

## RISK ASSESMENT FORM

Contact Name –

Risk Assessment carried out by –

Signature of Assessor -

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