

# RISK ASSESSMENT



<b>Client Name</b>	
<b>Contact details</b>	
<b>Risk assessment carried out by</b>	Ryan Bott, Owner
<b>Contact details</b>	0787 234 8962
<b>Date</b>	12th July 2020

Hazard	Risk	Risk control measure	Risk Level	Further Action
Fire - internal and external	A fire breaking out within or near the Bell Tent could cause the canvas to ignite.	The canvas is treated to the highest level of fire proofing and has been tested and certificated. No naked flame is allowed within 20 meters of the tents. Only battery operated lighting.	High	Inform users not to use naked flames. Please take this as notification. No additional lighting is to be added to the Bell Tent unless The Magical Teepee Company are informed and an electrical test has been carried out on the equipment being used.
Security	The Bell Tent will be accessed by un-authorized persons who could remove items without permission.	The Bell Tent are accessible via a zipped front. The hirer must ensure 24 hour personnel on site.	High	Inform users not to leave valuable items inside the units. Be vigilant. Please take this as notification.
Tampering	Clients may tamper with the ropes and pegs of the Bell Tent	Clients strictly prohibited from altering the Bell Tent in any way. Pegs must not be removed from Bell Tent ropes.	High	Inform client not to tamper. Please take this as notification.
Site access	Access to the site will be restricted and the booking will not go ahead.	There must be vehicular access to the setup site to within 5 metres due to the weight and volume of equipment used.	High	To be confirmed by client upon booking.
Evacuation	The Bell Tent have only one entrance/exit	No more than 10 people in the Bell Tents.	Moderate	Inform customer of maximum unit capacity. Please take this as notification.
Livestock and Pets	Livestock or pets are allowed access in or around the tent causing causing damage.	The set up area should be clear of all livestock. Pets should not be knowingly allowed access to the tent. Keep doors closed when tent not in use.	Moderate	Additional charges may be invoiced if there is evidence of animal damage or access to the tent.
Un-level ground area, Un-even ground area, saturated ground area, debris on ground, long grass, animal waste on ground	Bell Tent are un-satisfactory on un-even ground.	The Bell Tent has a built in ground sheet which protects from surface dampness. The ground will be checked by eye for level and considered suitable if so. Concerns overun-even ground at least a fortnight before the event to allow time for a site visit at the clients request. Grass should be mown and cleared.	Moderate	Bookings may be cancelled if ground is un satisfactory upon arrival. Deposits and possibly balances will be forfeited.

Wet weather	The Bell Tent may allow water in severe weather.	The contents and people inside the Bell Tent will become wet and it may not be fit for the purpose hired. Ensure the doors are closed after use. Ensure nothing is touching the inner walls of the Bell Tent. KEEP DOORS AND WINDOWS ZIPPED UP.	Moderate	Regular re-proofing, correct set up.
Overhanging cables and branches	Damage to the Bell Tent from brushing against the branches. Damage to the branches themselves. Compromised branches falling from trees onto people or units. Staining and marking of the Bell Tent.	Check by eye before and after setup for any low branches, cables or other obstructions. Inform the hirer. The hirer is to make arrangement to deal with low hanging cables, branches and other obstructions.	Moderate	A 3m height clearance is required.
Internal Poles and Supports	The client / guests tamper or fall into the pole and supporting beams, causing the tent to collapse.	Client strictly prohibited from altering the Bell Tent supports in anyway. Advise to take care when inside the tent, to ensure accidents do not happen.	Moderate	Advise client not to tamper and to take care. Please take this as notification.
Set up error	The Bell Tent will not be set up correctly and may fail.	The staff setting up the units are experienced in their roles. Help from the client or any interested by-standers is not accepted. Spectators must keep a safe distance. No-one should tamper with ANY parts of the Bell Tents or climb/hang on them.	Low	Continual updating of knowledge. Any damages will be invoiced.
Trip hazard	The ropes of the Bell Tent may cause a trip hazard.	Walk client around Bell Tent before leaving to show all pegs and ropes.	Low	Client to contact The Magical Teepee Company with any concerns following setup. Take this as notification.
Accessibility	Inability for individuals with movement impairment to access the Bell Tent.	The Bell Tent have a guide rope across the front door but this can be ducked under.	Low	None
Wind and further inclement weather	The Bell Tent canvas will be un-secured by the wind getting under it and could become un-secure	Any ropes are double pegged if poor weather is forecast and it is deemed necessary.	Low	We reserve the right to cancel the booking in the event of un-safe weather as per our terms and conditions.