RISK ASSESSMENT FORM

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| Company Name: | O’Donnell Moonshine | Emergency Contact: | Matthew Webster |
| Site: | Malton Town Centre, Malton, North Yorkshire, YO17 7LX | Emergency Contact Phone: | 07903169877 |
| Event: | Malton Food Lovers Festival | Date from/until: | 24/05/2025 – 26/05/2025 |

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| **Hazards involved with activity** | Safety measures you will put in place to reduce the risk of  Accidents | Rating band  Severity of Risk  1 2 3 4 5  1 Low Severity  5 High Severity |
| **Setting up and dismantling stalls.** | * Ensure all poles, stall sections, tables and crates etc. are placed in a tidy manner and do not create trip hazards to persons walking past. Take particular care in the winter when both activities could take place before sunrise/after dark and in icy conditions. * Members use gloves to prevent any injuries from splinters, pinches, etc. | 2 |
| **Vehicle Movement during set-up &** **Break Down.** | * Be especially vigilant for pedestrians, use a bank man, if necessary, take particular care in the winter when both activities could take place before sunrise/after dark and in icy conditions | 3 |
| **Trip Hazards** | * Ensure Banners are placed so as not to cause trip hazards, to be weighted * down where necessary to avoid falling over. * Remove all rubbish from around the site * Remove any potential slip or trip hazards. * Ensure any trip hazards that cannot be moved are clearly marked with hazard tape * Ensure patio lip is well marked using hazard tape * Ensure all fence posts are marked with hazard tape to prevent attendees tripping, slipping, or injuring themselves * Regularly ensure floor area and walkways are clear of debris from the stall * e.g., produce or bags. | 2 |
| **Vehicles** | * Remove all vehicles from the area during trading | 1 |
| **First Aid** | * Make sure you have provided First Aid Equipment and that it is up to date, a mobile phone must be carried to call the emergency services. | 1 |
| **Re-Stocking** . | * Ensure restocking is done outside of trading hours whenever possible. If this isn’t possible ensure stock is well tied to trolley, looking out for members of the public and not using vehicles within the operational area | 1 |
| **Power Tools (Ins \* De-Ins)** | * Ensure that members are correctly trained in the use of power tools (Drill). * Members must make use of provided PPE (safety googles and gloves) | 3 |
| **The sale of alcohol**  **Challenge 25**  **Proxy sales**  **Consumption off site**  **Sampling** | * Always ensure to ask for either a passport or driving license and check any perspective sampler or purchaser they are above the age of 18 if they look below the age of 25 **(Challenge 25 Policy).** * Display Challenge 25 sticker. * Ensure nobody is buying/sampling on behalf of anyone underage **(Proxy sales)** * Don’t sell or allow samples to anyone under the age of 18. * Display a sign that reads **“for consumption off site”.** * **All Samples are to be 5mls in accordance with the alcohol license act of 2003.** * **Adhere to the permitted guidelines of sampling set by the event organizer.** | 4 |
| **Working at Height** | * The only working at height will take place on a ladder and no member will be permitted to exceed 2.5meters in height. * A second team member will support the ladder at all times whilst in use. | 3 |
| **Fire** | * Wooden Crates – Fire extinguishers on hand and nearby | 3 |
| **Electricity** | * Members are only permitted to plug into plug points approved by the on-site electrician * Members are to use PAT certified appliances | 5 |

Signature:  Print name: Matthew Webster Date: 19/12/2024