

# THE STAGEBUS

## RISK ASSESSMENT: Events with Marquees

<i>Risk:</i>	<i>Possible consequence:</i>	<i>Possibility:</i>	<i>How will we reduce this risk:</i>	<i>Possibility reduced to:</i>	<i>What we will do if the event occurs:</i>
<b>Installing / uninstalling marquee</b>	Injury from tools or equipment	Medium	Members of the public to be excluded from the working area until the build has been completed and declared safe. All workers will be competent and have taken part in a safety briefing prior to build start, and to follow the instructions of the build leader.	Low	Make the area safe to prevent further injury. Call a first aider if necessary.
	Injury from manual handling	Medium	All workers to have taken part in a safety briefing, including safe lifting technique and practices.	Low	Call a first aider if necessary, and stop the affected individual from working to prevent further injury.
<b>Guy ropes / pegs</b>	Injury from tripping	Medium	Ensure all ropes are clearly marked, and that peg tops are covered. Limit access around marquee where possible	Low	Call first aider if necessary.
	Becoming loose	Medium	Anchoring is a critical part of marquee	Low	Replace and adjust all anchors and guy ropes

			stability. Pegs should be inserted firmly into the ground and checked regularly. All guy ropes should be kept taut.		as required.
<b>Uneven floor</b>	Injury from tripping	Medium	Select an area to erect the marquee that is as flat as possible. If flooring is used, ensure that it is securely fastened to the ground, and check its status regularly during an event.	Low	Identify and remove / mark the trip hazard. Call a first aider if necessary.
<b>High winds</b>	Injury / death from tent collapse	Low	The marquees are designed to withstand winds of up to 75mph, but should be attached to the ground as securely as possible. On hard standing where ground driven stakes cannot be used, suitable weights and tie points should be utilised. If high winds are predicted then the area should be evacuated, and erection or dismantling delayed if this is the safest option.	Low	Evacuate the area and make safe. Call for first aider and security back up if necessary.
<b>Incorrectly built</b>	Injury / death from tent	Low	All marquee workers to	Low	Evacuate the area and

<b>structure</b>	collapse		follow the instructions of the build leader, who will ensure that correct methods and procedures are followed. Structure to be inspected and declared safe prior to use. Attention should be paid to the marquee during use, and any signs of structural failure identified so further action can be taken.		make safe. Call for first aider and security back up if necessary.
<b>Fire</b>	Damage to equipment/injury/death	Low	Smoking is not allowed within 10 m of the structure. The canvas is fire retardant PVC, and all materials (such as banners or decoration) used within the structure should also have fire retardant properties. Fire fighting equipment and procedures should be in place.	Low	Evacuate the area and follow fire fighting procedures.  Dial 999 and request fire responders if necessary.  Call for a first aider if necessary.  Request additional site security if necessary.
<b>Crowd Disorder</b>	Damage to equipment/injury/death	Medium	Event organiser to provide adequate security to protect the structure.	Low	Contact site security. Dial 999 and request police support if necessary.

APPROVED BY Andrew Teverson, OCTOBER 2015, on behalf of THE STAGE BUS LTD.