

PMG CONFERENCE 2019 RISK ASSESSMENT

| | Stand Manager: Russell Penman | (if using provided shell scheme, please also include any other relevant contractors) | Contractor's Details: Anchor Exhibitions Limited 2 Cedar Court Grove Road Burbage Leicestershire LE10 2AE; +44 (0)145 5612 341 : admin@anchor-exhibitions could | | Company Name: V-1 rak Ito | | Event: PMG Conference 2019 |
|---------------------------------|-------------------------------|--|---|------------------------|--|--|--|
| | | evant contractors) | Grove Road Burbage Leicestershire LE10 2AE | | Stand Number: 38 | | Event Dates: 15/07/19 - 17/07/19 |
| Lindin I Moocille & Clark Colli | Email: russell@v_trak com | Salara Company Company | : +44 (0)145 5612 341 : admin@anchor-exhibitions could | provided shell scheme) | Contracted Stand Builder: Anchor Exhibitions (if using | יייים לייים וויכווומנוסוומו כפוונופ, ופווסומ | Venue/Incation: The International Centre Tolford |

| Slips, Trips and Falls Employees and Visitors Employees and Visitors Low 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. Employees and Visitors Employees and Visitors Employees and Visitors Low Employees to make the revacuation procedure. Fire Exits and location of fire extinguishers. Employees and visitors Employees and Visitors Low Employees to make the revacuation procedure. Fire Exits and location of fire extinguishers. Employees to make the stand and be aware of extinguishers. Employees to make the fire extinguishers and location and the stand and be aware of appropriate method of extinguishers fire at details of the minor injuries until Organizers Organizers First aiders First aid kit for treatment of first aid errives | Hazard | Who is Affected | Level of Risk | Precautions/Actions | Further Action |
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| Employees and visitors Low • Employees to familiarise themselves with the location and contact details of the Organisers First aiders | | | | extinguishers. | extinguishing the fire. |
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| tmployees and visitors Low familiarise themselves with the location and contact details of the Organisers First aiders | | - | | Employees to | |
| V | illury and illness | Employees and visitors | Low | familiarise themselves | Stand Manager to take small |
| ν | | | | with the location and | first aid kit for treatment of |
| _ | | | | contact details of the | minor injuries until Organizers |
| | | | | Organisers First aiders | first aid arrives |



| Hazard | Who is Affected | Level of Risk | Precautions/Actions | Further Action |
|-----------------------------|------------------------|---------------|--|----------------|
| | | | Employees to check the | |
| Stand and equipment falling | Employees and visitors | Low | arrival. | |
| | | | Do not attach any | |
| | | | company property if | |
| | | | the stand cannot | |
| | | | support the weight of | |
| | | | the item. | |
| | | | Any company property | |
| | | | attached to the stand | |
| | | 7 | must be done in a | |
| | | | secure & stable way. | |
| | | | All items placed at high | |
| | | | level to be placed safely | |
| | | | and securely. | |
| | | | Use only the electrical | |
| Electricity | Employees and visitors | Low | 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 | |
| | | | Employees to adhere to | |
| Manual Handling | Employees and visitors | Low | manual handling policy. | |
| | 9 | | Visitors are not | |
| | | | permitted to move/lift | |
| | | | any heavy items. | |
| | | | | |
| | | | | |

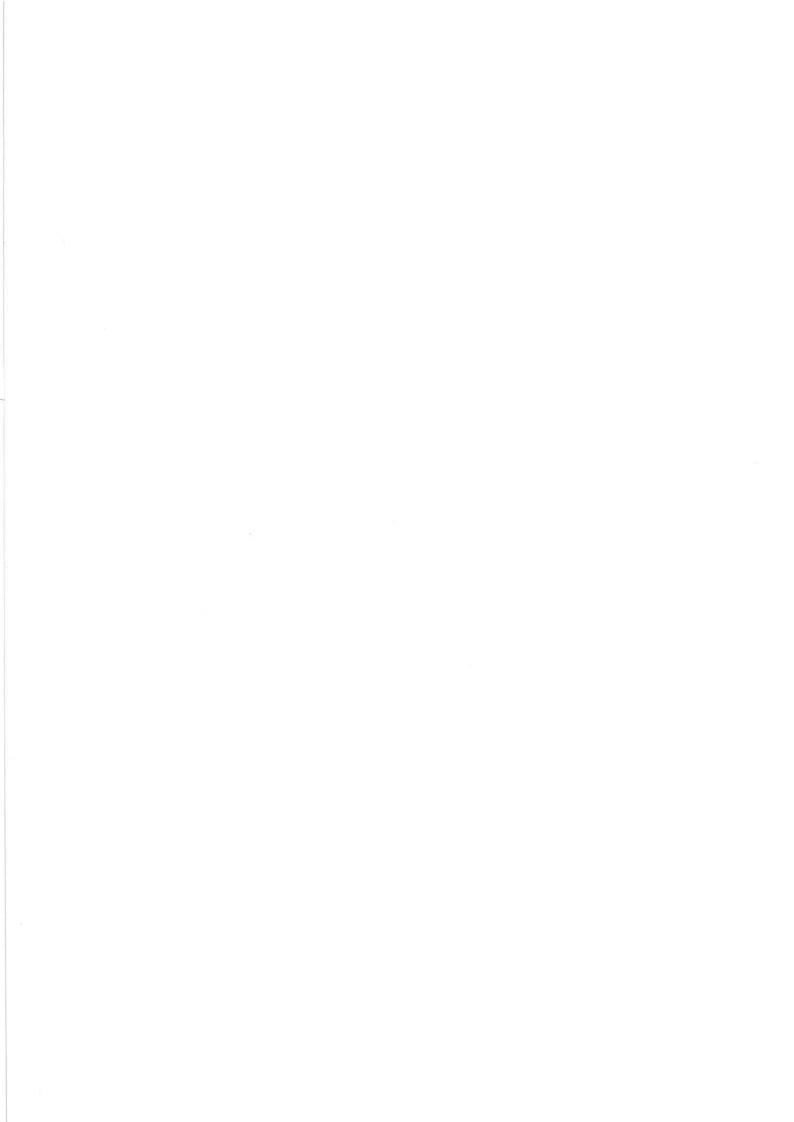
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|------------|
| M G |
| |

| Hazard | Risk of injury to demonstration | - | |
|---|--|-----------------------|--------------------|
| | Risk of injury to visitors from demonstration | | |
| Who is Affected | Visitors | | |
| Level of Risk | Low | | |
| Precautions/Actions Demonstrators to keep | 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. | switched off when not | being demonstrated |
| Further Action | | | |

ASSESSMENT BY:

Russell Penman

24/06/2019



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

| PT |
|---|
| Address |
| Contact Name |
| Сотрапу |
| Stand contractor 2 |
| lism3 |
| leT |
| searbbA |
| Contact Name |
| Сотрапу |
| Stand contractor 1 |
| Organisers by Friday 14 June 2019. |
| and sub-contractors in all such areas identified as being of risk. A copy will be forwarded to the |
| Assessment for this event in accordance with the HASAWA74. They have trained and notified their staff |
| Mo are <u>SPACE ONLY.</u> My principal contractor(s) (named below) has undertaken a specific Risk |
| FOM BISKS, |
| HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly 'NO/ONLY |
| others onsite are detailed on the form OR if our exhibits, demonstrations and work practises cause NO |
| Any significant risks caused by our exhibits, demonstrations and work practises to either ourselves or |
| additional safety information. We will complete and return a risk assessment by Friday 14 June 2019. |
| made our stand staff aware of the potential risks present onsite and we will copy them in with any |
| We are SHELL SCHEME and are using the PMG recommended contractors. We have trained and |
| competently: |
| staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks |
| safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its |
| accepts that it is their legal and moral responsibility to ensure that their own and others' health and |
| and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor |
| It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier |
| The Health and Safety at Work Act, etc, 1974 (HASAWA74) |
| ON bnet2 |
| |
| Company Name V-TRHK LTD |
| |

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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 | RUSELL | PEWMAN |
|---|--------|--------|
| Mobile No 07798897224 | | |
| Woodle 110 | | |
| 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.