



Form 4 - Health & Safety – Statement of Responsibility

Important Notice - (Shell Scheme Stands Only)

All traders with shell scheme stands must complete and return the form below. Please note that organisers do retain the right to demand a full risk assessment if deemed necessary. Please send a copy of your Public Liability Insurance Certificate with this form.

Stand No.: _____
Company: _____
Representative of above company: _____
(Responsible for Health & Safety issues on site)

Will any items displayed go above 2.4 meters high? Yes / No
Please describe the items to be displayed on your stand:

Will there be any electrical appliances on your stand? Yes / No
If yes, please list and confirm if they have been tested to comply with the Electricity at Work Regulations 1989. *Tick box if item complies:*

Will your stand, or any items displayed on it, give rise to any potential risk to staff, contractors or visitors? This includes sampling of food, drink, complimentary confectionary, application of cosmetics etc. Yes / No
Please identify potential risks:

I confirm that the above information supplied is accurate and that the items on display for the above stand, and the construction process, represent only a very minimal risk to the Health & Safety of staff, contractors and visitors to the exhibition.

Signed: _____ Print Name: _____

Job Title: _____ Date: _____

Please return this form immediately to:

Rachel Hall
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23 Warwick Road
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CV1 2EW
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Fax: 024 7657 1004
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