

What?

- Public events are a great way of getting our message across to a wider audience. They can also generate useful income.
- There are some risks, mainly due to slips trips and falls and manual handling.



Why?

- Most public events will involve moving a lot of equipment including a gazebo, table, chairs, publications and display boards. Adopting proper manual handling techniques and ensuring you have enough support (volunteers or other staff members) will ensure that strains and injuries are prevented and help with the smooth running of the day.
- Some events involve using the smoothie bike, so it is important to familiarise yourself with the relevant risk assessment and pay particular attention to food hygiene and the main hazards of the activity e.g. tripping over the legs and the working blade.
- You should also be aware of the weather conditions as this can cause health and safety issues on the day e.g. strong winds lifting the gazebo or hot weather causing dehydration.

Do ✓

- ✓ Do a site reccie prior to the event
- ✓ Have a site briefing on the day pointing out exits/toilets/hazards etc.
- ✓ Secure the gazebo with guy ropes and tent pegs and make sure any banners are tied too
- ✓ Weight the feet of the gazebo down when erecting on hard standing
- ✓ Take note of weather conditions and bring appropriate equipment – sun cream, hats, woollies etc.
- ✓ Stay hydrated and have regular breaks; it can get hot under a gazebo

Don't ✗

- ✗ Don't lone work – ensure that you have adequate levels of support
- ✗ Don't put up the gazebo in strong winds or if lightning is forecast
- ✗ Don't forget to secure collection boxes with a chain
- ✗ Don't prepare or serve food without having someone present with Food Safety & Hygiene training



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