

PMG CONFERENCE 2017 RISK ASSESSMENT

Event: PMG Conference 2017	Event Dates: 17/07/17 – 19/07/17	Venue/Location: Motorpoint Arena, Cardiff
Company Name: Bartrams Healthcare	Stand Number: 25b	Contracted Stand Builder: Dimension 8
Contractor's Details: <i>Dimension 8 Ltd, Dimension House, 28 Clearwater Road, Queensway Meadow Industrial Estate, Newport, South Wales, NP19 4ST; +44 (0)1633 270808; info@dimension8.com (if using provided shell scheme, please also include any other relevant contractors)</i>		
Stand Manager: Lawrence Savage	Email: mkt@bartrams.net	

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Working at 2.25M height during set up/breakdown – dropping tools whilst applying graphics.	All in the vicinity.	Low Risk.	Ensure people stay away from area. Make sure tools are used properly.	
Unloading of stand equipment during set up: Graphics, 2 x Manual Wheelchairs, Cushions & 1 x display stand / table – tripping over unpacked items.	All in the vicinity.	Low Risk.	Remove all cases of unpacked equipment and empty boxes. Make sure they are neatly stacked and out of the way.	
Loading of packed stand equipment and stock at breakdown – tripping over packed items.	All in the vicinity.	Low Risk.	Make sure all breakdown is done only after show ends, with items placed out of the way.	

ASSESSMENT BY:

Lawrence Savage

SIGNATURE:

DATE:

24/04/17