

# CONTRACTOR HEALTH & SAFETY

## Pre-Festival Catering Setup (Outdoor Events)



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**Company:** Primrose Weddings and Events Ltd  
**Trading As:** HGFD & Funky Fridays  
**Activity:** Pre-Festival Catering Setup (Outdoor Events)  
**Locations:** Festival & Outdoor Event Sites  
**Assessment Date:** 1 September 2025  
**Prepared By:** Linda Aikman  
**Review Date:** 31 August 2026

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### PART 1 – METHOD STATEMENT

#### 1. Scope of Works

This method statement defines the safe system of work for transporting, unloading, and setting up catering equipment, structures, and supplies at outdoor festival and event sites prior to the live event period.

Activities include:

- Driving to and from site
- Loading and unloading vehicles
- Manual handling and heavy lifting
- Setting up outdoor catering areas
- General site safety and welfare

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#### 2. Responsibilities

##### Company Director / Event Manager

- Overall responsibility for health & safety
- Liaison with festival organisers and site management

##### Supervisors

- Ensure compliance with this contractor pack
- Deliver toolbox talks where required

##### Employees

- Follow instructions, training, and site rules
- Use PPE correctly and report hazards immediately

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#### 3. Training & Competence

- All drivers hold valid licences and are competent to drive work vehicles
- Manual handling awareness provided
- Tail lifts operated only by trained staff

- Staff briefed before arrival on site
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#### **4. Personal Protective Equipment (PPE)**

- High-visibility clothing
  - Safety footwear (non-slip)
  - Gloves for manual handling
  - Weather-appropriate clothing and sun protection
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#### **5. Safe Working Method**

##### **5.1 Driving & Site Access**

- Site speed limits and traffic routes followed
- No mobile phone use while driving
- Adequate rest breaks taken
- Reversing minimised; banksman used where possible

##### **5.2 Loading & Unloading**

- One person controls unloading operations
- Tail lifts operated within safe working limits
- No standing beneath raised tail lifts
- Loads secured and released in a controlled manner
- Work areas kept tidy

##### **5.3 Manual Handling**

- Loads assessed before lifting
- Team lifts used for heavy or bulky items
- Mechanical aids used wherever possible
- Forklifts/telehandlers used where provided and authorised

##### **5.4 Setting Up Catering Area**

- Ground inspected for uneven surfaces and hazards
- Equipment positioned away from pedestrian routes
- Gazebos and marquees secured correctly
- Weather conditions monitored continuously

##### **5.5 Working Near Other Contractors**

- Clear communication with site management
  - Compliance with festival safety plans
  - PPE worn as required
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#### **6. Welfare & Fatigue Management**

- Regular breaks provided
  - Tasks rotated where possible
  - Drinking water available at all times
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## 7. Emergency Procedures

- Emergency exits and muster points identified
- First aid kit available on site
- All incidents and near misses reported immediately
- Festival emergency procedures followed

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## PART 2 – RISK ASSESSMENT

### 1. Driving to & From Event Site

Hazard	Who is at Risk	Initial Risk	Control Measures	Residual Risk
Road traffic accidents	Drivers / Public	High	Licensed drivers only, roadworthy vehicles, no mobile phone use, rest breaks, site speed limits	Low
Reversing vehicles	Staff / Public	Medium	Banksman used, reversing alarms/cameras, high-vis clothing, minimise reversing	Low

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### 2. Loading & Unloading Vans

Hazard	Who is at Risk	Initial Risk	Control Measures	Residual Risk
Slips, trips & falls	Staff	Medium	Tidy work areas, good lighting, non-slip footwear	Low
Falling objects	Staff	Medium	Loads secured, controlled unloading, no standing under tail lifts	Low
Tail lift injuries	Staff	Medium	Trained operators only, SWL not exceeded, hands/feet kept clear	Low

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### 3. Manual Handling & Heavy Lifting

Hazard	Who is at Risk	Initial Risk	Control Measures	Residual Risk
Back strain / injury	Staff	High	Training, team lifts, mechanical aids, forklifts/telehandlers where available	Low
Awkward lifting	Staff	Medium	Assess ground, suitable footwear, adjust lifting technique	Low

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### 4. Setting Up Outdoor Catering Area

Hazard	Who is at Risk	Initial Risk	Control Measures	Residual Risk
Uneven ground	Staff	Medium	Area inspection, hazard identification, mats used where needed	Low
Weather conditions	Staff	Medium	Monitor forecast, secure structures, hydration and sun protection	Low

Hazard	Who is at Risk	Initial Risk	Control Measures	Residual Risk
Working near contractors	Staff	Medium	Communication with site managers, follow safety plans, PPE	Low

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### 5. General Site Safety & Welfare

Hazard	Who is at Risk	Initial Risk	Control Measures	Residual Risk
Fatigue	Staff	Medium	Adequate breaks, work rotation	Low
Lack of PPE	Staff	Medium	Hi-vis, safety footwear, gloves provided	Low
Emergency situations	Staff	Medium	Emergency exits known, first aid kit available, reporting procedures	Low

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### Additional Controls

- Staff briefed prior to site arrival
- Toolbox talks carried out where required
- Full compliance with festival and event safety rules

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**Overall Risk Rating:** LOW (when control measures are followed)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_