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|  |  | RISK ASSESSMENT  STALL HOLDERS – OUTDOOR EVENT  Template for a Risk Assessment for a stall at an Outdoor Event (market, craft fair, fete etc where the stall will be outdoors) | | | | | | | | |
|  | Disclaimer: This risk assessment template may be used by stall holders for an outdoor event. It is made available only to assist in the preparation of their own risk assessment and should be modified appropriately for their own circumstances. Sutton-in-Craven Parish Council do not accept any responsibility for the use of the contents. | | | | | | | | | |
|  | Event: | | | Stall Setup (some or all of):  Gazebo and tables, display stands, sale produce | | | Completed By/Date: | | Signature: | |
|  | Event Date: | | | Name:  Date: | |  | |
|  |  |  | | | | | | | | |
|  | **HAZARD** | | **INITIAL RISK LEVEL** | **OUTCOME** | **PERSONS AT RISK** | **MEASURES** | | **FURTHER ACTION** | **FINAL RISK LEVEL** | **PERSON RESPONSIBLE** |
|  |
| 1 | Site/event related hazards | | TBC | Accident or Injury | Stallholder\* | Liaise with site owner/event organiser to determine possible on-site hazards and presence of on-site first aid/medical support. | |  | TBC | Outside Events organiser |
| 2 | Transport, setting up and dismantling of equipment | | Medium | Injury due to accident | Stallholder\* | Stow equipment securely during transport to avoid movement/breakage in case of heavy braking. Enter and Exit park at 5mph. Move items in manageable loads -avoid lifting over-heavy loads.  Ensure table legs are in position.  Gazebo to be made secure by pegging down. | |  | Low | Stallholder\* |
| 3 | Fire | | Low | Burns, smoke inhalation | Stallholder\*,  General public | No smoking, no flammable substances or open flames within the gazebo.  It is anticipated that the organisers will provide general fire fighting equipment and marshal in the event of a fire on site. | | No smoking sign in gazebo.  Stallholder to familiarise themselves with organisers safety procedures. | Low | Stallholder\* |
| 4 | Severe weather, high winds, heavy rain, thunderstorms | | Low | Gazebo or display becoming unstable with risk of injury. | Stallholder\*  General public | Ensure gazebo is properly tied or weighed down and that pegs and ropes are clearly visible.  In extreme weather, displays should be packed away. In high wind, double check ropes and weights; dismantle gazebo if risk of becoming unstable. | | If overnight forecast is severe weather check with organiser. | Low | Stallholder\* |
| 5 | Working in extreme weather | | Low | Heat (sunburn/heat stroke)  cold (hypothermia)  Mud (slipping) | Stallholder\* | Have appropriate hot/cold drinks available. Wear/bring suitable clothing, e.g. hat, sunblock, sunglasses, raincoat, warm fleece, wellies.  If required seek advice.  Where judged necessary, cancel and dismantle and return home. | |  | Low | Stallholder\* |
| 6 | Nuisance  Stinging Insects | | Medium | Nuisance or stinging from wasps/bees attracted to produce and equipment on stall | Stallholder\* General public | Keep equipment for tasting covered when not in use. Cakes etc should be covered. | | Move to shade if necessary. | Low | Stallholder\* |
| 7 | Free standing displays | | Medium | Tripping, blown or knocked over and hitting people | Stallholder\* General public | Secure all display signs with weights or pegs | |  | Low | Stallholder\* |
| 8 | Slips, Trips and falls | | Medium | Injury due to accident | Stallholder\*  General public | Pegs and ropes used to secure displays or gazebo to be away from public thoroughfares where possible and clearly visible.  Avoid wires and cables that could be tripped over.  Keep areas tidy and store boxes under tables. | | Take extra care In muddy situations.  Ensure trip hazards such as ropes are clearly visible. | Low | Stallholder\* |
| 9 | Falling objects | | Medium | Injury due to accident | Stallholder\*  General public | Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable. | |  | Low | Stallholder\* |
| 10 | Breakable Items | | Medium | Cuts from Broken glass or pots | Stallholder\*  General Public | Ensure breakable items (e.g. glass) are secure during transportation.  Place breakable items away from the edges of tables.  Ensure any table coverings are firmly attached to the table. | | Be prepared for cleaning up should an accident happen. | Low | Stallholder\* |
| 11 | Hazardous substances | | Low | Ill effect on health | Stallholder\*  General public | No use of hazardous substances is expected. None to be brought to site without clearance from the organiser. | |  | Low | Stallholder\* |
| 12 | Electrical | | Low | Electric shock | Stallholder\*  General public | No mains/generator powered equipment is to be taken on-site without permission of the organiser.  Any display lighting to be battery operated. | |  | Low | Stallholder\* |
| 13 | Working alone | | Medium | No assistance in case of problem | Stallholder\* | At least two people to be present at all times except for short periods (e.g. toilet break). Be aware of people around (e.g other stall holders) who can help if necessary.  Keep money out of sight. | | Stallholder\* to familiarise themselves with procedures which are in place | Low | Stallholder\* |