

Generic Risk Assessment for hire contracts of marquees

Risk Assessment for:

Company Address:

Site Address:

Event:

Date of Event:

Section 1.Hazards

These are the hazards that are typically present for hire contracts both in the warehouse and on site

1. Loading and unloading vehicles.

There is a risk of trapping and cutting fingers in the handling of pole work, chairs, dance and wooden floors etc.

Risk of straining backs due to carrying heavy loads

Risk of being hit by forklift vehicles

2. On site traffic.

Risk of being hit by passing vehicles such as contractor lorries. i.e festival or show ground sites. This risk is greatly reduced on/within private gardens/fields.

3. Construction and de-rigging.

Stakes can be driven into underground pipes or cabling.

Overhead cabling can be touched and there is a risk of electrocution.

Guy ropes and tensioners can pose a trip hazard

As the main poles are raised to an upright position, there is a risk of them falling. Once the structure is all fixed with main wind ropes the risk is greatly reduced.

High winds can affect the stability of the structure until the roof and walls are on and secured.

Working at height is occasionally undertaken though it is kept to a minimum.

Risk of harm from installation of electrical equipment.

4. Other risks

Sunburn

Harm to public if on site as marquee is being constructed or de-rigged.

Customer removing poles or loosening tension ropes on the marquee, thereby potentially affecting its structural stability.

Section 2.Individuals at Risk

1. Members of the public.
2. Site personnel
3. Other contractors
4. Visitors.

Section 3.Risk Control

Precautions to adequately control the risk include.

1. Adequate information
2. Adequate systems

The precautions need to:

1. Meet the standards set by legal requirements
2. Represent good practice
3. Reduce the risk as far as reasonably practicable.

Controls for each risk identified in section 1 relevant for those groups in section 2.

Loading and unloading vehicles

Employees are informed of the potential of cutting or trapping fingers and safety gloves are made available.

Employees are advised how to lift heavy loads and are never asked to carry or lift equipment beyond their ability or comfort.

Heavy carrying or loading is done by more than one person.

Employees are made aware of safety procedures in the use of forklifts.

On site traffic

Where appropriate high vis vests are worn and safety cone/s are positioned next to the lorry when loading or unloading is being carried out. Thereby making employees and equipment more visible.

This is not required on private land when there is no traffic.

Construction and de-rigging

Customers are always asked where the underground pipes or cabling lies. We would also not put a stake in the ground next to a manhole / drain / utilities cover.

Marquees are not erected in close proximity to overhead electricity cabling.

Guy ropes and tensioners are white in colour to be more visible, where relevant hazard tape is attached to the rope or tensioner.

Safety hats are worn for the time period until the main poles are upright and main wind ropes are secured.

Work will not continue if the winds are excessively high.

Work at height is rarely undertaken, if necessary the site foreman or an experienced member of Vintage Marquees carries out the work on safety steps.

All electrical equipment is PAT tested to reduce the risk of harm through electrocution.

Other risks

Sun cream is available to employees

The public are not permitted near the assembly area until it is deemed safe.

Customers are left with contact details if they are concerned regarding the safety of the structure.

Customers are strongly advised not to alter the structural make up of the marquee, it is made clear that when the site is left no changes are to be made as this may affect the safety of the structure.

Further Action to Control the Risk

The risks that affect individuals or groups of individuals need to be identified and prioritised. The following principles are applied when taking further action, if possible in the following order:

1. Remove the risk completely
2. Undertake an alternative option providing less risk
3. Organise systems to reduce the exposure to the hazard

Further risks may be present and require a greater level of action, these include:

- a. In the case of severe weather conditions marquees and equipment will be taken down and removed from site, this is at the discretion of Vintage Marquees.
- b. All marquees meet industry standards for wind and snow loading as well as fire retardancy.
- c. Fire retardancy notices are displayed on structures.
- d. Additional information.

Section 4. Action of risk assessment

Hazards are prioritised and the most high risk with most dire consequences are dealt with first, this is at the discretion of the site foreman.

Document written byCaroline Penny..... Review date ...01/01/2020.....