

Mitcheldean Fête/Picnic 2024: **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. 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. |
| Issues with gazebo | Leaks | Stallholder, general public | If leaks develop, repair quickly or take it down. | Have duct tape available for minor repairs |

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| 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 | | | | |
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| COMMENTS | | | | |