


This is the statement of general policy and arrangements for:	Marqco Marquees	John Short has overall and final responsibility for health and safety and day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Marqco Marquees	Take care and maintain focus while carrying our work-related activities and respond to demands of workplace conditions. Identify any site risks and take necessary precautions or actions in order to maintain health and safety conditions.
Provide clear instructions and information and adequate training to ensure employees are competent to do their work	Marqco Marquees	Provide training on the setup and dismantling of temporary structures and maintain communication in order to carry our procedures within health and safety guidelines.
Engage and consult with employees on day-to-day health and safety conditions	Marqco Marquees	Carry out visual inspection of site before any work commences in order to identify risk pertaining to health and safety. Monitor potential ongoing risks during duration of hire period such as weather conditions and provide hirer with necessary information on safety procedures and take appropriate action if necessary.
Implement emergency procedures—evacuation in case of fire or other significant incident.	Marqco Marquees	Monitor potential ongoing risks during duration of hire period such as weather conditions and provide hirer with necessary information on safety procedures and take appropriate action if necessary. Providehirerwith instructions on emergency procedures with regards to temporary structures/equipment.
Signed:  Print: John Short (Marqco Marquees)		Date: 01/01/2016

Company name: **Marqco Marquees**

Date of risk assessment: 01/01/2016

Hazard	Persons Involved	Precautions & Actions	Risk Control	Action by:	From:
Trips / injuries	Staff, public and users	General good housekeeping. All areas well lit where reasonably practical. No trailing leads or cables. Staff keep work areas clear including responsibility for personal or business-generated waste.	Personal Protective Equipment used where necessary	All staff	From date of event start
Equipment	Staff, Public and Users	Maintain safe working area around site to maintain public safety. Where possible work will take place at times with lowest public capacity on site. Caution while moving/during construction of equipment. Examine equipment before use for damage, take action if required (e.g. repairs). Assure stability of temporary structures with relation to ground surface, ongoing weather conditions and anchorage.	Assure anchor points. Monitor weather conditions.	All staff	From date of event start, for duration event
Fire	Staff, Public and Users	Brief hirer on use of prohibited ignition sources. Keep any potential ignition sources away from flammable material/substances. Hog Roast/Open fires not permitted in/within specified distance of marquees.	N/A	All staff & users	From date of event start, for duration event
Externally-sourced equipment	Users and Public	Brief on controlling safety of equipment including electrical items (PAT tested if applicable and should not exceed capacity of power source). Brief on prohibited items in use inside marquee e.g. externally-sourced fairy lights.	N/A	All staff & users	From date of event start, for duration event
Services	Staff	Site plan inspection of overhead/underground services (gas/water/electricity) before work may commence. Avoid services with items that may penetrate/make contact with services (e.g. ground spikes/marquee poles). Where services cannot be avoided, take necessary precautions or find alternative site for equipment).	Request site plans before event date	Staff	From date of event start

Method Statement

Preparation for the event shall include the examination and testing of any equipment to be supplied by Marqco Marquees. A site plan or knowledge of the site shall be requested with regards to services in the event area. Any members of staff will be trained where appropriate before the event or trained under supervision. On the day of equipment provision, safe access to the site will be arranged and this shall take place at a time where the least number of persons are on the event ground in order to limit risks to persons on site. Personal Protective Equipment shall be used where necessary before installing or moving equipment. Care shall be taken in order to install and move equipment safely and to take precautions against equipment or staff endangering the users and public on site. Any temporary structures shall be assessed for stability and appropriate anchorage will be used. Installed equipment and surrounding site will be inspected for safety measures (e.g. ignition sources, spillages and/or trip hazards). Following installation, users will be briefed by staff on safe use of equipment (including externally-sourced equipment) and emergency procedures including emergency contact details for Marqco Marquees. Marqco Marquees shall monitor external factors such as weather conditions for the duration of event and shall take appropriate action if necessary including removal of equipment from the site if endangering safety of users and public. Following the event, the same health and safety procedures will be followed for the dismantling and removal of the equipment from the site.