

Fairytale Marquees

Custom Marquee and Event Hire Solutions

RISK ASSESSMENT v1

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Activity: Erecting and striking marquee		People at risk: Staff, General Public			
Hazard	How might someone be harmed	Rating	Existing control measures	Additional action	Action by
Slips and Trips	Tripping over or slipping on marquee components	M	Inform general public of the dangers and keep clear from the construction areas Ensure staff are adequately trained and are aware of the potential hazards Ensure only those components with an immediate use are allowed in the construction area	Remove the hazard if possible Cordon off construction area	Marquee erector Client
Underground services not identified	Electrical shock Damage to drains	H	Ensure area checked before marquee erection and hazards clearly identified	Move marquee to a more suitable location	Client
Working at height	Falling from height	H	Ensure staff are suitably trained in the use of ladders Provide suitable PPE Ensure ladders are thoroughly inspected before use.	Avoid working at height by altering the installation method	Marquee Erector
The marquee is not secured adequately (Stability)	The marquee could collapse or rollover causing injuries to the occupants	H	Ensure guy ropes if fitted, are secured with suitable stakes Ensure all main and wall guy ropes are checked before use Ensure anchor plates are used on soft ground. Ensure suitable weights are used if located on hard standing Ensure the marquee can be fully	If not possible do not use the marquee Ensure a pre use check is carried out before occupancy takes place	Marquee Erector
Falling objects	Striking a person	H	Hard hats are readily available	Do not allow access to the	Marquee

			Staff encouraged to supply and wear their own steel toe capped boots	unsafe area until it has been deemed safe by the person in charge.	erector
Unsuitable Electrical Equipment	Electrical shock Fire, Electrical shock	M	Ensure marquee erecting company provide suitably tested lighting equipment Ensure marquee erecting company store any generators outside the marquee	Do not use electrical lighting equipment	Marquee erector Client
Vehicles	Causing fires Striking marquee Striking persons	M	Minimise vehicle movement on site A banksman should be present during manouvers	Close control of vehicle access	Client Marquee erector
High noise levels	Impact drivers generating high SPL	M	Ear defenders must be worn during the operation of any impact driver		Marquee erector

Activity: Use of marquee		People at risk: Occupants of the marquee			
Hazard	How might someone be harmed	Rating	Existing control measures	Additional action	Action by
Poor siting	Poor erection due to restrictions of area Poor underground footing for occupants Area flooding Collapse of marquee Long grass catching fire	H	Ensure the area is checked for suitability i.e. Large enough Not on slope Does not hold water Is flat Free from pot holes, tree roots Put in a J request to have the grass cut and for the cuttings to be removed.	Move marquee to more suitable location Fit floor boards before occupancy takes place Ensure marquee erecting company checks area before erecting marquee	Marquee erector
Underground services not identified	Electrical shock Damage to drains	H	Ensure area checked before marquee erection and hazards clearly identified	Move marquee to a more suitable location	Client
Poor access and egress for disabled people	Disabled person cannot gain access Disabled person becomes trapped in an emergency	M	Ensure all access and egress routes are suitable for disabled staff	Change route Fit suitable ramps	Marquee Erector Client
The marquee is not secured adequately (Stability)	The marquee could collapse or rollover causing injuries to the occupants	H	Ensure guy ropes if fitted, are secured with suitable stakes Ensure all main and wall guy ropes are checked before use Ensure anchor plates are used on soft ground. Ensure suitable weights are used if located on hard standing Ensure the marquee can be fully	If not possible do not use the marquee Ensure a pre use check is carried out before occupancy takes place	Marquee Erector
Exceeded occupancy	Insufficient exits available People trapped injured in a fire	H	Ensure occupancy levels are not exceeded	Check occupancy levels	Client
Unsuitable Electrical Lighting Equipment	Electrical shock Fire	M	Ensure marquee erecting company provide suitably tested lighting equipment Ensure marquee erecting company	Do not use electrical lighting equipment	Marquee erector Client

			store any generators outside the marquee		
Unsuitable blow heaters	Fire Injury through burning	M	Provide suitably tested blow heaters Store gas bottles outside marquee Keep blow heaters outside marquee and pipe in	If not possible do not use blow heaters	Marquee erector
Vehicles	Causing fires Striking marquee	M	All vehicles to be removed from site and not allowed on site unless closely controlled	Close control of vehicle access	Client Marquee erector
Poor Housekeeping	Arson Match or cigarette fire Slips, trips and falls	H	The marquee and surrounding area must be kept clear of combustible material. No flammable substance/gases or appliances should be stored in a marquee. If the marquee is left over night all loose items of a combustible nature should be removed All flammable substance/gases or appliances must be removed from site Floor areas to be kept as clear as possible. Remove all slips trips and fall hazards	If not possible do not use the marquee	Client Marquee erector
The marquee must not be used	Marquee turning over, collapsing causing damage and injuries	H	Do not use the marquee if: The main and wall guy ropes become slack or the stakes begin to pull out The frame of the marquee moves appreciably (more than strong wind movement) If the marquee starts to collapse or roll over. Extreme Weather i.e. In high winds, approaching gale force on the Beaufort scale Heavy snow fall	Confirmation that all is secure by the marquee erecting company will be required before re-occupancy is allowed	Client Marquee erector