

## Health and Safety Declaration

This needs to be completed by all **SPACE ONLY** stands.

We have read and understood our responsibilities as laid out in the Health and Safety at Work Act 1974, and taken note of the most common areas of risk. We accept our responsibilities as laid out in this Act and all relevant legislation covering ExCeL, London.

Exhibition: PETEX 2014 Stand Number: \_\_\_\_\_  
Company: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Position: \_\_\_\_\_

1. Our principal Health and Safety Representative for the Stand is:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

As principal Health and Safety representative for my stand, I understand that we may need to produce a copy of our Health and Safety Policy, and the Health and Safety Policy of our principal stand contractor upon request by the appropriate authorities whilst on site at the Exhibition.

It is your responsibility to

- be in possession of your Company's Health and Safety Policy
- have checked that your main stand fitting contractor has a suitable and sufficient Health and Safety Policy for the event
- have checked that your principal Stand contractor has provided sufficient training for his/her employees to carry out their tasks safely and competently for the event

2. Our Principal Stand contractor is:

Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Please note: Stand construction will not be allowed to commence until this form has been returned.

**Return completed form asap**

## **GUIDANCE NOTES**

### **Your Risk Assessment Form**

All risk assessments should be a careful and studied examination of your activities ensuring that your build, the exhibition and breakdown are achieved safely and nothing occurs which could cause harm to any person.

The following guidelines will assist you to make a basic risk assessment of your activities. If you are building a large complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health and Safety Adjudicator.

#### **Note 1**

A hazard is anything that has the potential to cause harm i.e. a workman falling from a ladder, dropping tools, moving large and heavy loads etc.

#### **Note 2**

In this section you must include everyone who could be injured as a result of such activities, i.e. the workman, other people working on the stand, other exhibitors, porter moving furniture etc.

#### **Note 3**

Your actual risk assessment. A risk is the likelihood of a hazard happening. Use the columns to judge the risk and tick the appropriate boxes. If both ticks are in the top boxes then you should not pursue the activity (it is too dangerous) and should seek an alternative way of completing the task. If both ticks are in the centre boxes you will need to implement some form of control. If both ticks are in the bottom boxes then it is unlikely that you will need to implement additional controls.

#### **Note 4**

You will record what steps you have taken to ensure nothing dangerous occurs. Your entry may read something like "Use of trained and qualified staff only, rope and post area to restrict area, ensure staff trained in manual handling etc" (These examples are guidelines only).

#### **Note 5**

You are legally responsible for any person working for you and their actions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health and Safety policy. For smaller companies, who may not have such documents, you should request copies of their public liability and employees insurance documents, letters of reference etc. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.