

Risk Assessment - 1st January 2020

Event Furniture

Significant Hazard	Groups at Risk	Existing Controls	Further Action Required
Event Furniture	Participants	To make sure ground is level.	
Furniture falling if not supported	Participants/ passers by/users/ person setting up / Rigging Team	When setting up furniture ensure that the removable parts are lock in position. Wear Gloves and Keep fingers away from moving parts.	
Water/ Liquid on stage / flooring	Person operating ensure only use in fair weather.	Ensure floors are monitored for liquids and to mop up any liquids	Wet Floor Signage to be erected.
Vehicle movement on site, risk of collision with person or furniture	Staff, Public	Vehicle to be guided by stewards in high res jackets. Vehicle to not exceed 5mph. Hazard lights to be turned on whilst moving.	
Construction / Dismantling of furnitur, risk of falling objects, collapsing structure, slips and trips,	Staff, Public	Staff experienced in handling equipment. Staff to look for potential hazards and report them to the production manager.	

Method Statement - 1st January 2020

Event Furniture



1. Inspect area furniture will cover, ensure flat ground and remove any obstacles.
2. Check height area above for any restrictions. i.e. cables trees, lights.
3. Barrier fencing, rope or tape used to cordon off public when rigging equipment.
- 4..Ensure there are at least two persons from the rigging team, setting up the site.
5. Put on protective gloves, high visibility jackets and work boots
6. Set up furniture, ensure secured in its position.
7. Ensure all supports are in place.