



PMG CONFERENCE 2022 RISK ASSESSMENT

Event: PMG Conference 2022	Event Dates: 11/07/2022 – 13/07/2022	Venue/Location: The International Centre, Telford
Company Name: Spex Ltd	Stand Number: 22	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: Phoebe Mascull		Email: phoebe.mascull@medifab.com

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Adverse weather	Spex staff Visitors to the Conference Venue staff Exhibitors	• Low	Ensure team drive safely when outside if adverse weather conditions are present.	
Electricity	Spex staff Visitors to the Conference Venue staff Exhibitors	• Low	Ensure all Spex team are aware of the evacuation procedures.	
Falling objects Trip hazards	Spex staff Visitors to the Conference	• Low	Ensure all items are safely secured in place so that they do not present a risk of falling or being tripped over.	
Fire	Spex staff Visitors to the Conference Venue staff Exhibitors	• Low	Ensure all Spex staff are aware of fire hazards and have been advised regarding fire precautions and evacuation procedures	
Lifting heavy objects	Spex staff	• Low	Ensure Spex team lift heavy objects appropriately	
Covid-19	Spex staff Visitors to the Conference Venue staff Exhibitors	• Low	Do not attend if any Covid symptoms are present and test via RAT test prior to attending to ensure negative test result	

ASSESSMENT BY: *Phoebe Mascull*

SIGNATURE: *Phoebe Mascull*

DATE: 17/06/2022