



CONFERENCES

Safety Guide

Event Planning

4

Key Benefits

16

Control Measures

3

Checklist Items

KEY BENEFITS

Knowledge Sharing

Facilitates knowledge sharing and professional growth.

Networking

Promotes networking and collaboration among attendees.

Innovation

Showcases industry innovations and advancements.

Economic Activity

Drives economic activity in the hosting area.

KEY HAZARDS & CONTROL MEASURES**Fire Safety**

- ✓ Fire risk assessment completed
- ✓ Fire wardens identified
- ✓ Evacuation plan communicated
- ✓ Exit routes clearly marked

Crowd Control

- ✓ Room capacities enforced
- ✓ Multiple session rooms available
- ✓ Registration system used
- ✓ Staff at entry points

Food Safety

- ✓ Caterer certifications checked
- ✓ Food temperatures monitored
- ✓ Allergen information displayed
- ✓ Dietary requirements collected

Data Security

- ✓ Secure registration platform
- ✓ Staff trained on data handling
- ✓ Privacy policy communicated
- ✓ WiFi security measures



RISK ASSESSMENT
WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✓ Instant PDF & print-ready documents
- ✓ Store and update assessments online
- ✓ Add your logo & organization details
- ✓ Reuse and duplicate assessments
- ✓ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today