



Event Name		Date		Time	
Location		Event organiser		Event safety controller	
Assessor		Date		Permission given by	

Method Statement for the construction of a temporary structure:

Marquees.Com Ltd have been instructed for the supply of temporary structure(s), this will involve the positioning of vehicles on site or adjacent for the safe and convenient unloading of marquees and associated equipment. The equipment relating to the onsite activities will be manually transported to the build site where it will be laid out prior to construction. The marquee and associated equipment will then be constructed in line with the manufacturer's guidelines. Following the event the structure will be disassembled and removed from site.

Section 1 - Identify hazards - consider all the activities associated with marquee erecting and tick the relevant boxes.

1	Power cables (at height and underground)	✓	8	Working at height	✓	15	Boiler exhaust (if linking marquee to a building)	✓
2	Pedestrian movement	✓	9	Fall of objects	✓	16	Other structures	✓
3	Vehicle movement/ Traffic routs	✓	10	Vibration/ Noise	✓	17	Cable runs	
4	House keeping	✓	11	Personal injury from tools	✓	18		
5	Trip/ slip	✓	12	Fuel leak or spill (gas, diesel)	✓	19		
6	Weather conditions	✓	13	Lone Working	✓	20		
7	Manual handling	✓	14	Electrical Equipment	✓	21		

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk?

Employees	A	Contractors	C	General Public	E
Site Staff	B	Visitors	D		

Section 3 - Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section (future improvements can be made on site and added to this risk assessment).

Hazard no.	Who is at risk	Risk level			Existing controls	Future improvements
		High	Med	Low		
1	A		✓		Visual site inspection for overhead cables, client asked for site specific information. Fibre glass shaft on sledge hammer.	
2	B,C,D,E			✓	Use banks man when reversing/ positioning vehicles. Stick to designated walkways when carrying equipment to and from build site where applicable. Diligence when crossing public rights of way.	
4	A,BC,D,E			✓	Keep work area free from unnecessary trip hazards, all equipment not in use to be kept tidy in a single location.	
5	A		✓		Identify areas that could cause slips or trips on access or egress from the build site and in the build site itself. Minimise risk by removing trip hazards whenever possible and use access ramps whenever required.	
6	A		✓		No marquee will be lifted in extreme winds or lightning, sun cream used hot weather, two man lift on boarded flooring in windy conditions.	

7	A		✓		Staff trained in manual handling, Staff self-evaluation in the comfortable ability to lift an item. Use additional man power or lifting aid to facilitate a comfortable lift wherever needed.	
8	A		✓		Staff trained in working at height, minimise the requirement of working at height by the use of ropes and pulleys whenever possible.	
9	A		✓		Use of PPE during marquee build, secure installation of any equipment such as lighting, safe unloading of vehicle using man on the vehicle when required.	
10	A			✓	Use of PPE when using noisy or vibratory tools	
11	A			✓	Use PPE, exercise care.	
12	A,B,C,D,E			✓	Check for leakage on gas appliances using soap spray, use funnel and caution when refueling heaters.	
13	A			✓	Only loan working is for minor deliveries and staff will have mobile phone.	
14	A,B,E,D,E			✓	Ensure breakers are in use for electrical appliances and cables do not pose a trip hazard.	
15	B,E			✓	Ensure a minimum clearance of 600mm for natural draught or 1200mm for fanned draught.	
16	A,B,E,D,E				Run cables along edge of marquee, if crossing a walkway use cable covers	

Prepared By (Name):	Craig Walker	Position:	Director	Signature:	Craig Walker	Date:	
----------------------------	--------------	------------------	----------	-------------------	--------------	--------------	--

Approved for Use By (Name):		Position:		Signature:		Date:	
R/A Review Date	April 2017	This risk assessment is valid until the review date. It will also be reviewed following any changes which may affect the identified safe systems of work.					

