**HEALTH & SAFETY DECLARATION**

Mandatory

**Deadline: 7th October 2016**

**Stand Number:**

Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work Act 1974 and its subordinate legislation. Every exhibitor accepts that it is their legal obligation to ensure that the safety of themselves and others is not put at risk by their actions or inactions throughout the tenancy.

|  |  |
| --- | --- |
| **Company:**  |   |
| **Address:**  |   |
| **Health and Safety Contact:** |   |
| **Email Address:** |   |
| **Telephone:**  |   | **Fax:** |   |

**You’re Responsibilities**

Please cross all boxes

[[ ] ] We have trained and made our exhibition staff aware of the potential risks present on-site and will copy them in on all health & safety documentation relevant to the show. Our exhibits, demonstrations & work practices cause no hazards to either ourselves or to others on-site. We have undertaken a Risk Assessment covering these areas which is available for inspection.

[[ ] ] My principal onsite event contact has undertaken a specific Risk Assessment for this event in accordance with HASAWA74 and has trained & notified his staff and sub-contractors in all such areas identified as being of risk. A Risk assessment has also been undertaken taking into account all of the activities taking place on the stand.

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[[ ] ] I have ensured that our onsite event contact has a suitable & sufficient Method Statement for the show and has satisfied me of his competence to undertake the tasks required of him.

[[ ] ] I will make available at SAP UK & Ireland User Group Conference 2014 a copy of our company’s Health & Safety Policy. Our stand staff will be sufficiently instructed & trained in relevant matters in order to carry out their tasks competently.

**Signature / Initials:**

**Date:**

\*Please return to exhibition@sapusers.org by 7th October