

Risk Assessment: Events involving the Gazebo

As volunteers you are expected to conduct yourself safely whilst carrying out your role, and to be able to complete your duties without harm to yourself. You should report any incidents within 24 hours using the Accident and Incident Report form and should also raise any Health and Safety concerns during your volunteering that may cause a risk to your's or other's health and safety by contacting the RCG Office.

Specific to events involving the gazebo

Risk: operatives and others in the area could be harmed and risk injury from handling heavy/bulky items and by incorrectly installing gazebo.

- Do not attempt to do anything that is beyond your capability.
- Gazebo must be erected and dismantled by a minimum of 4 persons, one at each corner.
- Gazebo to be weighted at each corner with fillable water bottles to be filled in situ using watering cans or hose where applicable and to be pegged down where necessary.
- Ground conditions around gazebo to be inspected, and uneven ground conditions causing a trip hazard to be identified and appropriately handled.
- Weather conditions to be monitored prior to each event and gazebo should not be erected if severe wind is expected.
- Stall goods and water bottles to be transported safely.
- Entrance and exit to be kept clear.
- Litter to be collected and disposed of at the end of the day, recycling wherever possible.
- If a member of the public becomes volatile and you suspect you are in danger, exit the gazebo and summon help as quickly as possible. Do not tolerate, permit or allow aggression, violence, or discriminatory behaviour from members of the public, report incident and seek support.
- Do not attempt to retain donations (bucket or any other form of collection) in the event of attempted theft, report incident and call police.
- All site procedures and risk assessments of the event organiser must be followed.
- Fire Assembly point and First Aid point to be located prior to the start of the event

This risk assessment will be subject to review at intervals of two years, approved and adopted by all Trustees May 2023.

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