

PIUK Health & Safety Policy

Version: 1.0

Issued by: The Profibus Group

Effective Date: 20th March 2026

This version Reviewed by: The Elected Officers of The Profibus Group

Review due by: 20th September 2026 and annually thereafter

1. Introduction

The Profibus Group UK is committed to promoting a safe and healthy environment for its members, volunteers, event attendees, and the general public during all activities undertaken in support of industrial automation communications. We aim to prevent injury and ill health by identifying and managing risks associated with our work, particularly the use of portable electrical demonstration equipment at indoor venues.

2. Scope

This policy applies to the following activities carried out by members of the Profibus Group UK:

- PI UK Administration (SCM / AGM) meetings held at the premises of members of the group
- Events organised by PI UK
- Events organised by external organisations that PI UK attend

3. Required Records and Forms associated with this policy

- Check lists included in this document

4. Organisational Structure and Supply Chains

- The Group is composed of member organisation's, we have no direct employees.
- Governance is provided by a Steering Committee, including three elected officers.
- Our activities include technical events, training, and publications, supported by third-party suppliers and service providers.

5. Responsibilities

- Steering Committee Officers are responsible for policy oversight and annual review.
- Stand Managers (appointed per event) are responsible for completing the appropriate checklist
- Members involved in the event will be asked to familiarise themselves with this risk assessment prior to an event.

6. Risk Assessments

6.1 PI UK Administration Meetings (SCM / AGM)

This Risk Assessment covers the regular Steering Committee and Annual General meetings of PI UK. These meetings are generally held at the premises of a steering committee member but occasionally at the premises of a general member. They typically take place up to 4 times a year (SCM) and annually (AGM). The risks in each case are considered to be the same for the purposes of this risk assessment.

| Activity | Identified Risk(s) | Who might be affected | Risk level before mitigation | Mitigation | Risk level after mitigation |
|-----------------------------------|--|-----------------------|------------------------------|--|-----------------------------|
| Car Parking | Injuries caused by moving vehicles | Members | Low | <ul style="list-style-type: none"> Host member to advise on car parking facilities and ensure that there are sufficient spaces for members. Host member to advise on any particular car parking rules, e.g. reverse parking etc. | |
| Entering and Leaving the Premises | General tripping, slipping Hazards | Members | Low | <ul style="list-style-type: none"> Members asked to use entry / exit routes approved by the host member organisation Members asked to conform to Host member organisation booking-in / induction requirements | Low |
| Emergency Evacuation Procedure | Fire; Terror Attack; Storm | Members | Low | <ul style="list-style-type: none"> Host organisation to advise on the day of the meeting. Meetings are infrequent | Low |
| First Aid | Minor injuries, insect bites / allergic reactions, general accidents | Members | Low | <ul style="list-style-type: none"> Host organisation to advise on first aid facilities | Low |
| Toilet Provision | Insufficient Toilets or Toilets out of order | Members | Low | <ul style="list-style-type: none"> Host member to ensure that there are sufficient facilities on the day of the meeting. | Low |
| Risk of Fire | Burn or smoke injuries | Members | Medium | <ul style="list-style-type: none"> Host organisation to advise on the day of the meeting. | Low |
| Adverse Weather Conditions | Injures travelling to/from meeting | Members | Medium | <ul style="list-style-type: none"> Host organisation and members to monitor Met Office weather warnings and advise prior to the day of the meeting Meeting to be cancelled for Amber or Red warnings | Low |
| Catering – Food and Drink | <ul style="list-style-type: none"> Food Poisoning Allergic Reactions | Members | Medium | <ul style="list-style-type: none"> Host organisation to use their own, or reputable, catering suppliers. Members to give advanced notice to Host organisation of any allergies | Low |
| Moving around the venue | Slipping, Tripping, Falling, Trailing Cables | Members | Medium | <ul style="list-style-type: none"> Host organisation to advise on authorised routes and any specific safety-related rules. Trailing cables to be avoided or secured by floor tape. | Low |

6.1.1 Safety Check List

| Check | Responsibility | When Required | Completed |
|---|----------------|------------------|-----------|
| Members asked for details of any allergies, hotel advised | Host | Prior to event | |
| Monitor Met Office Weather Warnings | Chair and Host | Day before event | |
| Members aware of car parking / booking in procedures | Host | Prior to event | |

| Check | Responsibility | When Required | Completed |
|------------------|----------------|---------------|-----------|
| Safety Induction | Host | During event | |

6.2 PI UK Organised Events

This Risk Assessment covers the events organised by PI UK that will be attended by members and the public. These events may be at a hotel or at a formal event venue. They will typically take place 6 times a year in the UK with attendee count less than 100 and usually much less.

| Activity | Identified Risk(s) | Who might be affected | Risk level before mitigation | Mitigation | Risk level after mitigation |
|-----------------------------------|--|--|------------------------------|---|-----------------------------|
| Car Parking | Injuries caused by moving vehicles | Members, Attendees, event employees and general public | Low | <ul style="list-style-type: none"> Hotel / Event Organisation to advise on car parking facilities and ensure that there are sufficient spaces for members. Hotel / Event Organisation to advise on any particular car parking rules, e.g. reverse parking etc. PI UK to ensure that members / attendees have been informed prior to the event. | |
| Entering and Leaving the Premises | General tripping, slipping Hazards | Members, Attendees, event employees and general public | Low | <ul style="list-style-type: none"> Members asked to use entry / exit routes approved by the Hotel / Event Organisation Members asked to conform to Hotel / Event Organisation booking-in / induction requirements PI UK to ensure that members / attendees have been informed prior to the event. | Low |
| Emergency Evacuation Procedure | Fire; Terror Attack; Storm | Members, and Attendees | Low | <ul style="list-style-type: none"> Hotel / Event Organisation to advise on the day of the meeting. Events are infrequent PI UK to give short H&S presentation. | Low |
| First Aid | Minor injuries, insect bites / allergic reactions, general accidents | Members and Attendees | Low | <ul style="list-style-type: none"> Hotel / Event Organisation to advise on first aid facilities PI UK to give short H&S presentation. | Low |
| Toilet Provision | Insufficient Toilets or Toilets out of order | Members and Attendees | Low | <ul style="list-style-type: none"> Hotel / Event Organisation to ensure that there are sufficient facilities on the day of the meeting. | Low |
| Risk of Fire | Burn or smoke injuries | Members and Attendees | Medium | <ul style="list-style-type: none"> Hotel / Event Organisation to advise on the day of the meeting. PI UK to give short H&S presentation. | Low |
| Adverse Weather Conditions | Injures travelling to/from meeting | Members and Attendees | Medium | <ul style="list-style-type: none"> Members to monitor Met Office weather warnings and follow advice as necessary | Low |
| Catering – Food and Drink | <ul style="list-style-type: none"> Food Poisoning Allergic Reactions | Members and Attendees | Medium | <ul style="list-style-type: none"> PI UK to use Hotels with their own catering facilities Members to give advanced notice to PI UK of any allergies | Low |
| Moving around the venue | <ul style="list-style-type: none"> Slipping, Tripping, Falling, Trailing Cables | Members, Attendees, event employees and general public | Medium | <ul style="list-style-type: none"> PI UK to give short H&S presentation. Trailing cables to be avoided or secured by floor tape. | Low |

| Activity | Identified Risk(s) | Who might be affected | Risk level before mitigation | Mitigation | Risk level after mitigation |
|-------------------|---|--|------------------------------|---|-----------------------------|
| Electricals | Electrocution | Members, Attendees and event employees | Medium | <ul style="list-style-type: none"> PI UK Demo Rigs to be PAT tested on an annual basis. PI UK to perform visual check on the day of the event. Members to ensure that all applicable electrical equipment has been PAT tested. | Low |
| Event Setup | Injuries caused by transportation of PI UK Demo Rigs to/from event | Members | Medium | <ul style="list-style-type: none"> By default, transportation to be organised a commercial logistics organisation approved by PI UK. Where this is not possible a van with a rear lift must be used. together with a PI UK trolley that is secured (brakes) during lift operation. Loading / Unloading of rigs on/off trolley to be carried out by two members following manual handling guidance. | Low |
| Event Setup | Injuries caused by transportation of member-owned equipment to/from event | Members | Medium | <ul style="list-style-type: none"> Member to follow their own risk assessment and manual handling procedures. | Low |
| Event Setup | Injuries caused by moving of PI UK Demo Rigs around event premises | Members, Attendees and event employees | Low | <ul style="list-style-type: none"> Use of PI UK trolley with two members at all time. Event-approved routes only. Rigs to be secured by straps Manual lifting to be kept to an absolute minimum but, where necessary, must be done with two members following manual handling guidance. | Low |
| Event Setup | Injuries caused by moving of PI UK Demo Rigs around event premises | Members, Attendees and event employees | Low | <ul style="list-style-type: none"> Event-approved routes only Follow event guidance where applicable. Member to follow their own risk assessment and manual handling procedures. | Low |
| Vulnerable Adults | Ensuring the protection of vulnerable adults | Vulnerable Adults | Low | <ul style="list-style-type: none"> Liaise with event staff for potential issues with vulnerable adults and their own safeguarding policies. | Low |
| Children | Ensuring the protection of Children | Children | Low | <ul style="list-style-type: none"> Members to be advised: <ul style="list-style-type: none"> Never be alone with a child Avoid physical contact unless necessary for their safety Use clear, appropriate language Keep all interactions observable by others Do not take photographs of children without explicit parental consent Do not exchange personal contact details with children Report any safeguarding concern immediately to the Observing Coordinator | Low |

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|------------------|--|--|-----|--|-----|
| Crowd Management | Pinch points; overcrowding; conflict on access / egress. | Members, Attendees and event employees | Low | <ul style="list-style-type: none"> Hotels - Hire venue with relevant capacity. Informal venue review before event. If relevant, PI UK volunteers to guide attendees. | Low |
|------------------|--|--|-----|--|-----|

6.2.1 Safety Check List

| Check | Responsibility | When Required | Completed |
|---|-----------------------|------------------|-----------|
| Stand Members asked to read section 6.2 of the risk assessment prior to the event | PI UK Event Organiser | Prior to event | |
| Hotel - Members asked for details of any allergies, hotel advised | PI UK Event Organiser | Prior to event | |
| Attendee List Printed out | PI UK Event Organiser | Prior to event | |
| Demo Rig transportation / trolley organised | PI UK Event Organiser | Prior to event | |
| Monitor Met Office Weather Warnings | PI UK Event Organiser | Day before event | |
| Demo Rig PAT Testing valid | PI UK Event Organiser | Prior to event | |
| PI UK H&S Presentation Organised, presenter allocated | PI UK Event Organiser | Prior to event | |
| PI UK PL Insurance in place | PI UK Event Organiser | Prior to event | |

| Check | Responsibility | When Required | Completed |
|------------------------------------|-----------------------|---------------|-----------|
| Visual check of member stands | PI UK Event Organiser | During event | |
| Visual check of member equipment | PI UK Event Organiser | During event | |
| Visual check for trailing cables | PI UK Event Organiser | During event | |
| Visual check of PI UK demo rigs | PI UK Event Organiser | During event | |
| All expected members in attendance | PI UK Event Organiser | During event | |
| Attendee List ticked off | PI UK Event Organiser | During event | |

6.3 Events Organised by External Organisation

This Risk Assessment covers the events attended by PI UK but organised by others, These will be attended by members and the public via a formal booking system. These events will usually be at a formal event venue. They will typically take place 6 times a year.

| Activity | Identified Risk(s) | Who might be affected | Risk level befor mitigation | Mitigation | Risk level after mitigation |
|-----------------------------------|--|---|-----------------------------|---|-----------------------------|
| Car Parking | Injuries caused by moving vehicles | Members, Attendees, and event employees | Low | <ul style="list-style-type: none"> Event Organisation responsibility | |
| Entering and Leaving the Premises | General tripping, slipping Hazards | Members, Attendees, and event employees | Low | <ul style="list-style-type: none"> Event Organisation responsibility | Low |
| Emergency Evacuation Procedure | Fire; Terror Attack; Storm | Members, and Attendees | Low | <ul style="list-style-type: none"> Event Organisation responsibility | Low |
| First Aid | Minor injuries, insect bites / allergic reactions, general accidents | Members and Attendees | Low | <ul style="list-style-type: none"> Event Organisation responsibility | Low |
| Toilet Provision | Insufficient Toilets or Toilets out of order | Members and Attendees | Low | <ul style="list-style-type: none"> Event Organisation responsibility | Low |
| Risk of Fire | Burn or smoke injuries | Members and Attendees | Medium | <ul style="list-style-type: none"> Event Organisation responsibility | Low |
| Adverse Weather Conditions | Injures travelling to/from meeting | Members and Attendees | Medium | <ul style="list-style-type: none"> Members to monitor Met Office weather warnings and follow advice as necessary | Low |
| Catering – Food and Drink | <ul style="list-style-type: none"> Food Poisoning Allergic Reactions | Members and Attendees | Medium | <ul style="list-style-type: none"> Members to give advanced notice to PI UK of any allergies | Low |
| Moving around the venue | <ul style="list-style-type: none"> Slipping, Tripping, Falling, Trailing Cables | Members, Attendees, and event employees | Medium | <ul style="list-style-type: none"> Trailing cables to be avoided or secured by floor tape. | Low |
| Electricals | <ul style="list-style-type: none"> Electrocution | Members, Attendees and event employees | Medium | <ul style="list-style-type: none"> PI UK Demo Rigs to be PAT tested on an annual basis. PI UK to perform visual check on the day of the event. Members to ensure that all applicable electrical equipment has been PAT tested. | Low |
| Event Setup | <ul style="list-style-type: none"> Injuries caused by transportation of PI UK Demo Rigs to/from event | Members | Medium | <ul style="list-style-type: none"> By default, transportation to be organised a commercial logistics organisation approved by PI UK. Where this is not possible a van with a rear lift must be used. together with a PI UK trolley that is secured (brakes) during lift operation. Loading / Unloading of rigs on/off trolley to be carried out by two members following manual handling guidance. | Low |

| Activity | Identified Risk(s) | Who might be affected | Risk level before mitigation | Mitigation | Risk level after mitigation |
|-------------------|---|--|------------------------------|---|-----------------------------|
| Event Setup | Injuries caused by transportation of member-owned equipment to/from event | Members | Medium | <ul style="list-style-type: none"> Member to follow their own risk assessment and manual handling procedures. | Low |
| Event Setup | Injuries caused by moving of PI UK Demo Rigs around event premises | Members, Attendees and event employees | Low | <ul style="list-style-type: none"> Use of PI UK trolley with two members at all time. Event-approved routes only. Rigs to be secured by straps Manual lifting to be kept to an absolute minimum but, where necessary, must be done with two members following manual handling guidance. | Low |
| Event Setup | Injuries caused by moving of PI UK Demo Rigs around event premises | Members, Attendees and event employees | Low | <ul style="list-style-type: none"> Event-approved routes only Follow event guidance where applicable. Member to follow their own risk assessment and manual handling procedures. | Low |
| Vulnerable Adults | Ensuring the protection of vulnerable adults | Vulnerable Adults | Low | <ul style="list-style-type: none"> Liaise with / refer to event staff for issues with vulnerable adults. | Low |
| Crowd Management | Pinch points; overcrowding; conflict on access / egress | Members, Attendees and event employees | Low | <ul style="list-style-type: none"> Informal venue review before event. If relevant, PI UK volunteers to guide attendees. | Low |

6.3.1 Safety Check List

| Check | Responsibility | When Required | Completed |
|---|-----------------------|------------------|-----------|
| Stand Members asked to read section 6.3 of the risk assessment prior to the event | PI UK Event Organiser | Prior to event | |
| Stand Members have registered for the event and received car parking information and stand location | PI UK Event Organiser | Prior to event | |
| Demo Rig transportation / trolley organised | PI UK Event Organiser | Prior to event | |
| Monitor Met Office Weather Warnings | PI UK Event Organiser | Day before event | |
| Demo Rig PAT Testing valid | PI UK Event Organiser | Prior to event | |
| PI UK PL Insurance in place | PI UK Event Organiser | Prior to event | |

| Check | Responsibility | When Required | Completed |
|------------------------------------|----------------|---------------|-----------|
| Visual check of stand | Stand Manager | During event | |
| Visual check for trailing cables | Stand Manager | During event | |
| Visual check of PI UK demo rigs | Stand Manager | During event | |
| Visual check of member equipment | Stand Manager | During event | |
| All expected members in attendance | Stand Manager | During event | |

7. Review & Updates

This policy will be reviewed annually or following any significant incident or change in legislation. Updates will be approved by the elected officers and shared with all active members.



Chris McComb
Chairman
The PROFIBUS Group - PI UK

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| Version | Description | Author | Date |
|---------|-----------------|------------|------------|
| 1.0 | Initial Release | P.M.Thomas | 20/03/2026 |
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