



Marquee Hire (Non Equipment Structure)

This is an equipment which stands alone. The purpose of the equipment is to provide shelter for socialising events. It sometimes can come with a portable Bluetooth speaker and/or disco lights.

Specific risks in relation to this equipment are as follows:

HAZARD	RISK OF HARM AND TO WHO/WHAT	Likely hood (1-3) 1 = minor injury 2 = moderate injury 3 = serious injury	Level of harm (1-3) 1 = not likely 2 = likely 3 = very likely	EXISTING CONTROLS TO REDUCE RISK	WHAT FURTHER ACTION SHOULD BE TAKEN TO REDUCE RISK
<ul style="list-style-type: none"> - Obstacles or debris on the ground. - Poor lighting conditions. - Uneven ground or flooring inside the marquee. 	Tripping or falling causing injury or damage to property	3	2	Regularly inspect and maintain the flooring inside the marquee. <ul style="list-style-type: none"> - Ensure adequate lighting and clear pathways. - Remove any obstacles or debris from the ground. 	Responsible supervisors to ensure that the users are comfortable with the flooring and lighting
<ul style="list-style-type: none"> - Exceeding the maximum capacity of the marquee. 	Overcrowding	1	1	<ul style="list-style-type: none"> - Clearly display the maximum capacity of the marquee. - Supervisor to monitor the number of users entering the marquee. 	Designated supervisor to ensure the entry and exit points remain safe

- Insufficient space for movement and evacuation. Structural Failure:				- Ensure sufficient space for movement and evacuation.	
- Use of open flames or flammable materials inside the marquee. - Overloading electrical circuits. - Smoking near the marquee.	Risk of fire causing injury or damage to equipment	1	3	- Prohibit the use of open flames or flammable materials inside the marquee. - Ensure electrical circuits are not overloaded. - Designated smoking areas away from the marquee.	Designated supervisors to visually inspect the parts throughout the hire
Electrical Hazards: - Faulty or damaged electrical equipment. - Improper use of electrical equipment.	Risk of injury, fire or damage to equipment	1	3	- Regularly inspect and maintain electrical equipment. - Ensure proper grounding and insulation. - Train staff on safe use of electrical equipment.	Supervisors to ensure that electricians are not tampered with
Structural Failure - Inadequate anchoring or securing of the marquee. - Damage to the equipment structure. - Extreme weather conditions (strong winds, heavy rain, etc.).	Risk of injury and damage to equipment	1	3	- Operator to properly anchor and secure the marquee according to manufacturer's instructions.	- Supervisor to regularly inspect the equipment structure for any signs of damage. - Supervisor to monitor weather conditions and take necessary precautions.

Restricted Fire Exits	Risk of injury or death	1	4	Operator to ensure that any marquees are not restricting any fire exits and persons are able to freely walk around the structure	Supervisors to ensure users don't leave any items around the structure which may cause obstructions
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Risk Monitoring and Review:

Regularly inspect and maintain the marquee and its components.

Conduct regular safety drills and training sessions for staff.

Review and update the risk assessment periodically or when significant changes occur.

Risk Assessment - Splash Equipments Ltd T/As Splash Equipments, Jump4fun, Event Ninja, Kidaround

At least one allocated responsible adult is required to always supervise each equipment. This can be a company operator or this can also be carried out by the customer. This will be agreed before the hire takes place. Customer is responsible to ensure that they are aware of their responsibilities.

Please see continuation of risk assessment on the next pages **Risk Assessment for all equipment.**

Splash Equipments Ltd T/AS Splash Equipments, Jump4fun Equipments, Event Ninja & Kidaround. This risk assessment



What are the hazards?	Who/what might be harmed and how?	Likelihood 1 = not likely 2 = likely 3 = very likely	Level of harm 1 = minor injury 2 = moderate injury 3 = serious injury	Action that will be taken to prevent this hazard	What further action should be taken on the day of hire and by who
Equipment is very heavy to lift and manoeuvre	Those who are transporting the Equipment, putting it up, or taking it down could injure their back. Equipment could fall onto any person nearby.	1	2	<p>The sack trolley will be used wherever possible to move heavy equipment.</p> <p>Advice will be given to staff on correct lifting procedures to prevent injury (using guidance from www.hse.gov.uk or other sources).</p> <p>For rolling up the equipment, following training instructions, and secure it with the strap provided.</p>	Customer to ensure that the erection site and entry to the erection site is free from the public and ensure there is a safe entry and exit points to buildings free from passers-by.

Unsuitable entry, uneven paths, stairs or tight entry	Company staff could be injured while attempting to move equipment in unsuitable spaces or up or down stairs.	2	2	As much access details as possible established before the hire. Ask customers about potential access issues. Ask for photos from customers where necessary or if unsure.	Company operator to have last say on the safety of the entry space. Company operators not to put themselves at risk of injury and to call manager if unsure what to do.
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Site entry, risk to injury by vehicle or damage to property	Public, users of roads or pathways. Vehicles having to mount pathways or kerbs or school playgrounds	1	3	Ensure that the customer/organiser has pathways cleared before the company arrive. Customer to use signage where possible and ensure there are no pedestrians walking around when the vehicle is in manoeuvre.	Company staff to ensure they thoroughly check for pedestrians and ensure, where possible, the entry is clear from persons or property that could be damaged.
Long electric power cables or spare equipment causing trip hazards	Those who are setting up other stalls at the event could trip on the cable. Users or passers-by could trip and fall causing injury	1	2	Ensure spare equipment is stored away safely away from the public or passers-by.	Where possible, secure the power cable to the ground as soon as it is laid down, and try to keep cables running along the side of buildings instead of cutting across floor space. Ensure that all cables are fitted in the best way possible to avoid trips or falls. Run cables along the side of equipments where possible. Use bunting or cones to alert passers-by to any potential trip hazards. Customers are to ensure that a safe cable layout is possible.

Danger of damaged Electrical equipment	Anybody who touches the damaged cable could be electrocuted.	1	3	<p>Operators to unroll the electric cable, and check the full length of the cable, and also any plugs or sockets for damage.</p> <p>Where possible ensure that the power cable is plugged into power supply that has a trip switch OR use power breaker. Ensure that there all electrical equipment has an annual PAT test.</p>	All responsible supervisors to report damage to electrical equipment.. customers to supply breakers for electrical equipment in order to protect their electrics.
Heavy duty stakes to be driven in using mallet, and removed at the end of the hire	Operators banging in the stakes could injure their hands. Other persons in the area could be hit with the mallet	1	1	<p>Ensure equipment is regularly inspected for damage and fixed or replaced where necessary.</p>	<p>Company operators are to hold the stakes halfway down when banging them in. Knock the stakes sideways using the mallet before trying to pull them out</p> <p>Make sure the area is clear of other people</p>

The equipment is wet when it's put away	Operators rolling the Equipment up could be injured as it will be slippery and heavier if wet.	1	1	If possible, the operator will dry the Equipment before it is put away	Operator - Extra care to be taken when rolling and manoeuvring, dry surfaces used for pushing and pulling, gloves to be worn.
Uneven Ground /sloping ground	If there is a slope in the garden / venue. The equipment could tip over and	1	2	Talk to the hirer of the added risk and re-enforce that no users are allowed to jump against the side walls of the equipment and always re-enforce	The operators setting up the equipment must decide based on their visual inspection to the severity of the slope and if the ground is suitable. Customer

	cause injury or property damage.			supervision. Only set up equipments on minor slopes.	responsible for providing a safe and even surface for the erection of equipment.
Unsuitable or soggy ground.	If there is unsuitable ground where the means of anchorage is unsuitable, the anchor may not work and the equipment might blow away or move causing injury or property damage.	1	3	The ground must be inspected and checked to ensure it can be safely anchored. If the pegs or anchors are insecure, the operator must not complete the hire and report to management.	If the ground is unsuitable, the operator should report to management and seek another location which is suitable, otherwise the company reserve the right to withdraw. Customer is responsible for providing a safe and suitable ground for the erection of equipment.

Wet Weather	Users may be harmed by slipping on the equipment. The ground may become soggy and loosen the pegs.	1	3	The customer must be made aware of the risks by the operator setting the equipment up. Rain covers used when possible. The customer must be advised that if the rain exceeds a shower, the customer must turn the equipment off and dried again before use. The equipment is not to be erected in the event of a weather warning for rain.	Ongoing communication with the designated supervisor.
Equipment becomes wet by spillage	Users might slip and injure themselves	1	1	Food and drink should be monitored by supervisors when on or near the Equipment	Designated supervisor to ensure the rules are followed. Any spillages must be cleaned right away.

Using a petrol generator (the Equipment is supplied with an electric cable, but it can be used with a petrol generator)	<p>If other appliances are run from the petrol generator there could be a reduction in power to the Equipment which could cause it to deflate</p> <p>The generator could catch fire, injuring those near it. Loss of power could cause entrapment</p>	1	3	<p>No other appliances will be plugged into the generator</p> <p>An appropriate fire extinguisher will be kept near the petrol generator. Ensure that you know how many children on the unit at any one time to avoid entrapment on deflation as you can head count that all users are off the equipment</p>	Ensure that no spillages are made when filling the generator with fuel. No smoking near the generator. Only company staff are permitted to operate the generators.
Heat coming from generator	Persons touching the generator could burn themselves when it is hot	1	2	Ensure company operator has gloves at hand to wear while handling the generator.	Ensure there is a warning sign or barrier in place to avoid any persons accidentally touching the generator. Strictly only company staff to touch the generators.
Windy Weather	Users may be harmed by a moving equipment. Users may become trapped inside a moving equipment and then thrown from a height.	1	3	Ensure that equipment is regularly inspected. The equipment is not to be erected in the event of a weather warning or forecast weather warning. Operator must use anemometer to check for wind speeds the time of erection.	The designated supervisor must be advised that if the wind exceeds a 24mph, the equipment must be turned off and not used again until the wind subsides. An anemometer must be left with the designated supervisor in order for them to measure wind speeds.
Overhead Cables	The equipment or users may collide with cables and cause them to	1	3	Operator to ensure the equipment are not to be set up within 3ft distance of overhead cables.	

	break and injure or electrocute users				
Vehicle hazards	Injury/crushing caused by an accidental vehicle collision	1	3	Ensure that all drivers are able to safely drive the size and specification of vehicle given to them to do their work. Ensure that the customers give us enough access information prior to the hire so that the company is aware of any potential hazards ahead of the hire.	Company drivers/operators to communicate to ensure that all drivers feel safe and comfortable to drive.

Larger users colliding with smaller users	Smaller users could be injured by larger users	1	2	Users will be grouped by similar age and size, and also limited to a particular number of users at any one time.	Constant supervision from the responsible supervisor. Supervisor to follow supervising guidance.
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Anchor points becoming untethered	The equipment could move or tip, causing injury to the users on it, or anyone standing near it	1	1	The company operator will not erect the equipment if the wind exceeds 24mph The equipment will be tethered securely to the anchor points or bolted to the ground using thunder bolts.	Company operators to ensure visual inspections are done on anchor points throughout the duration of the event.
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Alcohol being consumed at the venue.	Users may be harmed by under supervised equipment. Adults may go onto children's equipments and collide with other users or cause a tear in the fabric.	1	3	Talk to the hirer about the risks of alcohol being consumed and the importance of supervising the equipment at all times	The responsible supervisor , should be at the equipment at all times and must be of sound mind and not be under the influence of alcohol or drugs.
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Aggressive or inappropriate customers	Risk of harm from angry or aggressive users or customers . Abusive verbal or physical behaviour	1	2	Loan working risk assessments carried out for staff members.	Regular communication with management team. Operators to remove themselves from the situation where possible and call the police if necessary.
Frightened users	Risk of users becoming frightened, freezing and can't move causing hazard to other users .	1	1	Ensure the equipment is monitored by a responsible adult at all times	Responsible supervisor to ensure that the equipment is used by the correct age/height group.
Operators or supervisors touching users, causing distress to users or care-givers	User may not want to be touched, risk to operators or supervisors of being accused of inappropriate touching	1	3	Ensure operators are trained to only touch a user if necessary and there is a risk of harm or the participant is in difficulty. Operators to try and support the user by the hand, elbows or arms and avoid any unnecessary touching of any other part of the body if	Customers to ensure that users are supported by themselves and customers must be available to intervene where possible to avoid company operators

				possible Company to adhere to safeguarding and touching policy for all operators and to be made available to customers via our website.	from having to physically handle users.
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Robert Weir

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Review Date. This is a working document, and changes and updates can be made at any stage.