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| --- | --- |
| **Name** |  |
| **Company** |  |
| **Event/Stand** | *Give a description* |
| **What has the venue/client made you aware of?** | * *Site rules* * *Aesthetic rules* * *Schedule* |
| **Who else is working on the job with you?** | *What is the structure and who is responsible for what?* |
| **Who is the Principal Contractor?** | *How have you chosen your contractors?*   * *What training have they had?* * *What do they need?* * *Are they experienced?* * *How will they be monitoring progress and safety?* |
| **Is it notifiable to the HSE?** |  |
| **How will you communicate?** | * *Site rules* * *Changes to information* * *Method Statement (stand) or Event Safety Plan (event)* * *How will you consult with your contractors?* * *Accidents and incidents* |
| **What are your welfare arrangements?** | *Minimum welfare requirements:*   * *Toilets* * *Washing facilities* * *Drinking water* * *Boiling water* * *Microwave* * *Seating* |
| **Please list the major risks or hazards:** *(for example: falls from height, collapse of structure, supervising members of public who may be at risk, waste, mechanical equipment, electric/gas/water, noise and vibration, stability, control of lifting operations, maintenance of plant and equipment, rigging, pyrotechnics, lasers and similar special effects, traffic routes and the segregation of vehicles and pedestrians, storage of materials or work equipment, manual handling, hazardous substances, non-iron radiation)* | |
| ………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………………… | |
| **PLEASE NOW COMPLETE A RISK ASSESSMENT AND METHOD STATEMENT FOR THESE AREAS.** | |