

# Crock Smash and Marquee

The Crock Smash and Marquee are made available at third party events to raise revenue for the group. The general public will be interacting with the group and its equipment, and will not be familiar with our practices. Consideration must be made to make it 'fool proof'.

Marquee / Tent Erection:

Loading / Unloading – beware weight/lifting injuries. Also be conscious of general public and colleagues when lifting/moving poles.

Ensure the trailer is properly secured and the towing vehicle stopped and braked – ideally ignition off, trailer brake to be applied..

Ensure that at least one member of the team is familiar with the tent/marquee and brief all attendees/volunteers about the associated risks.

Special considerations: Weather – wind will have the effect of making the tent/marquee into a kite and an extreme hazard. Wet weather can make ground conditions slippery when moving heavy objects. Adverse lighting should also be considered.

Children and general public to be kept clear at all times during the erection/dis-assembly. Ensure area is appropriately marked off with a designated member of the team diverting the general public as required.

Before starting agree a time and location with an alternate route.

Take photos during the visit for displays and newsletters.

## Health and Safety

The following health and safety advice should be followed:

- Everyone must be aware of possible sources of 'hand to mouth germs' etc
- Wear strong, sensible shoes, boots,
- Do not attempt to pick up any dangerous items such as dog mess, broken glass or needles.
- Wear High Visibility Vests is generally recommended
- Wear Ever Possible Adults in uniform

**A Survey of location intended for visit should be carried out prior to activity and authorisation of hire. Photographs as required. Beware hazards underground such as cables and pipes.**

**When being hired the 'hirer' should sign disclaimer and arrange appropriate insurance for the general public and our equipment.**

<b>Issue 1</b>	<b>18<sup>th</sup> Ipswich (Holywells) Scouts, Activity Risk Assessment</b>			
<b>Event: Crock Smash / Marquee</b>		<b>Date: 15<sup>th</sup> October 2012</b>		<b>Location: External to Group HQ</b>
<b>Ensure Safety briefing to everyone at start of event and event Debrief</b>				
<b>Hazard</b>	<b>Whom might be affected, and Level of Risk</b>	<b>Precautions</b>	<b>Mitigation</b>	<b>Comments / Review</b>
Animals	All	Wear appropriate clothing, beware loose animals,	Were possible avoid contact, Seek medical attention as required. Beware scratches	Avoid Animals
Heavy Objects / Lifting injuries	All, more effect smaller persons	Do not lift heavy objects, where necessary in pairs, break down load. When removing pegs ensure correct procedure is used and avoid 'pulling'.	Stop if pain / discomfort experiences	Avoid lifting of heavy objects. Loosen pegs with appropriate hammer prior to attempting removal.
Chemicals / Hazardous materials	All	Do not approach suspicious objects/containers and materials. Typical indicators – smell/colour and touch.	Wear PPE, medical attention immediately as required. Record details of any substances, location, and label information	Environment agency 0800 80 70 60, wear PPE and avoid Site survey to indicate specific hazards. This category to include animal waste. Ensure hand washing materials are available.
Steep slopes and adverse inclines/drops	All	Observe signposting, observe weather as this will effect surfaces, beware instability indicators – precipices, etc.	Suitable footwear, observation and medical treatment. Ensure maps are available	Maps and signposting
Ground Conditions	All	Appropriate footwear on adverse surfaces	Medical attention as required	Equipment preparation lists
Hedges/Walls and ditches	All	Avoid climbing unprepared obstacles		Stay within area and use styles/gates
People / Strangers / lone working	All	Avoid and beware aggressive and difficult persons.	Stay in pairs or greater, remain in sight of group, avoid conflict. Ensure appropriate mobile communications are available to each group	Keep together and stay off private property

Weather	All	Adverse weather can cause and aggravate health conditions	Ensure covered meeting area is available, and criteria for event cessation. Observe weather reports.	Ensure protective / Appropriate clothing is worn
Toilets	All	Toilet breaks as required	Locations and alternatives known, and indicated on map.	Ensure everyone uses facilities prior to event, and is aware that toilet permission is required and only leave in pairs/supervision. Adults must ensure groups are supervised in their absence
Dehydration	All	Ensure water locations are known and portable water supplies are available.	Hot weather associated issues	Ensure everyone is hydrated / drunk drinks prior to event
Vegetation	All	Avoid unknown plants – touch and ingestion	Remind everyone about plant hazards – touch (ivy), thorns, and irritants. Medical attention as required	Pre-site survey, Ensure protective / Appropriate clothing is worn
First Aid	All	Ensure appropriate first aiders are available with kits		Observe Group ratios, and appropriate first aid kit and first aiders are available AND MARKED
Infections	All	Water born, contact based, ingestion,	Medical attention as required. Fresh water, and hand washing facilities.	Ensure PPE is worn, no eating without hand washing. Hands washed at conclusion of event and between activities.
Crock Smash – Sharps	All and public	Cuts to hands, arms, feet.	Gloves to be worn when moving broken crockery. Team out of ‘throwing’ area when stall in use by patrons.	Training of all stall holders, provision of gloves, broom etc. Ensure everyone is wearing durable footwear and sturdy trousers. Ensure breakages are lifted away from body when loading/unloading to avoid protrusions. Ensure throwing, waiting, and stall holder area is sufficient distance from the target area. Ensure sides, rear and floor of tent are adequately protected to avoid ‘pass through’ and debris being left behind.
Poles	All	Crush injuries, suffocation is an associated consideration.	Poles from tent/marquee can cause serious crush injuries to hands, feet and body if not properly handled and in adverse weather.	Training and adequate number of fit adults. Adequate guy ropes to be used at all times during erection and dismantle. Ensure a trained and familiar person attends each session.

Collapse of tent/marquee. Collapse of crock smash stand.	All and public	Crush injuries, suffocation is an associated consideration.	The tent will collapse in adverse weather conditions (wind, rain, sun expansion/contraction) if not properly and sufficiently secured. Ground conditions to be taken into consideration when securing. All pegs to be clear of obstacles and sufficiently hammered into ground. Advise marquee 'hirer' of requirements to check pegs/guys, open/close exits.	Ensure prior site survey to take into account site particulars
Fire/Smoking	All and Public	Fire and smoke inhalation. Include smoking of cigarettes.	Marquee and tent are fire retardant, but not fire proof. No Open flames, beware hot surfaces and direct contact with materials. Special precautions when using lighting within tent/marquee. Fire exits and evacuation to be made clear to all attendees. No Smoking in public spaces – this will include tent and marquee.	Ensure fire extinguishers are available appropriate to numbers. When 'hired' ensure the 'hirer' is aware of responsibilities. Ensure no 'open flame' heating is used.
General		Ensure site survey and area is familiar to all supervising adults. Emergency contact details to be available and procedure confirmed.		