



Risk assessment for the use of gazebos

Policy:

1. To prevent accidents and to provide guidance on safe use of Gazebos.
2. To set out the health and safety responsibility of users, here referred to as stallholders.

Risk Assessment:

Where the column entitled "Those at risk" mentions stallholders, this includes stallholders, their staff, helpers and representatives.

Where the column entitled "Responsibility" mentions stallholders, this means the person in charge of the stall or organisation who may devolve responsibility within the organisation down to a stallholder on the day who may be a staff member or family member or volunteer helper.

Hazard	Those at risk	Management of hazard	Responsibility	Next review date
1:Lifting and carrying Injury to spine and other body parts through incorrect procedures in lifting and carrying	Stallholders	Stallholders must gain adequate training before erecting a gazebo, or lifting and carrying equipment. Stallholders who are not fully fit and healthy should not attempt to erect equipment.	Stallholders	1/4/2027

<p>2:Trips</p> <p>Trip hazard from gazebo erection</p>	<p>Stallholders</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>Stallholders to manage any rubbish produced from their activities during the trading period in such a way that it is not hazardous to the general public or other stallholders and to also take away any such rubbish with them at the end of the activity period and dispose of in a legal and safe manner.</p>	<p>Stallholder</p>	<p>1/4/2027</p>
<p>3:Falls</p>	<p>Stallholders</p>	<p>Ensure the gazebo is of a suitable height and does not require anyone to work at height in order to erect them.</p>	<p>Stallholders</p>	<p>1/4/2027</p>
<p>4:Windy Conditions</p> <p>Gazebos /Stalls blowing over hitting passers by or damaging property</p>	<p>Stallholders</p>	<p>Ensure gazebos are erected properly.</p> <p>No covers or side sheets to be put up before the stall can be manned but to be left folded up in a suitable place.</p> <p>Keep stall configuration intact and safe during trading period.</p> <p>Side and back sheets to be removed in windy conditions.</p> <p>Ensure weights and or suitable pegs are used to secure the Gazebo down .</p> <p>Ensure gazebos are erected properly.</p> <p>Remove gazebos promptly at appointed time in windy conditions leaving no parts behind.</p> <p>Tie down or otherwise secure products and equipment in windy conditions.</p> <p>Remove products and equipment from display if necessary to maintain safety.</p>	<p>Stallholders</p>	<p>1/4/2027</p>

5: Heavy Rain Water falling in large amounts from stall covers, soaking passers by	Stallholders	During rain, action to be taken to remove build up of water on the roof covers before the amount becomes significant.	Stallholders	1/4/2027
6: Positioning of Gazebo leading to pedestrians having to take dangerous or alternative routes	Stallholders	No Gazebo to protrude outside of allocated space and not to prevent any member of the public from having access via the normal public walkway.	Stallholders	1/4/2027
7: Equipment defects	Stallholders	Gazebos should be checked regularly by the stallholder to identify any defects. Defects must be assessed to see if they have any implications for the safety of stallholders and the public. Gazebos that are deemed to have defects that compromise the safety of stallholders and the general public must not be used.	Stallholders	1/4/2027
8: End of table				

Signed

Garry Turner – Chief Steward 2 April 2026