

**Company name: Tepee Tent Hire**

**Completed by: Samuel Fox**

**Date of next review: 01/03/2025**

**Date assessment was carried out: 01/03/2024**

Category	Hazards	Persons at Risk	Current Risk Factor (high, medium or low)	Actions to be Taken to Minimize each Risk	New Risk Factor (high, medium or low)
<b>Fire and Emergency</b>	<ul style="list-style-type: none"><li>Sources of ignition (e.g. cooking processes, lighting, log burners, fire pits) and combustible materials (fire lighters, logs, decorations) increase the risk of fire</li><li>Failure to evacuate safely</li><li>People with limited mobility may have difficulty evacuating</li></ul>	Hirers using the tent	low	Electric tea light candles and battery or solar lights supplied with hire for lighting sources. Hire terms and conditions covers keeping flames away from the tent, no smoking. Furniture is positioned to allow easy manoeuvre and exit. No smoking in the tent or around the tent. Log burners and fire pits only to be used and supervised by over 18's. Tent materials flame resistant and compliant to BS 476:7 and BS 7157	Low
<b>Slips, trips and falls</b>	<ul style="list-style-type: none"><li>People trying to move around area in an enclosed space may trip and fall or cause an obstruction, leading to injuries.</li><li>Injuries to guests or employees due to slip and trip hazards in and around the vicinity of the bell tent, including guy ropes, articles</li></ul>	Hirers using the tent	Low	Electrical cables are tidy and away from obstruction. The entrance to the tent is marked with battery/solar lights at the front guy ropes to identify the trip hazards in the dark.	Low

	being left in the way, stakes and anchors associated with tent hire.			<p>Hirers are notified of the guy rope trip hazards in advance. All guys, stakes or anchors should be located or covered so that they do not create an obstruction or tripping hazard.</p> <p>Tent is positioned to best avoid hirers having to navigate the guy ropes.</p> <p>Hirer to inspect site regularly for potential safety hazards.</p> <p>Parents to be made aware of children running around outside of tent are likely to trip. Parental supervision required for use by small children.</p>	
<b>Overcrowding:</b>	<ul style="list-style-type: none"> <li>Overcrowding of the area may delay evacuation of the area in the event of an emergency.</li> </ul>	Hirers using the tent	Low	Max numbers are stipulated on the website and on booking the equipment. Guidance will be given in advance dependant on use.	Low
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Movement of heavy or awkwardly shaped equipment and furniture may lead to back pain or other manual handling related injuries.</li> </ul>	Employees and hirers	Low	Hirers are not expected to help move any part of equipment either prior to set up or after delivery Employees are trained in manual handling. Handling aids are provided where needed.	Low
<b>Bell tent and associated equipment</b>	<ul style="list-style-type: none"> <li>Collapse of equipment due to design faults, incorrect erection or strong winds: serious risk of harm.</li> <li>Accident during erection and dismantling of tent/marquee/gazebos/canopies may cause serious injury to employees or others in the vicinity.</li> </ul>	Employees and hirers	Low	<p>Employees are trained in erection and set up of all equipment.</p> <p>Weather is monitored prior to delivery. All tents/gazebos are designed to withstand storms however where there are reasons to be concerned (e.g. because of high winds) Tepee Tent Hire will check the tent's stability prior to use or cancel hire in extreme weather conditions, in this situation the Company will</p>	Low

	<ul style="list-style-type: none"><li>• Movement of employee vehicles when bringing equipment onto site, injury to pedestrian on site through collision.</li></ul>			<p>liaise with the hirer and delay the pitch to a more suitable time.</p> <p>Once the tent has been pitched and the company has left the site it is the responsibility of the hirer to check that the equipment remains secure, especially in high winds over 40 Km/h and that all straps/guy ropes are checked on a regular basis.</p> <p>In extreme cases of severe wind, it might even be necessary to lower the tent down.</p> <p>It is good practice for both the Hirer and Company to assess the weather conditions prior to the pitch/strike and discuss alternative plans.</p> <p>Where the tent is to be in place for an extended period a regular check on its stability should be undertaken.</p> <p>Access to the property is assessed in advance including parking arrangements.</p>	
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