

2026



WOOTTON PARISH COUNCIL MARQUEE AND GAZEBO RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th July 2017	Full Council Meeting of Wootton Parish Council on 12 th July 2017
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th June 2019	Full Council Meeting of Wootton Parish Council on 12 th June 2019
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th February 2020	Full Council Meeting of Wootton Parish Council on 12 th February 2020
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th June 2021	Full Council Meeting of Wootton Parish Council on 9 th June 2021
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th March 2022	Full Council Meeting of Wootton Parish Council on 9 th March 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 8 th June 2022	Full Council Meeting of Wootton Parish Council on 8 th June 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 17 th May 2023	Full Council Meeting of Wootton Parish Council on 17 th May 2023
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th April 2025	Full Council Meeting of Wootton Parish Council on 9 th April 2025
Version 1.00	Full Council Meeting of Wootton Parish Council on 10 th September 2025	Full Council Meeting of Wootton Parish Council on 10 th September 2025
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th August 2026	Full Council Meeting of Wootton Parish Council on 12 th August 2026

The following person(s) only, are authorised to erect and dismantle the marquee

Name	Position
Various	Any member of WPC

To be reviewed annually.

Assessed Risk: 8metre x 4metre PE Marquee (Gala Tent) and VonHaus Pop Up Gazebo 3metre x 3metre Gazebo		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 29 th July 2026
SEVERITY OF HARM →	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
LIKELIHOOD OF HARM ↓			
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place,	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Risk of injury when erecting marquee or gazebo	Councillors, council employees and general public	None	Issue a list of authorised erectors who have familiarised themselves with the erecting instructions of the Marquee or Gazebo by reading the instruction manual	Full Council	None	On the day
Risk of injury from failure of marquee or gazebo	Councillors, council employees and general public	None	Ensure Marquee or Gazebo is only used in fair/moderate conditions and in a sheltered position where possible	Authorised users	None	On the day
Risk of injury from failure of marquee or gazebo	Councillors, council employees and general public	None	Ensure Marquee or Gazebo is only used in when wind velocity is below 30mph. If wind exceeds this speed, the Marquee or Gazebo	Authorised user	None	On the day

			should be taken down			
Risk of injury from fire	Councillors, council employees and general public	None	Ensure that there is a minimum distance of 6 metres between other tents or stands. Cooking, heating or lighting appliances will not be permitted anywhere near the structure	Authorised user	None	On the day

A PDF copy of the Marquee erection instructions and care guide can be obtained at:

<http://pdf.galatent.co.uk/instructions/Full%20instructions%204x8%20PE.pdf>

VonHaus erection instructions and care guide can be obtained at:

https://www.vonhaus.com/vh_en/blog/how-to-put-up-a-pop-up-gazebo