

Date:

Risk Assessment

Assessors Name:		Assessment Reference Number:		Review Date:	
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Endorsed By Name:		Signature		Position		Date:	
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Description of activity being assessed	Stall Holder (insert event) - sole trader
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Location	
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Identified Hazards	Who may be affected	Risk level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk Level S x P = R					
		S	P	R	RR				S	P	R	RR		
Vehicle Movements	All pedestrians					<ul style="list-style-type: none"> Event traffic management plan will be followed as instructed. Vehicle movements are only completed when authorised to do so by the event management Reversing is kept to a minimum / avoided whenever possible. Stall is set up before the event starts. If reversing has to be completed, it is done so with the assistance of the event management (banksman). Vehicle is driven slowly with care and in accordance with event speed limit. Priority is given to pedestrians. Vehicle is suitably maintained. Vehicle checks are completed by the driver. Insert controls as required. 								

NOTE: See guidance notes before completing this Risk Assessment

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		S	P	R	RR				S	P	R	RR
Slips & Trips	All persons at the event					<ul style="list-style-type: none"> Trailing cables are avoided; cables are secured above or below the stand. Where cables cannot be secured cable protector mats are used which have bright borders and hazard warning marks. Boxes and goods are kept close to the stand and are not in the pedestrian route. Waste products / packaging will be cleared away throughout the event and not left as a trip hazard. Stall and immediate area are monitored throughout the day. Insert controls as required. 			2	2	4	M
Co-operation with event organiser/ local authority and trading standards	All persons at the event					<ul style="list-style-type: none"> Consent / the appropriate license has been applied for and granted by the local authority. Event rules and restrictions will be understood and complied with as required. Trader will inspect area before setting up the stall, any issues, such as trip hazards from paving stones etc. will be reported straight away. Insert controls as required. 						
Power Supply & Electrical Risks	All persons at the event					<ul style="list-style-type: none"> Electrical supply and lighting to be arranged and installed by event organisers. All appliances are subject to a PAT every 12 months. All equipment used outdoors has the correct IP rating for use / exposure. RCDs provided on all equipment. Pre-use check completed on electricals to ensure they are in good condition and free from damage. 						

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Food Hygiene and Trading Standards	All persons at the event				H	<ul style="list-style-type: none"> The business is registered with the local authority as a food business. Safety management procedures (safer food better business) are in place which are documented. Allergen information is provided and products are clearly labelled. Products sold will comply with trading standards. Insert additional controls as required. 							
Cooking Equipment	All persons at the event					<ul style="list-style-type: none"> Ensure that fixed LPG and other equipment as required is serviced and subject to a safety check every 12 months by a gas safe engineer. LPG cylinders are kept to a minimum, stored outside, upright, and are chained (or in a designated cage). Cylinders are turned off when not in use. Cylinders are stored away from other combustibles. Cylinders are checked for leaks with a proprietary spray. Equipment is on a maintenance program, hoses and regulators are replaced as required. Equipment is checked before use. Hobs are not left unattended. Insert controls as required. 			3	2	6	M	
Unauthorised use of Equipment	All persons at the event					<ul style="list-style-type: none"> All tools and equipment (including cooking equipment and utensils) are kept secure and not accessible to the public. Insert controls as required. 							
Theft & Abusive Behavior	All persons at the event					<ul style="list-style-type: none"> Cash will be stored out of sight. Stock is not left unattended. Any attempts of theft will be reported to the event organisers. Stall will be located in a conspicuous location with other stall holders. Trader to remain unfrontational and calm, all incidents will be reported to security / the events management team. Insert controls as required. 							

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		S	P	R	RR				S	P	R	RR		
Fire	All persons at the event					<ul style="list-style-type: none"> • Candles are not left unattended. • No combustible materials are positioned next to candles. • The minimum number of candles are used for demonstration purposes. • No flammable substances in use. • Insert controls as required. 								
Emergency Procedures & First aid	All persons at the event					<ul style="list-style-type: none"> • Mobile phone available and charged before event. • First aid kit available. • Contact details for event organizer / security stored in mobile phone in case of emergencies. • Insert additional controls as required. 								
Weather Conditions	All persons at the event					<ul style="list-style-type: none"> • All items and gazebos will be secured in the event of high winds. Table / bench is sturdy, secure and set in level ground. • Appropriate precautions taken by the stall holder in hot weather that include shade, water and sunscreen. • Appropriate precautions will be taken by the stall holder in cold and wet weather including warm and waterproof clothing and hot drinks. • Weather conditions and wind speed will be monitored before and during the event with the emergency plan activated as required. • Insert additional controls as required. 								

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Insert hazard						<ul style="list-style-type: none"> Insert controls as required. 								
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GUIDANCE NOTES

R = RISK

SEVERITY x PROBABILITY = RISK

S = SEVERITY

P=

PROBABILITY

RR = RISK RATING, High, Medium or Low

RISK	SEVERITY
1-3 = Low	1 = Slight
4-6 = Medium	2 = Serious
7-9 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1-3	LOW	Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review).
7-9	HIGH	Do not allow work to start and review working practices Immediately . Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review).

I.D	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Person Responsible

Assessors 1 Name:		Signature:		Date:	
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Assessors 2 Name:		Signature:		Date:	
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