



RISK ASSESSMENT: THE USE OF MARQUEES AT EVENTS

Please Note: For the purposes of this Risk Assessment, the term “marquees” shall include marquees, gazebos, tents and any other similar temporary structure requiring assembly and/or dismantling.

Hazard	Risk	Possibility	Severity	How we will reduce the Risk	Possibility Reduced To	What we will do if the Risk Occurs
Installing and/or uninstalling the Marquee	Injury from tools or equipment	High	Low - High	Members of the public are to be excluded from the working area until the build has been completed and declared safe. All workers will be considered to be competent and will have taken part in a safety briefing prior to installing and/or uninstalling the structure. All workers are to follow the instructions of the build leader. All workers will be expected to wear suitable and appropriate PPE	Low	Make the area safe to prevent further injury. Call for a first aider if necessary.

the stage bus

Hazard	Risk	Possibility	Severity	How we will reduce the Risk	Possibility Reduced To	What we will do if the Risk Occurs
				where they and/or the build leader deem it necessary.		
Installing and/or uninstalling the Marquee	Injury from manual handling	Medium	Medium - High	All workers are to have taken part in a safety briefing, including safe lifting technique and practices. Workers are to use their discretion and exercise caution when engaging in manual handling and should not participate if they do not consider themselves physically capable of the task.	Low	Stop the affected individual from working to prevent further injury. Call for a first aider if necessary.
Guy ropes / pegs	Injury from tripping	Medium	Low - Medium	Ensure all ropes are clearly marked, and that peg tops are covered. Limit access around marquee where possible.	Low	Move/remove ropes and pegs if necessary. Call for a first aider if necessary.

the stage bus

Hazard	Risk	Possibility	Severity	How we will reduce the Risk	Possibility Reduced To	What we will do if the Risk Occurs
Guy ropes / pegs	Becoming loose	Medium	Medium - High	Anchoring is a critical part of marquee stability. Pegs should be inserted firmly into the ground and checked regularly. All guy ropes should be kept taut.	Low	Replace and adjust all anchors and guy ropes as required.
Uneven floor	Injury from tripping	Medium	Low -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 for a first aider if necessary.
High winds	Injury / death from tent collapse	Low	High	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	Low	Evacuate the area and make safe. Call for a first aider if necessary. Call for security if necessary.

Hazard	Risk	Possibility	Severity	How we will reduce the Risk	Possibility Reduced To	What we will do if the Risk Occurs
				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.		
Incorrectly built structure	Injury / death from tent collapse	Low	High	All marquee workers are to follow the instructions of the build leader, who will ensure that correct methods and procedures are followed. The structure is to be inspected and declared safe prior to use. Attention should be paid to the marquee during	Low	Evacuate the area and make safe. Call for a first aider if necessary. Call for security if necessary.

the stage bus

Hazard	Risk	Possibility	Severity	How we will reduce the Risk	Possibility Reduced To	What we will do if the Risk Occurs
				use, and any signs of structural failure identified so further action can be taken.		
Fire	Injury	Low	Medium - High	Smoking is not allowed within 10 metres 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 to contact the fire service if necessary. Call for a first aider if necessary. Call for security if necessary.
Crowd Disorder	Damage to equipment/Injury/death	Low	Medium	The event organiser is expected to provide adequate security for the size and nature of the event to protect the	Low	Contact security Dial 999 to contact the police if necessary.



Hazard	Risk	Possibility	Severity	How we will reduce the Risk	Possibility Reduced To	What we will do if the Risk Occurs
				structure and operating workers.		

Approved by Andrew Teverson on behalf of The Stage Bus Ltd., June 2024.