

# FORM T22

## Health & Safety

**Please send this form back to**

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**DEADLINE 25<sup>th</sup> of August 2017**

**To be completed by ALL exhibitors together with the Risk Assessment.**

Every exhibitor and contractor must comply with the Health & Safety at Work Act, etc, 1974 and its subordinate legislation. They must acknowledge the Health & Safety Policy Statement of Synergy as outlined in the Health & Safety section of the manual and confirm that it will be complied with. Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health & safety are not put at risk by their actions (or in-actions) throughout the tenancy, by returning this form.

Company:

Health & Safety Contact Person On-Site:	Stand No. & Hall:
Address:	Space or shell?
Postal code / City:	Mobile Phone:
Country:	Fax:
Accommodation during exhibition period:	Contact number during exhibition period:
Signature:	Date:

**Responsibilities:**

Please, tick as relevant (you must tick two boxes):

- I will make available at European utility Week a copy of our own company's Health & Safety Policy. Our stand staff will be sufficiently instructed & trained in relevant matters in order to carry out their tasks competently. (To be actioned by all exhibitors.)
- We are a shell scheme exhibitor. We have trained & made our staff aware of the potential risk present on-site and will copy them with all health & safety documentation relevant to the show. Our exhibits, demonstrations & work practices cause **no hazards** to either others or ourselves on-site. (To be actioned by all shell scheme exhibitors.)
- We are a space only exhibitor. My principal contractor has undertaken a specific Risk Assessment for this event in accordance with HASAWA74 & he has trained & notified his staff and sub-contractors in all such areas identified as being of risk. A copy is available upon request. (To be actioned by all space only exhibitors.)
- I have ensured that our principal stand contractor(s) has a suitable & sufficient Method Statement prepared for the show and he has satisfied me of his competence to undertake the tasks required. (To be actioned by all space only exhibitors building complex structures.)

TASK	HAZARD	RISK LEVEL - TO WHO/WHAT & WHAT LEVEL?		PRECAUTIONS / CONTROL MEASURES
<p>Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?</p>		<p>Who will be affected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?</p>		<p><i>Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce?</i></p> <p><i>Safe working depends on co-operation between firms on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.</i></p>
<b>EXAMPLE:</b>				
Overhead working	Falls of persons & equipment causing injury. Scaffold collapse.	Risk to contractors working overhead and on stand, & to surrounding contractors/exhibitors.	High? Medium? ✓	Restrict access to stand via cordoning off overhead working area. Hard hats to be worn. Ensure that scaffolding is erected safely and contractors familiar with its safe and proper use.
			High? Medium?	
			High? Medium?	
			High? Medium?	

# European Utility Week



RISK ASSESSMENT FOR: .....

LOCATION: .....

.....

ASSESSMENT BY: .....

TITLE: .....

DATE: .....