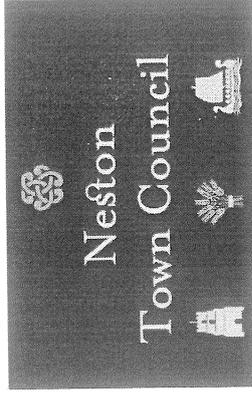


Risk Assessment Erection of Gazebos

Assessment date: 12.10.22



| What are the hazards? | Who might be harmed and how? | What are you already doing? Do you need to do anything else to control this risk? | Action by who? | Next review date |
|---|--|---|---|---|
| <p>1: Lifting and carrying</p> <p>Injury to spine and other body parts through incorrect procedures in lifting and carrying</p> | <p>Trader Caretaker & Markets Officer Agency Staff</p> | <p>Trader must gain adequate training from the Council's dedicated officer, or a representative of their own organisation already trained by the Council, before erecting a gazebo, or lifting and carrying equipment. Gazebos should be erected by a member of experienced staff if possible.</p> <p>Traders who are not fully fit and healthy should not attempt to erect equipment.</p> <p>Traders should be reminded of their obligations under this policy when the equipment is handed over.</p> <p>Use lifting aids to transport gazebos over any distance</p> | <p>Caretaker & Markets Officer Trader</p> | <p>Oct 2023 Or when any changes occur</p> |
| <p>2: Trips and slips</p> <p>Trip hazard from gazebos and associated equipment</p> <p>Slip hazards</p> | <p>General public, trader Employees Agency staff</p> | <p>Whilst gazebos are being erected, equipment should be confined to one limited area close by. After gazebos are erected all equipment should be kept within the edges of the stall area.</p> <p>Ensure that space for placement of gazebo is clear of all spillages prior to erection of the equipment.</p> <p>Use appropriate PPE (e.g. safety boots)</p> | <p>Trader Caretaker & Markets Officer</p> | <p>Oct 2023 Or when any changes occur</p> |

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| <p>3: Windy Conditions</p> <p>Gazebos blowing over, hitting passers-by or damaging property</p> <p>Associated equipment (side panels, weights etc) blowing over and hitting passers-by or damaging property.</p> | <p>General public, traders Employees Agency Staff</p> <p>General public, traders Employees Agency Staff</p> | <p>Caretaker & Market officer to check for forecasted adverse weather conditions.</p> <p>Check forecast online in advance and test wind speed on site regularly during the day with an anemometer</p> <p>Gazebos not to be erected if wind anticipated to be higher than 20mph.</p> <p>If wind speeds are predicted to be less than 20 mph, gazebos can be used but with the following taken into account:</p> <ul style="list-style-type: none"> • Ensure gazebos are erected properly. • Ensure additional weights are used in windy conditions. • Trader not to leave gazebo unattended at any time. • Keep stall configuration intact and safe during trading period. • Remove gazebos promptly at appointed time in windy. • If the gazebo is being left on site for collection, trader should leave equipment in a safe condition, semi folded if necessary to prevent it being caught by the wind. • Take decision to pack up and leave if necessary to maintain safety. | <p>C&MO</p> <p>Traders</p> <p>Market Manager</p> | <p>Oct 2023 Or when any changes occur</p> |
| <p>4: Heavy Rain</p> <p>Water falling in large amounts from stall covers, soaking passers by</p> | <p>General public, trader</p> | <p>During rain, action to be taken to remove build-up of water on the roof covers before the amount becomes significant.</p> <p>Verbal warning to be given when water is being removed from covers so that passers-by can move away from the splash area.</p> <p>Gazebos should be checked regularly by the trader for any defects noted.</p> <p>C&MO to carry out checks weekly when gazebos are erected Defects must be assessed to see if they have any implications for the safety of stallholders and the public. Gazebos that are</p> | <p>C&MO/Trader</p> <p>C&MO/Trader</p> | <p>Oct 2023 Or when any changes occur</p> |
| <p>8: Equipment defects</p> | <p>Trader general public</p> | <p>Gazebos should be checked regularly by the trader for any defects noted.</p> <p>C&MO to carry out checks weekly when gazebos are erected Defects must be assessed to see if they have any implications for the safety of stallholders and the public. Gazebos that are</p> | <p>C&MO Trader</p> | <p>Oct 2023 Or when any changes occur</p> |

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|--|--------------------------------------|--|----------------|-----------------------------------|
| | | deemed to have defects that compromise the safety of stallholders and the general public will be withdrawn from use. Do NOT issue/allow traders to use any defective stalls. | C&MO | |
| 9. Mechanical injuries Shearing, cutting, trapping, impact | Employees Agency Staff Traders | Follow procedure for gazebo erecting Follow manual handling procedure for moving weights etc.. Use appropriate PPE (e.g. gloves, safety boots) Ensure adequate training has taken place | C&MO Trader | Oct 2023 Or when changes occur |

Risk assessment completed by Caretaker & Markets Officer/Market Manager

Signed by Market Manager



Date

16/9/22

Signed by Caretaker & Markets Officer



Date

16/09/22