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 being  pulled 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 |