

MARQUEES - COVID RISK ASSESSMENT, SEPTEMBER 2020

Risk identified	People at Risk	Actions to take to mitigate risk
Exposure to a person infected with COVID 19	Marquee team members / Clients	<ul style="list-style-type: none"> • Marquee team must not include anyone exhibiting symptoms and / or isolating because of potential contact with someone exhibiting symptoms. • Marquee team to be agreed by prior arrangement only – both for assembly and disassembly. (Casual volunteers not allowed.) • Team to consist of 4 members only. • Marquee team to ensure 2m distancing from client / client’s family / other members of the public during assembly and disassembly. (Client to be informed in advance of this requirement.) • Only one (identified) team member to enter the marquee storage container at any one time. • No car shares- team members to make their own way to the location where possible. (NB: One person in the rear of the van should be OK.) • Marquee team members to organise work to enable 2m distancing during assembly and disassembly wherever possible.
Someone becomes unwell with suspected COVID 19 while on marquee duty.	Marquee team members	<ul style="list-style-type: none"> • Individual to go home or to hospital as soon as possible. • Nominated group leader to assess risk to other team members and the client / members of the public of completing or abandoning the job, and act accordingly, taking care to minimise any risks. • Any potentially infected rubbish to be doubled bagged, sealed and disposed of. • Any potentially infected surfaces to be cleaned / disinfected in accordance with official guidance.
Contact with a surface/equipment infected with COVID-19	Marquee team members	<ul style="list-style-type: none"> • Hand sanitiser (available in village hall kitchen) to be taken to the job and used before and after each stage of the assembly and disassembly process, including loading and unloading the van. • Disinfectant, cleaning materials and bin bags to be available at all times and used as necessary during the job. • Marquee items and equipment should only be handled by one person during any individual job as far as possible, including poles, marquee fabric, crates, bags, pegs, hammers, cutters etc. <ul style="list-style-type: none"> • Where this is not possible, hand sanitiser should be applied as soon as possible after handling. • Team leader to allocate duties and equipment as necessary to minimise shared use of items • Cashless payment to be requested. • Disassembly to be carried out no less than 24 (and ideally 48) hours after the marquee has last been used by the client, to allow time for natural disinfection to occur (taking into account outside location.)