

Template for a Risk Assessment for a Stall at an Outdoor Event (market, craft fair or other such event where the stall will be out of doors)						
Disclaimer: This risk assessment template may be used by members who run their own market stall. It is made available only to assist members in the preparation of their own risk assessment and should be modified appropriately for their own circumstances.						
Event:		Stall Setup (some or all of):		Completed By/Date:		
2024 Malton Christmas Market		Gazebo and tables, display stands, sale produce,		Name: Sharon Golightly Date: August 2024		
HAZARD	INITIAL RISK LEVEL	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	FINAL RISK LEVEL
1 Site/event related hazards	TBC	Accident or injury	Stallholder*	Liaise with site owner/event organiser to determine possible on-site hazards and presence of on-site first aid/medical support. Include details in event specific risk assessment which is to be circulated to all stallholders* .		Low
2 Transport, setting up and dismantling of equipment	Medium	Injury due to accident.	Stallholder*	Stow equipment securely during transport to avoid movement/breakage in case of heavy braking. Move items in manageable loads - avoid lifting over-heavy loads.		Low
3 Fire	Low	Burns, smoke inhalation	Stallholder*, general public	No smoking, no flammable substances or open flames within the stall It is anticipated that the organisers will provide general fire fighting equipment and marshals in the event of a fire on site.	Stallholder* to familiarise themselves with the organisers' fire safety procedures.	Low
						Outside Events Organiser
						Stallholder*

* "stallholder" refers to on-site members manning the stall

HAZARD	INITIAL RISK LEVEL	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	FINAL RISK LEVEL	PERSON RESPONSIBLE
4 Severe weather: high winds, heavy rain, thunderstorms	Low	Displays becoming unstable with risk of injury.	Stallholder*, general public	Ensure display is properly tied or weighted down and that any pegs and ropes are clearly visible. In extreme weather, displays should be packed away. In high wind, double check ropes and weights; dismantle display if risk of becoming unstable.		Low	Stallholder*
5 Working in extreme weather	Low	Heat (sunburn/heat stroke) Cold (hypothermia) Mud (slipping)	Stallholder*	Have appropriate hot/cold drinks available. Wear/bring suitable clothing e.g. hat, sunblock, sunglasses, raincoat, warm fleece, wellies. If required, seek advice from on-site medical staff. Where judged necessary, cancel and dismantle the stall and return home.		Low	Stallholder*

HAZARD	INITIAL RISK LEVEL	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	FINAL RISK LEVEL	PERSON RESPONSIBLE
8	Medium	Tipping, blown or knocked over and hitting people	Stallholder*, general public	Secure all display signs with weights or pegs.		Low	Stallholder*
9	Medium	Injury due to accident.	Stallholder*, general public	Pegs and ropes used to secure displays to be away from public thoroughfares where possible and clearly visible. Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables.	Take extra care in muddy situations. Ensure trip hazards such as ropes are clearly visible.	Low	Stallholder*
10	Medium	Injury due to accident.	Stallholder*, general public	Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable.		Low	Stallholder*
11	Medium	Cuts from broken glass or pots	Stallholder*, general public	Ensure breakable items (e.g. glass) are secure during transport. Place breakable items away from the edges of the table. Ensure any table coverings are firmly attached to table.	Be prepared for cleaning up should an accident happen.	Low	Stallholder*

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12 Hazardous substances	Low	Ill effect on health.	Stallholder*, general public	No use of hazardous substances is expected. None to be brought to site without clearance from the organisers.		Low	Stallholder*
13 Electrical	Low	Electric shock	Stallholder*, general public	No mains/generator powered equipment is to be taken or used on-site. Any display lighting to be battery operated.		Low	Stallholder*
14 Working alone	Medium	No assistance in case of accident or problem.	Stallholder*	At least 2 persons to be present at all times except for short periods (e.g. toilet break). Be aware of people around (e.g. other stall holders) who can help if necessary. Keep money out of sight.	Stallholder* to familiarise themselves with the organisers' security procedures.	Low	Stallholder*