

RHEUMATOLOGY 2015

ARMA Stand Safety Checklist

MUST be completed by ALL ARMA exhibitors

STAND NAME _____
STAND No. _____

Commit to
action

N/A

Build period/break down:

- Ensure all staff/contractors wear appropriate footwear
- Ensure staff trained in correct manual handling techniques
- Ensure all waste disposed of appropriately

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Open period:

- Trip hazards:
 - Ensure any trailing cables are stuck down
 - Ensure boxes stored on stand are kept to a minimum
 - Ensure nothing obstructs any part of the walkways
- Electrical equipment:
 - Ensure all equipment is pat tested and properly installed
- Waste:
 - Ensure waste is cleared regularly and disposed of appropriately

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General:

- Ensure staff/contractors are aware of the venue's no smoking policy
- Ensure staff familiarise themselves with the venue emergency procedures, fire exits etc
- Ensure no valuables are left on the stand when it is unattended

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(please note that the organisers and the venue expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause.)

Any other risks to be considered?

Please complete this form to certify that you have considered these risks and will properly brief staff to avoid incidents on site. It is suggested that you also bring a copy of this form with you on site for reference purposes. **To be returned to Lindsay McClenaghan by 30 March 2015** by email lmcclenaghan@rheumatology.org.uk

Signed _____ Date _____