

Mitcheldean Festival Fête 2023: **STALLHOLDER RISK ASSESSMENT**

Organisation/Person:		Description of Activities:		
Completed By:		Signature:		
Date of Event:		Date Risk Assessment Reviewed and Accepted:		
HAZARD	POTENTIAL OUTCOME	WHO IS AT RISK	MEASURES	FURTHER ACTION
Covid-19	Infection	All	Avoid a crowd if possible, wear a mask if going inside if you can. Use hand sanitizer regularly, especially after handling cash.	If possible, use a contactless payment system.
Fire	Burns, smoke inhalation	Stallholder, general public	No smoking allowed within the stall area. No flammable materials or electricity will be used in the stall area.	Stall to be a no-smoking area. Stallholder to familiarise themselves with the location of the nearest fire extinguisher.
Weather: high winds, heavy rain, thunderstorms	Displays blowing over and hitting people	Stallholder, general public	Ensure gazebo/display is properly tied or weighted down and that any pegs and ropes are clearly visible.	In extreme weather, displays should be packed away to prevent damage. In high wind, double check ropes and weights.

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Issues with gazebo	Leaks	Stallholder, general public	If leaks develop, repair quickly or take it down.	Have duct tape available for minor repairs
Issues with displays	Tipping, blown or knocked over and hitting people	Stallholder, general public	Secure all display signs and furnishings well before setting up items for sale.	Have extra cable ties, duct tape, etc to deal with minor problems.
Slips, trips and falls	Slips, trips and falls	Stallholder, general public	Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables.	Take extra care in muddy situations. Stallholder to ensure public cannot access rear of display tables.
Tablecloths	Trips, pulling off.	Stallholder, general public	Tablecloths will be positioned to not trail on ground and secured safely.	None required.
Falling objects	Bruising	Stallholder, general public	Ensure tables are stable on the ground before loading them with items.	None required.
Fragile items	Cuts from broken glass or pots	Stallholder, general public	Place breakable items away from the edges of the table. Ensure table coverings are firmly attached to table.	Be prepared for cleaning up should an accident happen.
Hazardous substances /COSHH	Inhalation	Stallholder, general public	No foreseen need of hazardous substances at this stage.	None required.

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Sharp items	Cuts and punctures	General public	Scissors, needles, etc, used for setting up and working in quiet times should be put away when not in use and kept away from the general public.	None required.
Electrical	Electric shock	Stallholder, general public	Only electrical item in use is lights which are battery operated.	All electrical equipment to be PAT tested before use.
Manual handling	Strains	Stallholder	Use trolley for moving heavy items and move items in manageable loads.	None required.
Working in poor weather	Sunburn Cold Mud Wet	Stallholder	Stay under the gazebo. Have sunblock and sunglasses. Bring sufficient suitable clothing for all weathers. Bring sufficient suitable drinks and food.	None required.
Violence and threatening behaviour	Threat	Stallholder	Keep calm. Call for help.	Stallholder to familiarise themselves with organising personnel.
Working alone	Threat	Stallholder	Be aware of people around. Keep money out of sight.	Stallholder to familiarise themselves with organising personnel.

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Theft	Threat	Stallholder	Keep a lookout on what is happening, especially if large groups are around (although these should be minimised as per Covid guidance around crowds).	Stallholder to familiarise themselves with organising personnel.
ADDITIONAL INFORMATION/RISKS IDENTIFIED BY STALLHOLDER				
COMMENTS				