

THE WHITE MARQUEE COMPANY LIMITED

GENERAL RISK ASSESSMENT

Assessment Date 01.05.18

Reviewed By T. Holloran, Bob Worm

Review Date 01.05.19

<u>ASSESSMENT SUBJECT</u>	<u>AREA</u>	<u>REGULATIONS</u>
Erection and Dismantling and Use of Marquees	Non-specific Marquee Site To be read in conjunction with the site specific risk assessment	The Management Of Health and Safety At Work Regulations 1999 The Provision And Use Of Work Equipment Regulations 1998 Fire Scotland Act 2006 The Regulatory Reform (Fire Safety) Order 2006 Health and Safety At Work Etc Act 1974 Fairgrounds and amusements parks: guidance on safe practice 1997 – HS(G)175

<u>IDENTIFICATION OF HAZARD(S)</u>	<u>(ACTIVITY/SUBJECT)</u>
1. Erection and dismantling of marquees.	
2. Falling materials.	
3. Working at height.	
4. Underground services.	
5. Poor housekeeping.	
6. Overhead services.	
7. Manual handling.	
8. Exposure to inclement weather.	
9. Sunburn.	
10. Vehicles.	
11. Public.	
12. Use of hand tools, drill, staple guns etc.	
13. Handling abrasive materials ropes pegs and material.	
14. Use of forklift truck.	
15. Use of heaters, propane fuelled.	
16. Exposure to electricity.	

WHO AND HOW MANY MIGHT BE HARMED

Employees, volunteers, members of the public, contractors, exhibitors.

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SIGNIFICANT RISK	SEVERITY OF RISK
1. Musculo-skeletal injuries from poor manual handling techniques.	High
2. Misuse of equipment due to lack of experience resulting in injuries to fingers and hands.	Medium
3. Being struck by falling material.	High
4. Falls from height in excess of two metres.	High
5. Slips and falls due to debris and ropes around marquees.	Medium
6. Electric shock from striking underground or overhead electrical services.	Medium
7. Explosion from striking gas mains.	Medium
8. Exposure to inclement weather resulting in fatigue to employees.	Low
9. Exposure to sun causing sunburn to employees	High
10. Inclement weather having detrimental effect on marquee structure resulting in collapse and multiple injury.	Low
11. Being struck by vehicles on site resulting in multiple injuries.	High
12. Injuries sustained by public from exposure to above hazards.	High
13. Cuts to hands and fingers from contact with hand tools and abrasive materials.	Medium
14. Feet being struck by materials, vehicles and other objects.	Medium
15. FLT colliding with building structure and individuals.	Medium
16. Fire from misuse of propane gas heaters.	Low
17. Electric shock from connection to electrical services.	Low

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WHAT CONTROL MEASURES ARE IN PLACE (INCLUDE ALL TRAINING PROVIDED)

1. Trained experienced tent erectors undertake tent erection.
2. Hand, foot and body protection worn as necessary by employees in the work area.
3. Method statements completed for tent erection.
4. Company follows MUTA guidance with regards to safety design and specification of marquees.
5. Employees have received training in manual handling, basic safety awareness, fire fighting equipment and hazardous substances.
6. Other specific training includes driving vehicles and first aid.
7. Induction training given to all staff.
8. Sunscreen provided in operations vehicles
9. Direct supervision on site controlled by Foreman.
10. Sites routinely inspected by highly experienced management.
11. Pre-site inspections incorporate and identify safety issues.
12. Underground services detected via client's knowledge.
13. All plant and equipment subject to a preventative and statutory maintenance and inspection schemes.
14. Hand-over inspections undertaken
15. Tent material coated in fire retardant material.
16. Electrical connections via competent electrical contractor or via client.

ACTION RECOMMENDED TO CONTROL/REDUCE RISK (INCLUDE TRAINING REQUIREMENTS AND INFORMATION TO BE PROVIDED TO EMPLOYEES)

ACTION PRIORITY

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1. Continue with existing control measures.	Ongoing
2. Ensure PPE is worn when undertaking task.	Ongoing
3. Ensure employees cover up during the middle 5 hours of the day and ensure staff wear sunscreen on exposed areas of skin.	Ongoing
4. Ensure that marquees are erected with sufficient space between each other and other structures, a gap of 6 metres is recommended.	Daily and ongoing
5. Ensure that the clients are aware of whom to contact in event of emergency, bad weather affecting stability of structure etc.	Ongoing
6. Re-inspect marquee after severe weather, wind etc, which may affect stability.	After severe weather
7. Ensure that any contractors on site have a good understanding of your safety policies, method statements and safety issues applicable to that specific site.	Before work commences
8. Ensure contractors have employers liability insurances and are competent to complete tasks required.	Before work commences
9. Ensure that any pre-site visits incorporate safety considerations, access and egress, underground, overhead services and any other hazards on site.	At pre-site inspection
10. Ensure that the tent erected is suitable for clients needs e.g. determine its use, if toxic or flammable substances, then a tent should not be used.	Before erection
11. Ensure clients are aware of fire precautions and evacuation procedures required for the use of the marquees.	On completion
12. Ensure that underground services are detected via Utility companies if necessary.	Before erection
13. Ensure ropes next to exit points are marked off to avoid public walking into them.	During erection
14. When erecting some marquees ensure that the work area is restricted to the public by erecting hazard tape around access areas, or a change in the time of erection is undertaken to reduce the risk of injury.	Before and during erection

EVALUATION OF RESIDUAL RISK AFTER ALL CONTROL MEASURES ARE TAKEN

Low