

MANDALA Gazebo: Health and Safety Risk Assessment

Manual Handling				
Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Members of staff 	<ul style="list-style-type: none"> Abrasions, cuts, and fractures Back pain Muscle sprain Joint or disc injuries Trapped nerves Hernias 	<ul style="list-style-type: none"> Heavy loads Bulky loads Unstable loads Moving loads across uneven surfaces Moving loads across slippery surfaces Moving loads around obstacles Moving loads in poorly lit areas etc Lack of manual handling training 	Ensure that the movement of loads is within each individual's ability	Yes
			Allocate more than 1 person to moving large or heavy loads	Yes
			Reduce the load by breaking it down into smaller pieces	Yes
			Make loads easier to handle e.g. by adding handles to the packaging or wearing gloves	Yes
			Remove unnecessary packaging	Yes
			Ensure load does not obstruct the view (of those moving it) during the manual handling operation	Yes
			Ensure load is stable e.g. repackage	Yes
			Provide lifting and/or moving aids e.g. sack trolleys, and train staff in their use.	Yes
			Allow a resting stage between loads to allow muscles to recover	Yes
			Store heavy, frequently-used items at waist height, to limit the need for lifting up and setting down	Yes
			Provide lifting aids: train staff in their use	No
			Further actions: Staff work in pairs/groups to lift larger/heavier loads.	
			Assess route and remove hazards e.g. repair damaged flooring, provide non-slip trackway, improve lighting, remove obstacles	Yes
			Identify alternative safe route	Yes
			Provide suitable PPE e.g. boots with good sole grip	Yes
			Provide suitable manual handling training	Yes

Violence at work

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Staff Contractors 	<ul style="list-style-type: none"> Verbal abuse Threats Assault leading to physical injuries 	<ul style="list-style-type: none"> Robbery and theft Robbery when moving cash to secure storage Payment disputes Group disorder Persons under the influence of drink or drugs Frustration Intimidation and racial harassment 	Use of Bank cards / cashless transactions encouraged	Yes
			Cash in tills kept to a minimum	N/A
			Valuable goods located away from service counters	Yes
			Cash kept in a secure place	N/A
			Transfer of cash to secure storage is at random times	N/A
			Transfer of cash to secure storage uses varied routes	N/A
			Transfer of cash to secure storage involves, where possible, two people	N/A
			Staff trained not to resist robberies	Yes
			Staff trained to have a planned escape route	Yes
			Staff trained to recognise signs of aggression	Yes
			Staff trained to provide a good, friendly service	Yes
			Staff trained not to respond to provocation or abuse	Yes
			Staff trained to offer a 'way out' by allowing an aggressor to 'save face'	Yes
			Staff trained to summon help and support immediately it is needed	Yes
			Staff trained to share information on potential or known troublemakers	Yes
			Avoid lone working where possible. Where lone working cannot be avoided a risk assessment will have been carried out and necessary controls implemented.	Yes
			Ensure appropriate means of communication	Yes

Slips, Trips & Falls

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Members of staff Contractors Members of the public 	<ul style="list-style-type: none"> Abrasions and cuts Bruising / sprains Musco-skeletal injuries Fractures Death 	<ul style="list-style-type: none"> Outdoors - slippery or uneven surfaces Trip hazard obstacles Indoors - slippery or uneven surfaces Use of stairs and uneven surfaces Human factors 	Site survey carried out to identify slip and trip hazards – hazards removed or controlled (e.g. wet leaves removed from walkways or icy travel routes salted/gritted, pot holes and uneven surfaces removed/repaired)	Yes
			Safe routes identified and used by staff. Trip hazards that cannot be removed are identified and highlighted	Yes
			Suitable and/or protective footwear required and worn	Yes
			Guy ropes and anchors highlighted and/or barricaded off from public access	Yes
			Cables not run across walkways without suitable, marked protective cable routers	Yes
			Stock stored appropriately to prevent obstacle creation	Yes
			Where limited areas of flooring show indications of slip hazards, non-slip mats assessed for temporary use	Yes
			Cleaning plan in place and spillages cleaned up without delay (Clean as you go). Staff trained in cleaning procedures	Yes
			Planned maintenance programme in place to reduce failure risks that could result in leaks. Arrangements in place for urgent repair call outs	Yes
			Leaking liquid collected, and disposed of	Yes
			Hazard warning signs displayed after wet cleaning	Yes
			Suitable equipment provided to limit liquid on floor e.g. mop wringer and staff fully trained in safe wet cleaning	Yes
			Clean footwear policy in place to ensure muddy footwear removed before entering catering units	Yes
			Planned maintenance checks on equipment to reduce unnecessary condensation. Ventilation (and extraction) overhauled/improved if continuing issue	Yes
			Cleaning plan adapted to include regular removal of condensation, as appropriate	Yes

Slips, Trips & Falls ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Members of staff Contractors Members of the public 	<ul style="list-style-type: none"> Abrasions and cuts Bruising / sprains Musco-skeletal injuries Fractures Death 	<ul style="list-style-type: none"> Outdoors - slippery or uneven surfaces Trip hazard obstacles Indoors - slippery or uneven surfaces Use of stairs and uneven surfaces Human factors 	Suitable flooring to meet hygiene and safety standards for its planned use	Yes
			Temporary flooring suitability checked before use to ensure it has slip resistant properties and does not lift or crease causing tripping hazards	Yes
			Where limited areas of flooring show indications of slip hazard, non-slip mats assessed for temporary use	Yes
			Slip resistant footwear for staff provided where necessary	Yes
			Staff encouraged to report damage flooring immediately. Damaged areas of flooring highlighted and barricaded off	Yes
			Damaged flooring repaired or replaced	Yes
			Regular drain clearance and blockages cleared to avoid overflowing. Drainage replaced or repaired if continuing problem	Yes
			Tasks involving use of stairs limited where practicable. Stair hazards included in Manual handling assessments	N/A
			Stairs inspected regularly to ensure in good condition and to identify and manage wear and tear. Stair nosings highlighted	N/A
			Uneven surfaces identified, barricaded off or signage warnings. Early repair	Yes
			Level changes highlighted	Yes
			Safe systems of work in place, including realistic time allocation for tasks. Staff trained in safe ways of working	Yes
			Job allocation based on individual's ability to carry out tasks safely. Vulnerable staff (due to age, illness, disability etc) provided with extra training support and on the job supervision	Yes
			Staff trained to report damage to equipment, surfaces, structures and facilities as soon as spotted. Staff trained to report accidents, injuries and near misses	Yes
			Accident books reviewed for information on slip, trip and fall near misses	Yes

Slips, Trips & Falls ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Members of staff Contractors Members of the public 	<ul style="list-style-type: none"> Abrasions and cuts Bruising / sprains Musco-skeletal injuries Fractures Death 	<ul style="list-style-type: none"> Outdoors - slippery or uneven surfaces Trip hazard obstacles Indoors - slippery or uneven surfaces Use of stairs and uneven surfaces Human factors 	Regular checks to ensure stock is packed away safely and obstacles are removed from walkways. Staff regularly reminded of importance of keeping walkways clear and obstacle free	Yes
			Regular checks to ensure levels of lighting suitable for tasks carried out. Swift replacement of failed bulbs	Yes

Contact with hot liquids (steam, hot water, hot oil) and hot surfaces

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Staff Contractors Members of the public 	<ul style="list-style-type: none"> Burns from hot oil Burns from contact with hot liquids or surfaces Scalds from steam or hot liquids 	<ul style="list-style-type: none"> Unsafe empty/cleaning of deep fat fryers Slips trips and falls Poor kitchen layout Failure to use protective equipment/clothing Malfunctioning equipment Hot water containers overturning Misuse of steam generating equipment Water taps too hot Spills 	Use of automated or semi-automated filtering processes, where possible	N/A
			Manufacturer's instructions followed	Yes
			Appliances turned off, including at the wall socket for electric appliances, and at the on/off control for gas appliances	Yes
			Emptying and/or filtration commenced when the oil has cooled to 40°C or lower	N/A
			Staff trained in safe methods for emptying and cleaning fryers, including oil filtration, in accordance with the manufacturer's instructions	N/A
			Staff provided with suitable personal protective equipment including eye protection (goggles), heat resistant gloves and aprons. Staff required to wear appropriate protective footwear.	Yes
			Appropriate flooring for the work activities, ideally slip resistant	Yes
			Floors maintained in good condition; spillages cleared up immediately. Where necessary warning signage displayed.	Yes
			Regular cleaning in accordance with the Cleaning plan	Yes
			Walkways kept free from tripping hazards such as trailing cables or obstructions	Yes
			Equipment generating heat sited, where possible, away from main walkways and away from customer contact	Yes
			'Hot Surface' signs displayed	N/A
			Suitable protective equipment provided e.g. heat resistant kitchen cloths for removal of items from cookers/bain-maries etc	Yes
			Staff provided with appropriate protective overclothing e.g. long sleeved jackets etc	Yes
			Heating, cooking and hot holding equipment regularly maintained, to include effective operation of thermostats and cut outs	Yes

Contact with hot liquids (steam, hot water, hot oil) and hot surfaces ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Burns from hot oil • Burns from contact with hot liquids or surfaces • Scalds from steam or hot liquids 	<ul style="list-style-type: none"> • Unsafe empty/cleaning of deep fat fryers • Slips trips and falls • Poor kitchen layout • Failure to use protective equipment/clothing • Malfunctioning equipment • Hot water containers overturning • Misuse of steam generating equipment • Water taps too hot • Spills 	Hot water containers e.g. urns sited on level surfaces, restraints fitted to prevent overturning and sited away from customer contact	Yes
			Staff trained in safe use of steam generating equipment before first use	Yes
			Thermostatic controls fitted	Yes
			Hot water signs displayed	No
			Further actions: Staff are aware that hot water is held in Bain Marie, Dumpling Steamers and Urn/Kettle.	
			Equipment not over filled	Yes
			Lids fitted where appropriate	Yes
			Movement of hot liquids limited	Yes
			Service temperature limited	No
			Further actions: Due to the nature of steaming dumplings effectively, water must be constantly at boiling point.	

Use of knives and sharp blades

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors 	<ul style="list-style-type: none"> • Cuts • Puncture wounds • Amputations • Crush injuries 	<ul style="list-style-type: none"> • Unsafe use of knives • Unsafe use of catering machinery with blades 	Automate cutting process	No
			Further actions: Staff are trained on safe use of knives.	
			Use of safety knives	Yes
			Use of knives suitable for the task and the food	Yes
			Knives kept sharp	Yes
			Stable surface used for cutting. Commercial chopping boards used with (as necessary) slip resistant matting beneath to prevent boards sliding on the surface.	Yes
			Cutting areas well-lit and away from walkways (to avoid distraction, inadvertent contact etc)	Yes
			Careful handling when washing up. Avoidance of submerging sharp blades and knives in such a way that they are concealed	Yes
			Knives carried with the blade pointing down	Yes
			Knives stored securely after use	Yes
			Protective equipment used where appropriate e.g. use of Kevlar gloves	Yes
			Staff trained in safe use of knives	Yes
			Manufacturer's instructions followed when operating and cleaning cutting equipment/machinery	Yes
			Equipment serviced and maintained in accordance with manufacturer's instructions	Yes
			Checks to ensure that all guards and safety devices are in place and operate correctly before starting use	Yes
			Equipment turned off and unplugged before dismantling and cleaning or trying to remove blockages/trapped food etc	Yes
			Blade carriers used to remove and refit blades	Yes
			All guards and safety devices refitted after cleaning	Yes
			Blades kept sharp	Yes

Use of knives and sharp blades ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors 	<ul style="list-style-type: none"> • Cuts • Puncture wounds • Amputations • Crush injuries 	<ul style="list-style-type: none"> • Unsafe use of knives • Unsafe use of catering machinery with blades 	Pushers, sticks etc used to load machinery	Yes
			Hair and/or loose clothing tied back to avoid catching in machinery	Yes
			Machinery located away from walkways to reduce risk of disturbance	Yes
			Area around machinery sufficient for safe operation, kept clean and free of obstacles	Yes
			Staff trained in safe use of machinery	Yes

Lone Working

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors 	<ul style="list-style-type: none"> • Minor injuries • Major injuries • Verbal abuse • Physical assault • Death 	<ul style="list-style-type: none"> • Apparent vulnerability of the lone worker • Lack of support in case of equipment failure • Lack of support in case of accident 	Avoid lone working	No
			Further actions: Where possible, lone working is avoided - but there are times during our workflow where this is unavoidable.	
			Full risk assessment of workplace and work location carried out	Yes
			Assessment of medical suitability for lone working carried out	Yes
			Control/risk mitigation measures implemented and regularly reviewed	Yes
			Staff trained in ways to deal with aggression and violence (See Violence at work risk assessment)	Yes
			Measures in place to manage any risks in travelling to and from work alone, particularly at night	Yes
			Measures in place, such as a 'buddy system' to ensure that a lone worker returns safely from work to their home base	No
			Further actions: Staff make their own way home from work.	
			Staff given all necessary safety information e.g. presence of hazardous substances and safe use of equipment	Yes
			Staff trained in First Aid and provided with appropriate First Aid materials	Yes
			Appropriate emergency arrangements in place	Yes
			Staff trained in using emergency arrangements	Yes
			Arrangements in place to allow staff to communicate with others in the case of emergency. Including back up measures for places where mobile phone reception is poor	Yes
			Regular visits or contact to check on the health, safety and wellbeing of lone workers	Yes

Use of Liquefied Petroleum Gas (LPG)

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Injuries due to fire and explosion • Irritation to nose and throat • Vomiting • Dizziness • Drowsiness • Asphyxiation • Death • Carbon monoxide poisoning • Cold burns 	<ul style="list-style-type: none"> • LPG leak (Cylinders/Single & multiple appliances) • Incomplete combustion • Inadequate ventilation • Contact with LPG - skin and eyes • Equipment cooled by LPG vapourisation 	LPG cylinders are sited correctly to prevent leaks. Where a mobile vehicle or trailer has a purpose-built LPG cylinder facility this is used, in accordance with the manufacturer's advice	Yes
			Cylinders will be secured and/ or restrained so they do not topple over which could cause LPG leakage	Yes
			Where there is no purpose-built facility, as described above, propane cylinders are sited in the open air and not inside marquees, tents or other temporary enclosures	Yes
			LPG cylinders sited externally are sited on level and firm ground	Yes
			LPG cylinders sited externally are sited a minimum of 1m (horizontally) and 0.3m (vertically) from a combustible material and/or an ignition source	Yes
			LPG cylinders sited externally are caged or suitably housed to avoid 3rd party tampering (must be accessible in an emergency) are sited so they do not cause a trip hazard or obstruction	Yes
			LPG cylinders sited externally are sited away from vehicular traffic	Yes
			LPG cylinders sited externally are sited so they do not interfere with public rights of way or with emergency exits or fire muster points	Yes
			LPG cylinders sited externally are sited at ground level (not below ground, not within a basement, carport or similar) and are sited at least 2 metres away from sunken ground, gullies, drains or drainage covers	Yes
			LPG cylinders sited externally are kept to the minimum necessary for the type and number of appliances served	Yes
			A single LPG cylinder may be located in a marquee, tent or other enclosure, provided it only supplies a single appliance	Yes
			Any single LPG cylinders located inside a marquee, tent or other enclosure has a maximum capacity of 19kg propane	Yes

Use of Liquefied Petroleum Gas (LPG) ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Injuries due to fire and explosion • Irritation to nose and throat • Vomiting • Dizziness • Drowsiness • Asphyxiation • Death • Carbon monoxide poisoning • Cold burns 	<ul style="list-style-type: none"> • LPG leak (Cylinders/Single & multiple appliances) • Incomplete combustion • Inadequate ventilation • Contact with LPG - skin and eyes • Equipment cooled by LPG vapourisation 	Any single LPG cylinders located inside a marquee, tent or other enclosure is positioned next to the appliance but not subjected to heat from the appliance	Yes
			Any single LPG cylinders located inside a marquee, tent or other enclosure is suitably placed to allow easy access to the cylinder valve	Yes
			Any single LPG cylinders located inside a marquee, tent or other enclosure is kept upright on a firm level hard standing	Yes
			Any single LPG cylinders located inside a marquee, tent or other enclosure is kept away from storage of rubbish, cardboard or other flammable material	Yes
			Gas appliances have a flame failure device for each burner control. NOTE: There are some commercial BBQs where this is not essential provided they have been certified as 'Safe to use'	Yes
			Gas appliances have a CE or UKCA mark or documentation/ manufacturer's instructions showing the Certificate of European Conformity	Yes
			Commercial grade appliances / equipment only. No domestic appliances or camping equipment will be used	Yes
			Gas appliances protected from public interaction	Yes
			Single portable gas appliances will only be supplied with LPG via an orange hose where the hose is no more than 5 years old. An expiry date should be stamped on the hose by the manufacturer	Yes
			Single portable gas appliances will only be supplied with LPG via an orange hose where the fittings are of a clamp or crimped type. Worm drive and jubilee clips will not to be used	Yes

Use of Liquefied Petroleum Gas (LPG) ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Staff Contractors Members of the public 	<ul style="list-style-type: none"> Injuries due to fire and explosion Irritation to nose and throat Vomiting Dizziness Drowsiness Asphyxiation Death Carbon monoxide poisoning Cold burns 	<ul style="list-style-type: none"> LPG leak (Cylinders/Single & multiple appliances) Incomplete combustion Inadequate ventilation Contact with LPG - skin and eyes Equipment cooled by LPG vapourisation 	Single portable gas appliances will only be supplied with LPG via an orange hose where the hose does not exceed 1500mm in length from appliance to regulator	Yes
			Single portable gas appliances will only be supplied with LPG via an orange hose where the manufacturer has pre-installed the hose and regulator using a factory swaged fitting	No
			Further actions: Any appliances with orange hoses are fitted in compliance by our Gas Safety Engineer.	
			Single portable gas appliances will only be supplied with LPG via an orange hose where high pressure appliance hoses will have factory/machine swaged fittings at both ends	No
			Further actions: Any appliances with orange hoses are fitted in compliance by our Gas Safety Engineer.	
			Multiple gas appliances are connected to a single supply gas line either by a fixed rigid pipework system (copper pipe, mild steel or stainless steel, or "Quick-safe" system or similar)	Yes
			Multiple gas appliances are fitted with individual appliance isolation valves incorporated within the installation (unless a 'Quick-safe' system or similar is fitted)	Yes
			Multiple gas appliances have OPSO (Over pressure shut off protection)	Yes
			Multiple gas appliances are able to be isolated with one action (single valve) where appliance or appliances are connected to multiple cylinders	Yes
			Multiple gas appliances have Individual isolation valves where multiple appliances are connected to a single cylinder	Yes
			Orange hose is not used for multiple appliance installations	Yes
			All appliances connected to a cylinder via a flexible hose are regularly checked for leaks and damage	Yes
			All joints and connections are leak tested by brushing with leak detection fluid prior to use, including the connections between the cylinder and the regulator	Yes

Use of Liquefied Petroleum Gas (LPG) ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Injuries due to fire and explosion • Irritation to nose and throat • Vomiting • Dizziness • Drowsiness • Asphyxiation • Death • Carbon monoxide poisoning • Cold burns 	<ul style="list-style-type: none"> • LPG leak (Cylinders/Single & multiple appliances) • Incomplete combustion • Inadequate ventilation • Contact with LPG - skin and eyes • Equipment cooled by LPG vapourisation 	Visual checks are made on pressure regulator or valve washers before connecting each new cylinder	Yes
			All staff using gas equipment trained in its proper use and how to carry out visual checks for obvious faults	Yes
			To ensure the correct safe set up and to minimise direct contact with liquid gas which could damage eyes and skin, cylinders are changed by TRAINED STAFF ONLY	Yes
			Appliances are correctly fitted by competent persons (Gas Safe registered engineer certified to work with LPG)	Yes
			Gas appliances, flues, pipework and safety devices inspected regularly by a competent Gas Safe engineer, in accordance with manufacturer's advice, to ensure they are properly maintained	Yes
			LPG used in the open e.g. in gazebos, marquees, tents, market stalls and similar temporary structures: Rear panel completely removed to create a natural path of air through cross ventilation (wind tunnel effect). Ensures an adequate supply of fresh make up air and a path for the used air to escape	Yes
			Mobile catering trailers and vehicles have a certificate of compliance to BSEN 1949:2011 issued by a Gas Safe registered engineer	N/A
			Mobile catering trailers and vehicles have current gas tightness test certificate	N/A
			Signs of frosting on cylinders or appliances are reported to Responsible person, as this may indicate a leak	Yes
			Staff are trained to avoid touching metal showing frosting, to avoid potential risk of cold burns	Yes
			Gloves and goggles worn when changing cylinders to limit the risk of cold burns	Yes

Tents, gazebos and other temporary structures

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Staff Members of the public 	<ul style="list-style-type: none"> Abrasions and cuts Bruising Fractures Musco-skeletal injuries Electrocution 	<ul style="list-style-type: none"> Collapse of structure / poor set-up Bad weather Falls from height - erection/dismantling Slips and trips Contact with electrical cables Poor manual handling 	Ensure structure is fit for purpose. Use in line with manufacturer's advice to prevent the collapse of the structure	Yes
			To ensure that the structure is sited on suitable land, carry out pre-event site survey and agree alternative provision with organiser, where possible. If not, all possible measures taken to reduce risks e.g. levelling, compacting, use of equipment to ensure stability	Yes
			Ensure anchors are of sufficient length and appropriate for specific soil. Carry out "pull out" tests. Ballast (calculated to meet likely forces) used as alternative where appropriate. Follow manufacturers advice	Yes
			Anchors, guy ropes/ wires and structural elements are regularly checked for poor condition and replaced as necessary	Yes
			Weather monitored. Structure taken out of use if wind forecast to exceed tolerance	Yes
			To detect damage as a result of vandalism, regular checks carried out. Repairs as necessary	Yes
			During erection and/or dismantling, ensure safe systems of work are in place for hazardous activities and to prevent the misuse of equipment	Yes
			Staff/contractors fully trained in the use of equipment and the safe systems of work for erecting and dismantling gazebos and tented structures	Yes
			Work at height avoided where possible e.g., through use of lifting machinery, use of platforms etc	N/A
			Use of ladders limited to low risk, short duration (30 minutes at a time) activities	N/A
			Regular checks to ensure ladders are suitable for their intended purpose and remain in good condition	N/A
			To prevent falls from height staff are trained in the safe use of ladders	N/A
			PPE provided, where necessary e.g., safety harnesses, hard hats, gloves	Yes
			Implement the specific risk assessments for Working at height and for Slips, trips and falls as applicable	Yes
			Where possible carry out a pre-event visit to identify hazards which can result in slips and trips (uneven ground, mud and slippery surfaces) and to assess site suitability	Yes

Tents, gazebos and other temporary structures ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> Staff Members of the public 	<ul style="list-style-type: none"> Abrasions and cuts Bruising Fractures Musco-skeletal injuries Electrocution 	<ul style="list-style-type: none"> Collapse of structure / poor set-up Bad weather Falls from height - erection/dismantling Slips and trips Contact with electrical cables Poor manual handling 	Specify to event organiser level ground as required	Yes
			If when on-site, obstacles are identified which could cause a slip or trip injury, then these are highlighted e.g., through use of hazard tape and/or "barricaded" off	Yes
			Key walkways are kept clear, in good condition and suitable for use e.g., by use of matting etc	Yes
			To minimise the risk of a slip, trip or fall injury, staff are asked to wear safety shoes with anti-slip soles	Yes
			Carry out a pre- event visit to establish proximity of any overhead or underground cables to planned site of gazebo/tented structure etc.	Yes
			Organisers requested to provide detailed information on location and type of underground/overground electrical services	Yes
			Procedures for the delivery, erection and dismantling of the structure to be amended as necessary if presence of electrical cables is likely to impact on existing procedures	Yes
			Staffed briefed on locations of the electrical cables and instructed to avoid such areas	Yes
			To prevent injuries from poor manual handling during the erection/dismantling of structure, manual handling risk assessments carried out and the controls implemented as applicable	Yes
			Staff trained in safe manual handling procedures	Yes
			If trading during hours of darkness, sufficient lighting is provided inside and outside the unit to ensure a safe exit	Yes

Use of Vehicles

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Minor injuries • Major injuries • Death 	<ul style="list-style-type: none"> • Unsafe vehicles • Unsafe driver 	Vehicles are suitable for the tasks required	Yes
			Vehicles have good direct visibility when reversing. Where necessary reversing alarms fitted or banksmen provided	Yes
			Safety features such as horns, lights, reflectors and reversing lights fitted	Yes
			Vehicles have effective brakes	Yes
			Adequate seats and seat belts fitted, maintained in good working order and used	Yes
			Safe means of access and exit to the vehicle available	Yes
			Vehicles suitably maintained (in accordance with manufacturer's instructions) so that they are in good mechanical condition	Yes
			Where necessary, vehicles have a current MOT certificate and are properly insured	Yes
			Basic safety checks carried out before use e.g. tyres checked for correct inflation	Yes
			Brakes engaged before loading or removal of goods begins. Consider use of wheel chocks.	Yes
			Driver have current licence and experience in driving and towing i.e. competent for the task	Yes
			Training on manoeuvring and general driver safety provided and refreshed as necessary	Yes
			Drivers informed of hazards at destination site	Yes
			Loading and unloading pre-planned	Yes
			Suitable access equipment for loading/unloading provided	Yes
			All manual handling tasks risk assessed and hazard controls in place	Yes
			Safe systems of work used e.g. for coupling and uncoupling. Spot checks made.	Yes
			Shifts designed to avoid driver fatigue	Yes

Use of electricity

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Burns • Eye damage • Electrical shock 	<ul style="list-style-type: none"> • Unsuitable electrical supply system • Unsafe electrical supply system • Unsuitable electrical equipment • Unsafe electrical equipment • Lack of maintenance • Misuse of electrical equipment 	Ensure electrical supply systems are suitable for their intended use	Yes
			Where temporary supply systems, including cables, plugs, sockets and fittings are used outdoors they are suitably constructed and protected to remain safe within the operating environment e.g. protected against water penetration or mechanical damage.	Yes
			Electrical supply system installed and/or adapted by a competent electrician i.e. NICEIC registered or similar	N/A
			Electrical supply system checked and certified as safe for use by a competent electrician every 5 years	N/A
			Records of inspection and certification maintained	Yes
			All electrical equipment suitable for its intended use	Yes
			All electrical equipment designed for commercial activities and CE or UK CA marked	Yes
			All electrical equipment used outdoors in a situation open to the weather i.e. NOT within a mobile catering vehicle, suitably protected against adverse environmental conditions such as water, dust and heat etc	Yes
			Suitable protective devices such as fuses, RCDs (circuit breakers) and appropriate earthing in place	Yes
			Staff trained to carry out visual checks of equipment, especially portable equipment before use.	Yes
			Any damaged equipment removed from use immediately, separated out and marked as unsafe and not to be used. Equipment only allowed back into use when repaired by a competent person	Yes
			Easily accessible isolator switches in place to allow machinery to be rapidly turned off in case of emergency. Isolator presence marked by approved safety signs stating 'Danger Mains Isolator'	N/A
			Regular checks carried out on all electrical equipment by a competent person e.g. a qualified electrician that is NICEIC registered or similar	Yes
			Portable equipment safety tested annually, unless handheld which is checked every 6 months	Yes
			Records of safety checks kept	Yes

Use of electricity ... continued

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
<ul style="list-style-type: none"> • Staff • Contractors • Members of the public 	<ul style="list-style-type: none"> • Burns • Eye damage • Electrical shock 	<ul style="list-style-type: none"> • Unsuitable electrical supply system • Unsafe electrical supply system 	Staff trained in safe use of electrical equipment.	Yes
		<ul style="list-style-type: none"> • Unsuitable electrical equipment • Unsafe electrical equipment • Lack of maintenance • Misuse of electrical equipment 	Access to electrical supply systems restricted to prevent tampering/misuse	Yes

Signed: 
 Date: 22/01/2025

Print Name: CONOR ALLEN
 Review Date: 04/02/2026