

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992  
RISK ASSESSMENT RECORD**

**Branksome Dene Community Room – Gazebo Assessment**

Gazebos, marquees or tents can only be erected on the patio area ensuring the accesses are left clear (the patio is a public access area and must be left clear). A condition of the booking is that any such structure larger than 3mx3m will require a risk assessment. The risk assessment must address the potential hazards to safety, to include possible risk of collision, trip hazards, consideration for strong winds, and the precautions taken. This must be submitted to the Sandbanks Beach Office not less than fourteen days prior to the booking.

Name of Organisation	Structure to be Assessed
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Name of Assessor	Date of Event
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Positions	Date of Assessment
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Describe the activity / process	
What harm does the structure pose to participants and other persons?	
What precautions have you taken?	
Is the risk level, High, medium, Low?	
If risk level 'High', what additional measures are necessary?	
Are any special groups at risk?	Yes / No
If Yes, who are these and how many?	

Risk assessment is a continuous process – changes require re-assessment. Review date: \_\_\_\_\_