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| LOCATION / ACTIVITY: Gazebo for use at public events | |  | | SEVERITY | | |
| SUPERFICIAL | SERIOUS | SIGNIFICANT |
| LIKELIHOOD | UNLIKELY | 1  LOW | 2  LOW | 3  MEDIUM |
| COMPLETED BY (NAME): Warwick Neale | | POSSIBLE | 2  LOW | 4  MEDIUM | 6  HIGH |
| ISSUE DATE: 19/04/2023 | REVISION FREQUENCY: 3 years | LIKELY | 3  MEDIUM | 6  HIGH | 9  HIGH |

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| **Standard of dress for activity:**  *Casual, but suitable for weather conditions* | | **PPE required:**  *N / A* | | | | **Other equipment used during activity:**  Sack truck  Works vehicle | | | | |
| **Persons exposed (please tick):** | **Employees ✓** | | | **Others** | **Public ✓** | | | **Under 18’s** | **Expectant Mothers** | |
| **Hazards Identified – Guidance Note:** Look at the activity and identify hazard(s), **tick if present and significant.** If unsure, class as significant. Remember, whenever possible, assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank / empty boxes should be used when hazards not mentioned are present. | | | | | | | | | | |
| **Physical Injury Hazards** | | | **Physical Agents and  Hazardous Substances** | | | | **Miscellaneous** | | | |
| Hit by moving vehicles | | **✓** | Hazardous substances | | |  | Display Screen Equipment | | |  |
| Contact with moving part of a machine | |  | Micro organisms | | |  | Hot work/fire hazards | | |  |
| Hit by moving materials/substances. e.g. water | |  | Ionising radiation | | |  | Vibration | | |  |
| Fall(s) from height | |  | Noise | | |  | Restricted access | | |  |
| Slips, trips and falls from the same level | | **✓** | Excavations | | |  | Manual handling | | | **✓** |
| Contact with/ use of live electrical equipment | |  | Pressure systems | | |  | High ambient temperatures | | |  |
| Involvement with explosions | |  | Ultraviolet light | | |  | Lone working | | | **✓** |
| Contact with cold objects | |  | Lasers | | |  | Confined spaces | | |  |
| Contact with hot objects | |  | Flammable liquid/solids | | |  | Waste produced by activity | | |  |
| Contact with sharp objects | |  |  | | |  |  | | |  |
| Impact with objects | | **✓** |  | | |  |  | | |  |
| Physical attack | |  |  | | |  |  | | |  |
| Finger ‘nips’ | | **✓** |  | | |  |  | | |  |
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| **Activity/Task/Risk From** | **Hazard** | **Persons at Risk** | **Existing**  **Control Measures** | **S** | **L** | **R** | **Res** | **Further Control Measures required** | **S** | **L** | **R** | **Res** |
| *Lifting and carrying gazebo, to load / unload from vehicle and to set up on site.* | *Back injury or muscle strain* | *Employees*  *Volunteers* | *Wheels on gazebo case.*  *Minimum of 2 people to carry the gazebo.* | 2 | 2 | *4* |  | *Work based demonstration to show how to lift and carry gazebo.*  *Use any available support or carrying equipment when available, like a sack truck, as long as its tied securely to the devise.*  *Assessment and plan of route to carry the gazebo. To reduce distance as much as possible and to choose a safe route.* | *3* | *1* | *3* |  |
| *Injury from moving vehicles* | *Risk of significant injury and loss of consciousness / fatality* | *Employees*  *Volunteers* | *Observe road / pavement signage and follow the green cross code*  *Be aware of the proximity to roads and traffic – avoid rush hours* | 3 | 2 | *6* |  | *Officers to wear hi-vis vest or jacket*  *Assessment and plan of route to carry the gazebo. To reduce distance as much as possible and to choose a safe route.* | *3* | *1* | *3* |  |
| *Erecting and taking down the gazebo* | *Finger nips and damage to the gazebo* | *Employees*  *Volunteers* | *Work based demonstration of how to set up and take down the gazebo for lead member of staff at the event.*  *Lead member of staff to talk through how to erect and take down the gazebo and to do so under supervision.*  *Make sure there is enough space (height and breadth) to unfold the gazebo and that there is nothing inside the gazebo when folding.*  *Do not move the erected gazebo. Fold the gazebo first.* | 1 | 2 | *2* |  | *Recommend two people opposite each other to unfold and fold the gazebo.* | *1* | *1* | *1* |  |
| *Extremes of Weather conditions* | *Risk of illness through developing colds / flu and / or sunburn depending on the weather*  *Risk from extreme weather conditions such as windy / blustery conditions to consider the risk of overhead debris falling on them i.e. lose roof tiles, tree branches etc.*  *Risk of injury to public from gazebo blowing over or moving parts.*  *Risk of damage to gazebo from winds* | *Employees*  *Volunteers*  *Public* | *Check weather reports / forecasts and remain mindful of weather conditions.*  *If possible / relevant, apply sun cream / block and wear suitable loose clothing, preferably designed to cover the skin & suitable footwear, waterproof clothing and / or umbrellas*  *Bring a drink to keep hydrated.*  *Take regular breaks in the shade / cool or warm / dry as appropriate.*  *If cold, icy or snow. Wear additional layers of clothing, wear appropriate shoes. Have hot drinks during breaks.*  *Recommend to:*  *Beaufort scale 0-4, set up as normal. Use guy ropes and / or legs weights to secure the gazebo.*  *Beaufort scale 5 – put up in sheltered location and consider whether to put the sides on the gazebo.*  *Beaufort scale 6 and above – do not to erect gazebo or to take down.*  *[see Beaufort scale below]* | 3 | 2 | *6* |  | *Liaise with their line manager if either extreme weather conditions are forecast or the weather changes; to determine if it’s safe to undertake the task at hand.*  *If the wind speed increases review and take down the gazebo if required.* | *3* | *1* | *3* |  |
| *Slips, Trips and Falls* | *Risk of significant injury and loss of consciousness / fatality*  *Tripping over guy ropes.*  *Tripping whilst unfolding or folding the gazebo.* | *Employees*  *Volunteers*  *Public* | *Wear comfortable footwear with good grip, suitable for walking.*  *Be aware of your environment and check for uneven surfaces, trailing items and sudden changes in level.*  *Site gazebo on a level surface.*  *Make sure there is enough space to unfold the gazebo and that there is nothing inside the gazebo when folding.*  *Ensure there is a safe route around the gazebo with no trip hazards.* | 3 | 2 | *6* |  | *Liaise with line manager if unsure about access.*  *Accidents / near misses should be recorded on the Hariott system, so that data can be assessed over a period of time.*  *Assessment and plan of route to carry the gazebo. To reduce distance as much as possible and to choose a safe route.*  *Mark potential potential trip hazards with hazard tape, barriers and / or traffic cones.* | *3* | *1* | *3* |  |
| *Other infrastructure e.g. pull up banners, flags, A-boards etc.* | *Risk of injury from falling infrastructure* | *Public, volunteers, staff* | *Infrastructure such as banners, flags and A-boards should be in suitable condition for use at an event.* | 2 | 2 | *4* |  | *All infrastructure must be safely secured to the ground or a larger structure. If winds are strong, they should not be used. Use Beaufort Scale as previously described.* | *2* | *1* | *2* |  |
| **Use additional sheets as necessary and remember to communicate all findings of the assessment to all relevant personnel.**  **Once completed this assessment should be retained on file for future reference.** | | | | | | | | | | | | |
| **Chart  Description automatically generated** | | | | | | | | | | | | |

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| **Assessment authorised by (Supervisor / Manager / Service Head)** | | | | | | | | |
| **Print: Warwick Neale** | | | | **Signature:** | | | | **Date: 19/04/2023** |
| **RISK RATING** | **RISK (R)** | **MANAGERIAL ACTION** | | | | **RISK RESULT (Res) Low** | | |
| **1 & 2** | **LOW** | Monitor | | | | **A = Risk Level & Controls Acceptable** | | |
| **3 & 4** | **MEDIUM** | Attempt to improve controls so far as is reasonably practicable | | | |
| **6 & 9** | **HIGH** | Priority action to be taken to apply control measures | | | | **N = Risk Level & Controls Not Acceptable – Further Action Required** | | |
| **The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment.** | | | | | | | | |
| **Assessment Review** | | | | | | | | |
| **Reviewed by:** | | | | | **Review date:** | | **Existing risk assessment valid? (Y / N):** | |
| **Has the activity changed? (Y / N):** | | | | | | | | |
| **How:** | | | **New controls:** | | | | | |
| **Has new equipment or materials been introduced? (Y / N):** | | | | | | | | |
| **What:** | | | **New controls:** | | | | | |