

Ludgershall Parish Council
Generic health and safety risk assessment for outdoor events involving large gatherings of people (e.g. public performances)

Brief description of event:			
Location:	Assessment carried out by:	Assessment date:	Assessment reference:

HAZARD IDENTIFIED: Use of marquees						
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:		
				Who	When	Completed
Collapse of marquee or items within arising from unsuitable erection or inclement weather.	Those within the marquee and adjacent.	Use of competent individuals agreed by the Parish Council to erect and dismantle marquee ensuring necessary documentation in place, e.g. own risk assessment, insurance cover.				
Exceeding marquee's capacity restricting safe movement of people and prompt evacuation from it in the event of an emergency	Those within the marquee	Marquee's capacity established and advance arrangements to ensure not exceeded if likely to attract large numbers, e.g. entry by ticket only. On-the-day monitoring of actual numbers in attendance to ensure capacity not exceeded, this being overseen by the event's overall supervisor.				
Layout of any furniture impacting on thoroughfares, safety, exits, means of escape.		Furniture layout pre-planned to ensure thoroughfares, exits, means of escape maintained. Furniture must also be supported to prevent toppling and therefore improve safety. Those responsible for on-the-day supervision of the event aware of furniture layouts.				
Unauthorised access to the marquee, e.g. overnight, when not in use, and damage to any equipment being stored within	Those accessing marquee, subsequent equipment users.	Marquee secured when not in use, restricting access. Monitoring of marquee for unauthorised access, particularly overnight Where reasonable, equipment removed from marquee, particularly equipment presenting greater risk of injury if used damaged, securely stored elsewhere.				
Sources of ignition within the marquee, e.g. heaters, electrical equipment, cooking appliances and unwanted fire starting and spreading.	Anyone attending the event, in areas adjacent	Smoking not permitted within the marquee. Marquee fabric made of fire retardant material. Electrical equipment suitable for environment and in safe condition. Use of heaters with no visible naked flame, securely positioned, and ideally prior to the marquee being occupied. Naked flame cooking appliances not permitted. Any appliances keeping pre-cooked food warm securely positioned and supervised. Fire extinguishers available within or in close proximity marquee.				

HAZARD IDENTIFIED: Use of marquees (continued)						
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:		
				Who	When	Completed
Tripping over guy ropes, other support to the marquee.	Anyone outside of marquee	Guy ropes etc clearly identified. Activities etc outside of the marquee away from guy ropes etc.				
Close proximity to buildings and impacting on people's safe movements in the event of evacuation from those buildings	Occupants of the marquee and adjacent buildings	Ensure nearby residents are aware of marquee's location.				
Electrical appliances, e.g. lighting, supply cables etc in unsafe condition	Anyone in contact with appliances etc.	Appliances etc: appropriate for environment being used in; installed and checked by competent personnel; and incorporate appropriate level of protection, e.g. battery-powered, reduced voltage, RCD.				

List of approved persons for erection of the Marquee:

Jim Goss
 Jack Fisher
 Archie Harris
 Paul Thomas

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