



Event Gazebo Risk Assessment

This Risk Assessment covers the hazards associated with erecting, using and dismantling Boyatt Wood Parish Council Event Gazebo

Councillors and staff are responsible for their own wellbeing, and expected to wear appropriate clothing, for the weather conditions. If you suffer from any medical condition or allergies, carry your own medication. Activities that do not follow these guidelines are carried out at your own risk.

When the Gazebo is used at Festivals/Events it is expected that the area will be left clean and tidy, and all rubbish is disposed of responsibly.

	Activity	Hazard	Risk To	Risk Level	Controls to Mitigate Risk	Residual Risk
	Children and vulnerable persons	<ul style="list-style-type: none"> • Children straying or becoming distressed • Vulnerable person straying or becoming distressed 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	L	<ul style="list-style-type: none"> • If child found to be reported to Event Security immediately. • Adult supervisor to always remain with child/vulnerable person. 	L
	Erecting, using and dismantling Gazebo	<ul style="list-style-type: none"> • Break in skin, cut, infection • Slips, trips and falls • Sprains, pulled muscles • Burns • Broken bone 	<ul style="list-style-type: none"> • Councillor • Staff 	M	<ul style="list-style-type: none"> • Use manual handling techniques • Gazebo to only be erected in suitable conditions • Minimum of two persons to erect and dismantle gazebo • Only erect on suitable flat surface • Use water weights/pegs to secure gazebo. • No naked flames inside or near the gazebo • No smoking in or near gazebo 	L

	Ground Conditions	<ul style="list-style-type: none"> • Slips, trips and falls • Sprains, pulled muscles • Broken bone 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	M	<ul style="list-style-type: none"> • Wear appropriate footwear with good grip. • Extra care to be taken when walking over rough terrain, wet and muddy areas and slopes. • Do not leave any equipment in the path of other site users 	L
	Insects and vegetation	<ul style="list-style-type: none"> • Bites • Stings 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	L	<ul style="list-style-type: none"> • Be aware of wasp, bee and ant nests in the ground, try not to disturb • Be aware of nearby vegetation that may cause discomfort or injury • Seek medical attention if bitten by animal. 	L
	Lone Working Antisocial behaviour	<ul style="list-style-type: none"> • Physical assault • Verbal abuse 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	L	<ul style="list-style-type: none"> • Do not work alone • Carry mobile phone • Report incident to Event Security/Police • Do not engage or confront group/person if risk of assault or abuse. • If injured seek medical attention immediately. 	L
3	Manual Handling Heavy/awkward objects	<ul style="list-style-type: none"> • Pulled muscles and/or strain • Heavy items landing on foot causing injury 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	L	<ul style="list-style-type: none"> • Use manual handling practices • Ensure minimum of two persons present to setup and dismantle event Gazebo • Do not lift item unless comfortable to do so. • Water weights can be filled in situ with watering can. 	L
	Moving vehicles, bicycles	<ul style="list-style-type: none"> • Collision with moving traffic • Serious injury/death 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	L	<ul style="list-style-type: none"> • Vehicular access will only be at the beginning and end of day to allow all stall holders to set up and dismantle. • Be aware of traffic around you • Manoeuvre vehicle on site as directed by Event Security/ Wardens 	L
	Personal Injury	<ul style="list-style-type: none"> • Cuts grazes • Stings, plant and insect • Slip, trip, fall 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	M	<ul style="list-style-type: none"> • Access to First Aid kit • No unprotected feet – Appropriate footwear • Be aware of ground surface and surroundings 	L

	Tables and other equipment	<ul style="list-style-type: none"> • Bruising • Trapped fingers • Break in skin/infection 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 		<ul style="list-style-type: none"> • Minimum of two persons to set up • Ensure locks in place on all equipment • No sitting or standing on tables • Do not overload table/other equipment • Ensure table other equipment is secure • Fix tablecloths with pegs/weights if required • Avoid trailing items and trip hazards 	
6	Weather	<ul style="list-style-type: none"> • Heat/Sun Exposure • Heavy rain/wind 	<ul style="list-style-type: none"> • Member of Public • Councillor • Staff 	L	<ul style="list-style-type: none"> • In the event of severe weather consider postponing. • Wear appropriate clothing to suit weather conditions • Carry water • Use sunscreen and take shade frequently if required. • If inclement weather use sides on gazebo • Use water weights to increase stability of gazebo 	L

Signed: *M. Phillibert*

Parish Clerk/Responsible Financial Officer

Date: 25 July 2023

Hazard Severity

Low Risk	Trivial/Negligible	Unlikely to occur
Medium Risk	Minor – Severe injury	Occasional occurrence
High Risk	Death - Severe injury	Likely to occur

Risk Matrix

		Severity		
		High	Medium	Low
Probability	High			
	Medium			
	Low			
	IMPACT	Low	Medium	High

Version	Owner	Date Approved	Minute Ref	Website updated	Next Review
V1 – 2023	Parish Council	19/09/2023	084/23	27/09/2023	Q3 2027