



Health and safety policy applying to the community and business use of gazebos

The Abingdon on Thames Chamber of Commerce has bought a number of gazebos for use by community groups and businesses in and around Abingdon. These are offered out for the purposes of promoting a vibrant social, sporting and cultural life in the town, assisting businesses to promote themselves and giving groups and businesses the opportunity to see if investing in a gazebo for themselves will be worthwhile.

No group or business is expected to make long term repeated use of this equipment, preventing it from being used by others.

Policy:

1. To prevent accidents and to provide guidance on safe use of the equipment.
2. To set out the health and safety responsibility of users, here referred to as stallholders.
3. To set out the health and safety responsibility of the Abingdon on Thames Chamber of Commerce.
4. To clarify circumstances under which a user may need to insure the equipment.

Risk Assessment:

Where the column entitled “Those at risk” mentions stallholders, this includes stallholders, their staff, helpers and families.

Where the column entitled “Responsibility” mentions stallholders, this means the person in charge of the business or organisation that has borrowed the stall who may devolve responsibility within the organisation down to a stall holder on the day who may be a staff member or family member or volunteer helper. Stall holding organisations should have their own risk assessments that make it clear who is the responsible person for all of the items mentioned on our risk assessment below.

| Hazard | Those at risk | Management of hazard | Responsibility |
|---|---------------------|---|---------------------|
| <p>1:Lifting and carrying</p> <p>Injury to spine and other body parts through incorrect procedures in lifting and carrying</p> | <p>Stallholders</p> | <p>Stallholders must gain adequate training from their company/organisation before erecting a gazebo, or lifting and carrying equipment.</p> <p>Stallholders who are not fully fit and healthy should not attempt to erect equipment.</p> | <p>Stallholders</p> |

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| <p>6: Heavy Rain</p> <p>Water falling in large amounts from stall covers, soaking passers by</p> | <p>General public, stallholders</p> | <p>During rain, action to be taken to remove build up of water on the roof covers before the amount becomes significant.</p> <p>Verbal warning to be given when water is being removed from covers so that passers-by can move</p> | <p>Stallholders</p> |
| <p>7: Prevention of access leading to pedestrians taking dangerous alternative routes such as walking in the road</p> | <p>General public, especially those who are in wheelchairs, mobility scooters or pushing prams or pushchairs</p> | <p>No stall displays to protrude so as to prevent any member of the public from having access via the normal public walkway.</p> <p>If any circumstances arise so that any member of the public is forced to take an alternative route (eg into the road) stallholders must take immediate action to reinstate the access if they can do so. This applies even if the stallholder has not caused the additional conditions that have made access difficult (eg: if a car has parked opposite the stall).</p> | <p>Stallholders</p> <p>Stallholders</p> |
| <p>8: Equipment defects</p> | <p>Stallholders, general public</p> | <p>Gazebos should be checked regularly by a responsible person and any defects noted. 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 will be withdrawn from public use.</p> <p>Stallholders should be informed of any existing defects when taking responsibility for the stalls.</p> <p>Stallholders are responsible for replacing gazebos that are damaged beyond normal wear and tear whilst under their responsibility. Consideration should be given to insurance for the replacement value of the gazebos. Advice is given below of this value.</p> | <p>Chamber of Commerce</p> <p>Chamber of Commerce</p> |
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Cost of items for insurance / replacement purposes

Single Gazebo £200.00

Set of 4 weights £25.00

Side panel (Each) £15.00

Conditions of hire

- The Hirer will have read and understood the risk assessment above,
- The Hirer confirm that you have adequate insurance to cover the loss to any equipment that has been hired from the Chamber,
- The Chamber accept no responsibility for any injury or loss that is associated with the hire of any equipment,
- The Chamber will have invoiced you in advance for the hire of any equipment; payment must be received, and any cheque cleared, prior to the equipment being taken,
- The Chamber will supply weights with all gazebos hired. It is the hirers responsibility to ensure these are used for safety purposes,
- Side panels may be available on request.
- A time will be agreed for the collection of the gazebo(s). This must be adhered to or contact made to change the time,
- All equipment must be returned in a **dry and sound state** at an agreed time,
- Any problems with the equipment to be reported to the Chamber when returning the items to ensure these can be dealt with before the items are loaned out again.
- All bookings are non-refundable

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| Name of person receiving risk assessment | Signature |
| Name of group or business organisation | Date |
| Number of gazebos borrowed | Value for insurance purposes |