

# Risk assessment for exhibition or event stand

Organisation name: Costello's Bakery Ltd

Assessment carried out by: James Costello

Date: 21/01/2019

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping on our stand. We do not allow trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in stand area, carpets laid correctly, wipe all spills up.	Continue to be vigilant to possible hazards	All staff, supervisor to monitor	21/01/19	
Knives, glass, paper and other sharp objects	Staff may be injured whilst working. Visitors may be injured if sharp objects are left unattended.	Staff trained in the safe use of knives and equipment with sharp edges, also how to clear sharp objects such as broken glass safely.	Knives have blade protectors, sharp edges are minimised. Dust pan and brush with suitable receptacle available. Staff have been warned about paper cuts. First aid kit on stand.	All staff, supervisor to monitor	21/01/19	
Hot liquids	Staff may be injured whilst consuming hot drink refreshments.	Staff are instructed to take regular breaks including breaks for refreshments		All staff, supervisor to monitor	21/01/19	
Manual handling	Staff may be injured whilst working.	Staff are trained in the correct lifting and manual handling methods to ensure safe lifting.	Packaged products will be placed in trays or other transportation receptacles ensuring that the weight of each receptacle is less than 10kg	All staff, supervisor to monitor	21/01/19	
Food storage	Visitors may be injured if stored food becomes contaminated.	Chilled foods are kept under 8 degrees. Food stored under counter are kept in suitable food containers, raised from the ground and covered.		All staff, supervisor to monitor	21/01/19	
Gazebo/trailer instability	Staff may be injured whilst working.	Gazebos are erected by the event organiser and checked throughout the day by our staff to ensure its stability.	In the event of extreme weather, staff are instructed to report any instability to manager or supervisor immediately so that action can be taken	All staff, supervisor to monitor	21/01/19	
Cash handling	Staff	Staff are advised to handle cash discreetly to avoid the temptation of theft or robbery. Cash should be kept safe in a locked secured container provided, at all times.		All staff, supervisor to monitor	All staff, supervisor to monitor	21/01/19
Stand waste	Staff may be injured whilst working.	Any waste produced at the stand should be placed in the appropriate waste bag provided. Waste should be kept out of sight and away from food and removed at the end of the day.		All staff, supervisor to monitor	21/01/19	

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Hand washing (Street Foods in particular)	Staff and visitors from possible contamination.	Hand washing facilities are provided at the event's toilet areas. Hand and surface wipes are provided and hand sanitising gel is provided.	Staff are instructed to wear blue disposable gloves while working with and serving food.	All staff, supervisor to monitor	21/01/19	
Cleaning chemicals	Staff may be injured whilst working.	Antibacterial spray and hand sanitizing gel are used on the stall. Staff are trained in the correct use of these chemicals in order to avoid personal injury to skin and eyes.		All staff, supervisor to monitor	21/01/19	
Working at height						
Fire risks on your stand	Staff and visitors may be injured	Staff will have easy access and escape from the serving area.	Staff will have mobile phones on hand to raise any alarm in case of fire.	All staff, supervisor to monitor	21/01/19	
Temperature exposure to staff	Staff may be injured whilst working	Staff are instructed to take regular breaks including breaks for refreshments. Gazebos are provided for shelter from midday sun/heat.		All staff, supervisor to monitor	21/01/19	
Injury exposure of staff	Staff may be injured whilst working	First aid kit on stand.		All staff, supervisor to monitor	21/01/19	
Welfare of staff	Staff may be injured whilst working	Staff are instructed to take regular breaks including breaks for refreshments. Fold away chairs are provided for rests. Gazebos are provided for shelter from midday sun/heat.		All staff, supervisor to monitor	21/01/19	
Working near vehicles	Staff and visitors may be injured	Vehicle access is restricted to non-trading times to reduce risk to visitors. Extra care is advised while working near vehicles	Stock is unloaded and our own vehicle is removed from site immediately after unloading.	All staff, supervisor to monitor	21/01/19	
Dropping objects on feet	Staff may be injured	Staff are required to wear suitable clothing and footwear throughout the event.		All staff, supervisor to monitor	21/01/19	
Theft	Staff and visitors may be injured	Theft should be reported to management and event organisers as soon as it is discovered.		All staff, supervisor to monitor	21/01/19	

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Abusive customers	Staff may be injured	Staff are required to appease a customers concerns at all times. Particularly abusive customers should be reported to management as well as event organisers.		All staff, supervisor to monitor		
Other risks						

We discuss our assessment with our stand staff to ensure we have covered all possible hazards pertinent to our business trade stand

We review our risk assessment regularly, and after an accident whilst setting up, working on or breaking down our stand

We keep a copy in a presentation folder on our stand along with all other documentation in case of accidents which will speed up the review process from any complainant

Signature: *J Costello*

Date: 21/01/19