







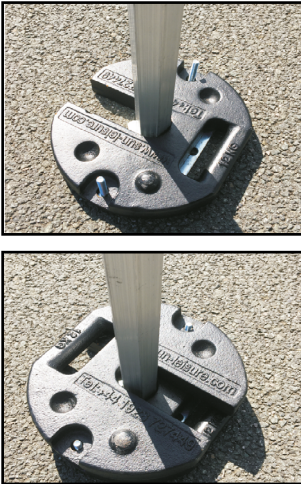






Cloth	Blue
Chemicals	<ul style="list-style-type: none"> • Washing up liquid
Reference	<ul style="list-style-type: none"> • Safety policies • COSHH manual • Risk Assessment manual • Security Risk Assessment • Assembly video: https://www.youtube.com/watch?v=IR7IUS51dNk
Equipment	<ul style="list-style-type: none"> • Protex 50 (3m x 3m) gazebo • Steel leg weights, water bags or anchor straps and stakes (as applicable) • Gazebo sidewalls • Gazebo guttering • Parasols

Step 1		<ul style="list-style-type: none"> • Assembly of the 3m x 3m gazebo is a two person task and must not be completed by just one person. • Any marquee which is larger than 3m x 3m must be assembled by an approved contractor. • Do not attempt to assemble any gazebo in windy weather conditions. • Care must be taken to prevent trapping fingers whilst assembling a gazebo. <p>Prior to assembling the gazebo, ensure that it:</p> <ul style="list-style-type: none"> • Is situated on a level surface. • Does not obstruct any fire exits or block any fire escape routes. • Does not obstruct any external CCTV cameras.
Step 2		<ul style="list-style-type: none"> • Place the gazebo in the middle of the area where it is going to be located. • Open it half way out by pulling two opposite legs away from each other.
Step 3		<ul style="list-style-type: none"> • Roll the canopy over the corner joints to decrease the tension.
Step 4		<ul style="list-style-type: none"> • Each person must take hold of the bottom of the concertina section on opposite sides of the frame. • Lift the frame slightly off the ground to prevent friction and then walk away from the other person until the frame is opened out approximately two-thirds.

<p>Step 5</p>		<ul style="list-style-type: none"> • In the centre of the side section of the frame, take the top and the bottom part of the concertina and push towards each other.
<p>Step 6</p>		<ul style="list-style-type: none"> • One person must move underneath the canopy and push the top and bottom parts of central concertina together. • The other person must lift the sliding joints on the legs up until all joints are locked in position.
<p>Step 7</p>		<ul style="list-style-type: none"> • Roll the canopy back down on the corners.
<p>Step 8</p>		<ul style="list-style-type: none"> • At two corners on the same side, release the joints at the bottom of each leg and extend the legs. • After the inner part of the leg slides out, lock in the lowest of the five height positions. • Repeat this until all of the legs have been extended. • The total height of the gazebo can then be adjusted as required.

Step 9		<ul style="list-style-type: none"> Once the gazebo is assembled and situated in the correct location, it must be anchored in place using steel leg weights. Slide one steel leg weight over the footplate at the bottom of the leg. From the underneath of the weight, insert bolts through each hole in the weight such that the bolts are pointing upwards. Slide the second steel leg weight into place from the opposite direction to the first one, and guide the bolts through the holes in the second weight. Place a washer and nut onto each bolt and tighten by hand. Repeat this process for every leg. Water bags must only be used as weights for any marquee which is larger than 3m x 3m.
Step 10		<ul style="list-style-type: none"> To prevent it from being classed as an indoor space, a maximum of two sidewalls can be attached to a gazebo. Guttering can be attached to the gazebo to direct rain water away from the open sides.
Step 11		<p>If the gazebo is on soft ground e.g. grass:</p> <ul style="list-style-type: none"> Anchor straps and stakes may also be used to secure the gazebo to the ground. Care must be taken to ensure that the anchor straps and stakes do not pose a trip hazard. The anchor straps must be attached to the gazebo frame and not to the canopy.
Step 12		<p>Parasols</p> <ul style="list-style-type: none"> Parasols must be placed into a secure base. Ensure that parasols are kept away from any source of heat e.g. patio heaters. Parasols must not be grouped close together, and must not obstruct any fire exits or block any fire escape routes.
Step 13		<ul style="list-style-type: none"> On a daily basis, check that gazebos, parasols and marquees are clean, in good condition and securely positioned. If required, use warm soapy water and a clean blue cloth to wipe down the frame and canopy. Check to ensure that gazebos and marquees have no bent poles or damaged walls / roofs. Ensure all weights and/or water bags are in good condition and securely attached. Ensure water bags are full and not deflated. Check to ensure all anchor straps are taught, and adjust if required. If there is any sign of damage, do not use the gazebo or marquee. Cordon off the area to prevent customer use, and arrange for a repair or replacement as required.

**Step
14**

If strong winds are forecast:

- Remove the canopy from the gazebo frame for the duration of the bad weather. Where this is not possible, the gazebo will need to be dismantled and stored safely in a back of house area.
- Fold down all parasols or remove them from their base and store safely in a back of house area.
- Where parasols are removed, ensure that the base does not present a trip hazard.