

Event Risk Assessment Form - Bell Tent Hire

Event Name:		Date:		Venue:	
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(1) Activity / Area of Concern	(2) Hazards Identified	(3) Persons at Risk	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk	(6) New Risk Factor (high, medium or low)
Fire and Emergency	<ul style="list-style-type: none"> ○ Sources of ignition (e.g. cooking processes, lighting, generators) and combustible materials (decorations) increase the risk of fire ○ Failure to evacuate safely ○ People with limited mobility may have difficulty evacuating 	Clients using the tent	low	<ul style="list-style-type: none"> Ⓢ Electric tea light candles and battery or solar lights supplied with hire for lighting sources. Ⓢ Hire terms and conditions covers keeping flames away from the tent, no smoking Ⓢ Furniture is positioned to allow easy manoeuvre and exit. Ⓢ No naked flames within tent or in vicinity of tent. Ⓢ No flammable substance should be brought into the tent or near to the tent Ⓢ No smoking in the tent or around the tent. Ⓢ Tent materials flame resistant and compliant to BS 476:7 and BS 7157 	Low
Slips, trips and falls	<ul style="list-style-type: none"> ○ People trying to move around area in an enclosed space may trip and fall or cause an obstruction, leading to injuries. ○ Injuries to guests, employees or contractors due to slip and trip hazards in and around the vicinity of the bell tent, including guy ropes, articles being left in the way, stakes and anchors associated with tent hire. 	Clients using the tent	Low	<ul style="list-style-type: none"> Ⓢ Electrical cables are tidy and away from obstruction Ⓢ The entrance to the tent is marked with solar lights at the front guy ropes to identify the trip hazards in the dark. Ⓢ Customers are notified of the guy rope trip hazards in advance. All guys, stakes or anchors should be located or covered so that they do not create an obstruction or tripping hazard. Ⓢ Tent is positioned to best avoid customers having to navigate the guy ropes to get to the read of the tent Ⓢ Hirer to inspect site regularly for potential safety hazards. Ⓢ Parents to be made aware of children running around outside of tent are likely to trip. Parental supervision required for use by small children 	Low

Overcrowding:	<ul style="list-style-type: none"> ○ Overcrowding of the area may delay evacuation of the area in the event of an emergency. 	Clients using the tent	Low	<ul style="list-style-type: none"> Ⓢ Max numbers are stipulated on the booking of equipment, limited to the number of beds supplied or for seated set ups guidance will be given in advance dependant on use. 	Low
Manual Handling	<ul style="list-style-type: none"> ○ Movement of heavy or awkwardly shaped furniture and equipment may lead to back pain or other manual handling related injuries. 	Staff members and client	Low	<ul style="list-style-type: none"> Ⓢ Clients are not expected to help move any part of equipment either prior to set up or after delivery Ⓢ Employees are trained in manual handling. Ⓢ Handling aids provided where needed. 	Low
Bell tent and associated equipment	<ul style="list-style-type: none"> ○ Collapse of tent due to design faults, incorrect erection or strong winds: serious risk of harm. ○ Accident during erection and dismantling of marquee may cause serious injury to employees or others in the vicinity ○ Movement of contractor vehicles when bringing equipment onto site, injury to pedestrian on site through collision. 	Staff members and clients	Low	<ul style="list-style-type: none"> Ⓢ Staff are trained in tent erection. Ⓢ Weather is monitored prior to delivery Ⓢ The tent is designed to withstand storms however where there are reasons to be concerned (e.g. because of high winds), Event in A Tent will check the tents's stability prior to use or cancel hire in extreme weather conditions.. Tents should be evacuated if wind gusts exceed 28mph. Ⓢ Access to the property is assessed in advance including parking arrangements. Ⓢ Where the tent is to be in place for an extended period a regular check on its stability should be undertaken. 	Low
Electrical Equipment	<ul style="list-style-type: none"> ○ Electrocutation or fire from the use of unsafe electrical equipment. Failure of lighting causing panic, particularly during an emergency. 	Clients using the tent	Low	<ul style="list-style-type: none"> Ⓢ All electrical equipment is PAT tested, certificates available. Ⓢ A visual inspection of equipment for obvious damage is made before use by Shuffles Entertainment Ltd Ⓢ Leads for electrical hook up sited so as not to pose a trip hazard. Ⓢ Small electrical heater approved by PL insurers with terms of use – well maintained and checked, not sited on a flammable source, must be operated by an adult 	Low

Name of person completing Risk Assessment (printed):Signature: Date: