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

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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 truckWorks 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:** |