

Risk Assessment & Method Statement

Activity Description	Construction of hard walled tents
Project Name	
Event Address/location	
Event Organiser	
Brief Event Description	
Key Duties:	Assembly of Icon structures

Tasks	Risks	Method Control
Uploading of Vehicles		
Opening of vehicle curtains	Injury from curtain buckles	Secure curtain in windy conditions
Removing of ratchet straps	Load becomes unstable	Check load prior to removal
Manually unloading equipment	Manual handling	Staff training Use of multiple persons
Unloading using forklift	Untrained users Collision with workers Collision with other objects Ground conditions	Only licence holders to use forklift All staff to wear high visibility vests Use staff to observe as required Ensure ground suitable for forklift
Assembly of Roof		
Securing of feet	Foot not secured	Staff training – constant overview
Securing of top junction	Junction not secured	Staff training – constant overview
Positioning of horizontal beams, roof beams and junctions	Low level step ladders Tall step ladders Failure of steps Manual handling Strong wind Falling components	Staff training – constant overview Steps footed on poor ground services Step ladder laid down when used Step ladders checked monthly Tall ladders always footed All step ladders used graded class 1 2 people used in positioning Additional staff used as necessary Feet secured if required Hard hats worn All staff wear steel toe capped boots
Securing roof canopy	Step ladder use Manual handling Strong wind Excessive wind conditions	See above Staff numbers adjust subject to conditions Additional staff used as necessary Additional ropes/straps attached Foreman to deem this duty as unsafe to action Use of anemometer in certain conditions
Fixing of structures to the ground using stakes	Collision with underground services Wind Soft ground conditions	Provision of services plan from client Use of CAT scanner (if unavailable) Additional stakes/ straps used in strong winds Structures deemed unsafe to use to winds exceeding 50mph Additional anchorage used where necessary
Fixings of structures to the ground using ground anchors	Collision with underground services Wind Ground conditions	See above See above Anchorage chosen to suit ground conditions

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Fitting Walling		
Carrying of glass walling	Manual handling	2 people used as necessary All staff wear steel toe capped boots
Fitting of glass panels	Incorrect fitting	Staff training – constant overview
	Strong wind	Additional staff used as required Panels fitted according to wind direction Panels secured as they are fitted
	Step ladder	See above
	Glass breaking	Toughened safety glass used
	Falling objects	Glazing panels and bars not left leaning whilst waiting to be fitted Hard hats worn
Fitting of solid walling	Incorrect fitting	Staff training – constant overview
	Strong wind	Panels fitted according to wind direction Panels secured as they are fitted Panels not left leaning or unsecured
	Step ladder	See above
Fitting of door walls	Incorrect fitting	Staff training- constant overview
	Strong wind	Anti slamming doors used
Locking doors	Evacuation	All doors open from the inside for emergencies All doors fitted with emergency exit signs
	Breaking glass	Toughened safety glass used
	Falling objects	Doors and frames not left leaning whilst waiting to be fitted Hard hats worn
Fitting of Flooring		
Laying of floor boards	Trip Hazards	Screwed down to avoid raised edges Gaps covered 1” max gap left around edges Ramps made as required
Use of tools	Power tools	Staff training – constant overview Cordless used where possible Only 110v power tools used
Securing of floor boards	Screwing into power cables	Observation of service plan
Carrying of flooring	Manual handling	2 people used as necessary Gloves worn if required
Fitting Floor Coverings		
Carrying carpet/vinyl	Manual handling	Trolleys used to move rolls Multiple people used as required
Use of tools	Stapler/knives	Staff training – constant overview Care to avoid power cables Care to avoid physical damage Protective clothing worn as necessary
Laying of carpet/vinyl	Trip hazards	Covering stretched to avoid wrinkles and creases Covering secured using double sided tape and staples Hazard tape used as required

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