

# Working at Height Risk Assessment

Primrose Weddings & Events Ltd | t/a The Harrogate Food & Drink Co. | Funky Fridays | Trufflehunters

<b>Document Ref</b>	RA-007
<b>Issue Date</b>	December 2025
<b>Last Review</b>	December 2025 — L. Aikman
<b>Next Review</b>	December 2026
<b>Assessor</b>	Linda Aikman
<b>Applies to</b>	All outdoor event set-up & breakdown

**Activity:** Erection and dismantling of gazebos, canopies, marquee sections, banners, and signage. Accessing storage areas on vehicles/trailers. Any work task requiring use of step ladders or working above ground level.

**Legislation:** Work at Height Regulations 2005.

Risk Rating = Likelihood (1-5) × Severity (1-5) | **LOW 1-6** **MEDIUM 7-14** **HIGH 15-25**

## Hazards, Controls & Residual Risk

Hazard	Who is at Risk	L	S	Initial Risk	Control Measures	L	S	Residual Risk
Falling from step ladder during canopy/gazebo erection	All staff	3	5	<b>15 HIGH</b>	Step ladders inspected before each use (no damaged rungs/feet). Three-point contact maintained at all times. Step ladders footed by second person. No work from top two rungs. Work above 2 m not undertaken — scaffold tower hired if required. Wet/icy conditions: task postponed.	2	3	<b>6 LOW</b>
Gazebo/canopy collapse onto staff or public during erection	Staff, public	3	4	<b>12 MED</b>	Minimum 2 staff required for all gazebo erection. Gazebo frame extended on ground before raising. Public exclusion zone maintained during erection. Weights/anchors applied immediately on each leg as raised. Fire retardancy certificates current — see separate certificate on file.	2	3	<b>6 LOW</b>
Gazebo failure in high winds	Staff, public	3	5	<b>15 HIGH</b>	Wind speed checked (BBC Weather / Met Office) before every event. Gazebos not erected in forecast sustained winds >30 mph or gusts >40 mph. Water weights minimum 15 kg per leg. Gazebo tied to vehicle or anchor stakes on grass. Early takedown decision made by event manager.	2	3	<b>6 LOW</b>
Reaching/stretching to attach banners or signage at height	All staff	3	3	<b>9 MED</b>	Banner attachments made at ground level before raising where possible. Step ladder used rather than stretching from standing. No overreaching beyond arm's length. Second person present at all times during task.	2	2	<b>4 LOW</b>
Climbing into/out of vehicle, trailer, or box body	All staff	3	3	<b>9 MED</b>	Step stool or vehicle step used. Three-point contact. No jumping down. Vehicle loading bay cleared before stepping out. Staff with known joint/mobility issues not to climb.	2	2	<b>4 LOW</b>
Overhead hazards (cables, branches, structures) during erection	All staff	3	5	<b>15 HIGH</b>	Overhead survey of pitch conducted before erection begins. Minimum 3 m clearance from overhead power lines — if not possible, event organiser contacted and DNO notified. Trees and low branches noted and clear height measured before raising poles.	1	4	<b>4 LOW</b>

## Equipment Inspections

All step ladders and access equipment are visually inspected before each event and formally recorded in the equipment log every 3 months. Damaged equipment is removed from service immediately and tagged "DO NOT USE" until repaired or replaced.

## Review Triggers

This assessment will be reviewed: annually (December each year); following any fall or near-miss; when new access equipment or gazebo structures are introduced.