**Risk Assessment for shell scheme stands**

To be returned to **eventordering@pandjlive.com**

|  |  |
| --- | --- |
| Stand Number |  |
| Company |  |
| Name of person responsible for Health and Safety | Work no: |
|  | Mobile no: |
|  | Email: |

**Exhibitors Responsibilities**

An exhibition stand is considered a workplace and is therefore must comply with the Health & Safety at Work Act 1974, and its subordinate legislation.

As the exhibitor, **you are responsible** for ensuring that a **suitable and sufficient risk assessment** is completed for your stand.

**Failure to comply may result in delays during setup or, in serious cases, the closure of your stand.**

**Does your stand include any of the following?**

If **YES**, please give further details in the box underneath and we will advise if any further risk assessments are required.

|  |  |
| --- | --- |
| **HAZARD** | **YES/NO** |
| Lifting heavy products during the build up/breakdown |  |
|  |
| Working at height (using ladders) |  |
|  |
| Display of anything containing liquid fuel or flammable and explosive substances |  |
|  |
| Display of sharp objects, weapons (even replica weapons) |  |
|  |
| Demonstrations of any kind i.e Therapies, massaging |  |
|  |
| Working electrical appliances other than simple display lighting |  |
|  |
| Food service of any kind other than sweets, snacks and soft drinks |  |
|  |
| Heat source of any kind including cookery demonstrations, naked flame or gel burners |  |
|  |
| Working machinery of any kind even if static |  |
|  |
| Using power tools during the build up/breakdown |  |
|  |
| Seamless Graphics or Cladding of stand to cover shell scheme (***info required for electrical install***) |  |
|  |
| Have all portable appliances being displayed had a visual inspection or PAT tested |  |
|  |
| Any other hazards not identified above which could be a risk |  |
|  |

**Note: This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.**

If you have answered **NO** to all of the above sign below. Any items with a **YES** response may require a full risk assessment to be completed and a member of the P&J Live team will advise.

I declare to the best of my knowledge there are no significant risks relating to this stand.

|  |  |
| --- | --- |
| Signed: | Name: |
| Position: | Date: |

**Full completion is mandatory for all shell scheme exhibitors.**