety and Insurance Declaration (to be completed by all Exhibitors)

Company Name    Invacare Ltd \_\_\_\_\_

Stand No                      11                      \_\_\_\_\_

The Health and Safety at Work Act, etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

☒ We are **SHELL SCHEME** and are using the PMG recommended contractors. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with any additional safety information. We will complete and return a risk assessment by Friday 14 June. Any significant risks caused by our exhibits, demonstrations and work practises to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practises cause NO HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'

☐ We are **SPACE ONLY**. My principal contractor(s) (named below) has undertaken a specific Risk Assessment for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in all such areas identified as being of risk. A copy will be forwarded to the Organisers by Friday 14 June.

### Stand contractor 1

Company \_\_\_\_\_ Zero One Exhibitions Ltd \_\_\_\_\_  
Contact Name \_\_\_\_\_ Steve Bowman, Director \_\_\_\_\_  
Address \_\_\_\_\_ Newfield Close, Walsall, West Midlands WS2 7PB  
Tel \_\_\_\_\_ 01922 635853 \_\_\_\_\_  
Email \_\_\_\_\_ hello@01ex.com    Steve.Bowman@01ex.com \_\_\_\_\_

### Stand contractor 2

Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel \_\_\_\_\_  
Email \_\_\_\_\_

### Insurance and Public Liability

I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of injury or damage to persons or property belonging to third parties.

Health and Safety Representative on the stand will be Kev Humphries

Position NHS Commercial Director

Mobile No 07977 980716

### Declaration

Authorised by M. Scrivener

Date 14/6/19

Print Name Melanie Scrivener

Position Marketing & Communications Executive

Please return to [pmg@conferencecollective.co.uk](mailto:pmg@conferencecollective.co.uk) by Friday 14 2019.

## Certificate of Employers' Liability Insurance



(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 and subsequently amended by regulation 2 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form).

**Policy Number :** UKCANC70411

**1. Name of Policyholder:** Invacare UK Operations Limited &/or  
Invacare Limited &/or Medical Support  
Systems Limited &/or Dynamic Europe  
Limited

**2. Date of commencement of insurance policy:** 01 September 2018 L.S.T.

**3. Date of expiry of insurance policy:** 31 August 2019 L.S.T.

both days inclusive

L.S.T. (Local Standard Time) means the time applicable on the relevant date at the Address of the Insured as shown on the Schedule to the Policy

**We hereby certify that:**

- 1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney; and**
- 2. the minimum amount of cover provided by this policy is no less than GBP5,000,000.**

**Signed on behalf of Chubb European Group SE.**

A handwritten signature in black ink, appearing to be "A. Kendrick", written over a horizontal line.

Andrew Kendrick, Regional President Europe





# Public and Products Liability Certificate of Insurance

To whom it may concern,

<b>Insurer:</b>	Chubb European Group Limited
<b>Policy Number:</b>	UKCAUC81096
<b>Policyholder:</b>	Invacare Corporation and/or Invacare AS and/or Invacare Holding AS and/or Invacare Holding CV and/or Invacare Holdings Two B.V. and/or Invacare B.V. and/or Invacare Dolomite AB and/or Invacare Rea AB and/or Invacare AB and/or Dolomite AB and Invacare Holding Two AB and/or Invacare Austria GmbH and/or Invacare, S.A. and/or Invacare N.V. and/or Invacare Mecc San S.R.L. and/or Invacare Portugal Lda and/or Scandinavian Mobility International Aps and/or Invacare A/S and/or Invacare Ireland Limited and/or Invacare UK Operations Limited &/or Invacare Limited &/or Medical Support Systems Limited &/or Dynamic Europe Limited
<b>Period of insurance:</b>	1 September 2018 to 31 August 2019, both days inclusive
<b>Limit of Liability:</b>	USD10,000,000 any one occurrence and in the aggregate for any one period of insurance.
<b>Territorial Limits:</b>	Austria, Belgium, Denmark, Netherlands, Norway, Portugal, Republic of Ireland, Sweden, United Kingdom and as otherwise defined in the Policy

This is to certify that the General Liability Policy Number UKCANC81096, issued by **Chubb European Group Ltd, United Kingdom**, provides Public and Products Liability Insurance within the General and Special Conditions of the above mentioned policy.

Otherwise, this certificate of insurance neither amends nor extends the coverage afforded by the above numbered policy.

**Signed on behalf of Chubb European Group Limited**

Andrew Kendrick, *Regional President, Europe*