

Please return before Friday 25th August to kirstineldridge@supanet.com

Toolfair & Elex Form I - All Exhibitors – Full Risk Assessment Exemption

This form will be used for all the 2017 shows unless a new form is submitted before the next show your company attends

Company:	Stand Number:
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Name of person responsible for Health & safety:	Work No: Mobile No: Email:
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Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This form is to be completed by **all** exhibitors. Space only stands will also need to submit a more detailed risk assessment for the build of the stand. If you are in any doubt please contact Kirstin Eldridge (01494 714599 – kirstineldridge@supanet.com).

Does your stand include any of the following? If so you must complete the additional risk assessment (Form I.I).

	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. <i>Please note flammable gases in aerosols are not allowed</i>	
Display of sharp objects	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Heat source of any kind including naked flame or gel burners	
Working machinery of any kind even if static	
Using power tools either during the show or build-up/breakdown	
Have all portable appliances being displayed had a visual inspection or PAT tested	
Own gazebo or awning	
Vehicle as part of your exhibition stand - additional paperwork required (Form 5)	
Any other hazard 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 please sign below. If you have answered **YES** to any of the above please complete and return Form I.I (Full Risk Assessment)

I declare that to the best of my knowledge, the above information is accurate and that the items on display for the above stand, and the construction process, represent no significant risks to the health and safety of staff, contractors and visitors to the exhibition.

Signed:	Name:	Position:	Date:
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