

Appendix 2: Health and Safety Declaration (compulsory form)

Please read through, sign, scan and email to daiva.kisleraviciute@libdems.org.uk by **Friday 3 August**. Failure to complete this form by the deadline may delay or prevent access to the site.

Name:	
Company:	
Address:	
Postcode:	Stand no:
Direct phone:	
Email:	

The Health and Safety at Work Act, etc 1974 (HASAW74)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAW74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy.

- Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently
- We have trained and made our stand staff aware of the potential risks present on-site and we will copy them in with any additional safety information
- Any significant risks caused by our exhibits, demonstrations and work practices to either ourselves or others on-site are detailed on the form **OR** if our exhibits, demonstrations and work practices cause NO HAZARD to either ourselves or others on-site our risk assessment form will be clearly marked 'NO/ONLY LOW RISKS'

If you are using contractors

- My principal contractor(s) (named overleaf) has undertaken a specific Risk Assessment for this event in accordance with the HASAW74 and he/she has trained and notified his/her staff and sub-contractors in all such areas identified as being of risk
- I have ensured that our principal stand contractor has a suitable and sufficient Method Statement prepared for the event and he/she has satisfied me of his/her competence to undertake the tasks required of him/her
- A copy will be forwarded to the Organisers by **Friday 3 August 2018**

TO BE SIGNED BY AUTHORISED REPRESENTATIVE OF EXHIBITING COMPANY:

Our on-site health and safety representative will be:

Name:	
Onsite contact number:	
Signed:	Date

If you are using a contractor, please give details of your principal stand contractor:

Type of contractor:	
Name:	
Company:	
Address:	
Postcode:	Phone:
Onsite contact number:	Email:

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PLEASE READ THE HEALTH AND SAFETY SECTION OF THE EXHIBITION HANDBOOK CAREFULLY.

Working outside of the exhibition timetable will be allowed only in exceptional circumstances. All late working is by prior arrangement with the Organisers and may incur an hour-by-hour fee.

PLEASE REMEMBER TO KEEP A COPY OF THIS FORM FOR YOUR FILES.