

**Risk Assessment for an stall at an indoor or outdoor event
Version 24.07.24**

Event Name: Malton Harvet Festival
Event Date: Oct 5th & 6th 2024

Stall Setup
Gazebo, tables and chairs

Complete By: Sarah Anderson
Date: 24/07/24

Hazard	Risk Level	Outcome	Person at risk	Measures	Actions	Final Risk Level	Person Responsible
Site/ event related hazards	TBC	Accident or injury	Stallholder	Liase with organiser to determine possible on-site hazards and presence of first aid/medical support. Share info with all staff.		TBC	Event organiser
Transport, setup, and dismantling of equipment	Medium	Injury due to accident	Stallholder			Low	Stallholder
Fire	Low	Burns, smoke, inhalation	Stallholder, public	No smoking, no flammable or flames in gazebo. Anticipated the organisers will provide fire fighting equipment and marshalls in the event of a fire on site	Stallholder to familiarise themselves with organisers fire safety procedures.	Low	Stallholder
Severe Weather	Low	Gazebo and displays become unstable	Stallholder, public	Ensure gazebo is tied and weighted. In extreme weather displays to be packed away and gazebo dismantled if very severe		Low	Stallholder
Working in severe weather	Low	Heat, cold reaction and slipping	Stallholder	Have appropriate hot or cold drinks available or accessible. Wear, bring suitable clothing. If required seek medical advise and where necessary cancel and dismantle and return home.		Low	Stallholder
Freestanding displays	Low	Blown or knocked over	Stallholder, public	Secure all with weights, cable ties etc		Low	Stallholder
Slips, trips and falls	Low	Injury due to accident	Stallholder, public	All peghs, ropes etc to be away from public thoroughfares and clearly visible.		Low	Stallholder
Breakable items	Low	Cuts from broken glass	Stallholder, public	Place breakables as far from edge of tables as possible.	Be prepared for clean up should a breakage happen	Low	Stallholder
Electrical	Low	Shock	Stallholder, public	No mains or generator power to be used on site. Display lighting to be battery operated		Low	Stallholder
Working alone	Medium	No assistance in case of accident or problem	Stallholder	At least 2 persons present at all times except for short periods. Be aware of people around who can help if necessary	Familiarise yourselves with organisers health and safety procedures	Low	Stallholder