

PMG CONFERENCE 2019 RISK ASSESSMENT

Event: PMG Conference 2019	Event Dates: 15/07/19 – 17/07/19	Venue/Location: The International Centre, Telford
Company Name: V-Trak Ltd	Stand Number: 38	Contracted Stand Builder: Anchor Exhibitions (if using provided shell scheme)
Contractor's Details: Anchor Exhibitions Limited 2 Cedar Court Grove Road Burbage Leicestershire LE10 2AE; +44 (0)145 5612 341 ; admin@anchor-exhibitions.co.uk (if using provided shell scheme, please also include any other relevant contractors)		
Stand Manager: Russell Penman		Email: russell@v-trak.com

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Slips, Trips and Falls	Employees and Visitors	Low	<ul style="list-style-type: none"> All equipment to be spaced with adequate space on the stand. No trailing wires. All wires/cable to be routed safely and using walkover ramps as appropriate All packaging material to be stored off site. Waste disposed of in appropriate container. Spills to be cleaned up immediately. 	
Fire	Employees and Visitors	Low	<ul style="list-style-type: none"> Employees to make themselves aware of the fire evacuation procedure. Fire Exits and location of fire extinguishers. 	Employees to make note of any flammable equipment on the stand and be aware of appropriate method of extinguishing the fire.
Injury and Illness	Employees and visitors	Low	<ul style="list-style-type: none"> Employees to familiarise themselves with the location and contact details of the Organisers First aiders 	Stand Manager to take small first aid kit for treatment of minor injuries until Organizers first aid arrives

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Stand and equipment falling	Employees and visitors	Low	<ul style="list-style-type: none"> • Employees to check the stability of the stand on arrival. • Do not attach any company property if the stand cannot support the weight of the item. • Any company property attached to the stand must be done in a secure & stable way. • All items placed at high level to be placed safely and securely. 	
Electricity	Employees and visitors	Low	<ul style="list-style-type: none"> • Use only the electrical outlets supplied by the Organiser. • Electrical equipment should be used for its intended purpose only. • All electrical equipment must be visually inspected by employee before use on the stand 	
Manual Handling	Employees and visitors	Low	<ul style="list-style-type: none"> • Employees to adhere to manual handling policy. • Visitors are not permitted to move/lift any heavy items. 	

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
Risk of injury to visitors from demonstration	Visitors	Low	<ul style="list-style-type: none"> • Demonstrators to keep all tools out of reach of visitors unless fully supervised. • No power tools to be used. • Power chair batteries to be checked for charge. • Power chairs to be switched off when not being demonstrated. 	

ASSESSMENT BY:

Russell Penman

SIGNATURE:



DATE:

24/06/2019

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

Company Name

V-TRAK LTD

Stand No

38

The Health and Safety at Work Act, etc, 1974 (HASAWA74) 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 2019**. 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 2019**.

Stand contractor 1

Company

Contact Name

Address

Tel

Email

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 RUSSELL PENMAN
Position DIRECTOR
Mobile No 07798897224

Declaration

Authorised by R PENMAN
Date 24/06/19
Print Name _____
Position DIRECTOR

Please return to pmg@conferencecollective.co.uk by Friday 14 June 2019.