RISK ASSESMENT FORM

Contact Name –

Risk Assessment carried out by –

Signature of Assessor -

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| HAZARD | OUTCOME | PERSONS AT RISK | CONTROLS TO MINIMISE RISK | FURTHER ACTION | LEVEL OF RISK |
| Tablecloth. | Trips, display beingpulled off the stall. | Stallholder/general public. | Tablecloths will be positioned to not​ trail​ ​on​ ​the​ ​ground and​ ​secured securely.  | Monitored throughout the day. | Low. |
| Falling​ ​objects.   | Bruising.  | Stallholder/general​ ​public.  | Ensure​ ​tables ​are stable​ ​on​ ​the ground​ ​before setting​ ​up displays.   | Monitored throughout the day.  | Low.  |
| Weather:​ ​high​ ​winds, heavy​ ​rain​ ​and​ ​or thunderstorms.  | Displays​ ​blowing over,​ ​falling​ ​to​ ​the ground.  | Stallholder/general​ ​public.  | Ensure​ ​gazebo ​is properly​ secured,​ pegs​ ​and​ ​ropes​ ​are marked​ with​ brightly​ ​coloured cloth.  | In​ ​extreme​ ​weather, all high​ displays/shelving​ ​to​ ​be​ ​packed away​ ​securely.  Ropes ​and​ gazebo to​ be checked in​ ​high​ ​winds​ ​to​ ​make​ ​sure​ ​they are​ ​fastened​ ​securely.   | Medium.  |
| Manual​ ​handling.  | Strains.  | Stallholder.  | Use​ ​trolley​ ​or wheeled​ suitcases to​ ​move​ ​heavy stock​ ​and​ ​displays preferably​ ​two persons to move display​ ​and​ ​stock safely.   | No​ ​further​ ​action​ ​required.  | Medium.  |
| Upright display banners | Falling over, being pulled over. | Stallholder/general​ ​public. | Ensure​ ​banners ​are stable​ ​on​ ​the ground, attach them to something more secure if necessary. | Monitored throughout the day. | Low. |
| Working​ ​outside​ ​in extreme​ ​weather.  | Cold Sunburn Dehydration.  | Stallholder.  | Stay​ ​within​ ​the perimeters​ ​of​ ​the gazebo. Use​ ​sunscreen, sunglasses​ ​and wear​ ​suitable clothing according to the weather. Take plenty​ ​of​ ​water​ ​to keep​ ​hydrated.   | No​ ​further​ ​action​ ​required.  | Low  |
| Violence​ ​and/or threatening behaviour.   | Threat.  | Stallholder.  | Keep​ ​calm,​ ​ask​ ​for help.  | Stallholder​ ​to​ ​familiarise themselves​ ​with​ ​the​ ​organisers’ security​ ​procedures​ ​and​ ​staff.  | Low   |