

Risk assessment for exhibition or event stand

Organisation name: Stroopwafelyork

Assessment carried out by: Mathew Archibald

Date: 22/07/25

| 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? | Incident action adjustment needed? |
|---|---|---|---|----------------------------------|--|
| Competent person not present | Staff and general public could be hard if we do not designate a competent person to oversee the health and safety set up of our stand. | This person oversees every element of our participation, with a specific responsibility for managing Health & Safety, including the provision of proper information and instruction, training and supervision of all parties concerned throughout the event. | We always ensure we have trained most staff/volunteers in the health and safety of our event stand set up and break-down. We have a manual of instruction that we can refer to which is maintained by the designated health and safety member of our staff. | Directors and Supervisors | |
| Slips and trips from wires, cart itself or any food spillages | 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 standing area, cart is securely fixed, equipment is neatly and strongly placed down and all spills are wiped up. | Continue to be vigilant to possible hazards, toppings are placed in the correct, sturdy compartments, and people don't self-serve. | All staff, supervisor to monitor | |
| Hot liquids and equipment, knives, glass, paper and other sharp objects | Staff may be injured whilst working. Visitors may be injured if sharp or hot objects are left unattended. | Staff trained in the safe use of knives and equipment with hot or sharp edges, and know to clear sharp objects such as broken glass safely. Knives go in a pot, sharp edges are minimised (we only have a few non-sharp utensils for the topping application). | Staff have been warned about paper cuts. First aid kit and gloves are on stand. | All staff, supervisor to monitor | |
| Gazebo and the stroopwafel cart itself | Stall and general public at risk if gazebo not erected properly, securely weighted or pegged down, and/or action not taken by stall staff if weather turns to high wind. Same applies for the cart. | Ensuring our staff are fully trained and fully appreciate the dangers of an ill erected gazebo or cart, especially in high winds. That the frame needs to be secured down at all times, that guy ropes do not present trip hazards, and how to take action if the weather turns to high wind. The same applies to the cart which is sturdy and stable when erected. | Supervisors have trained staff as per manufacturers instructions, and the general pitfalls of using event organisers temporary structures. Staff know to report any damages and missing safety items so these can be replaced/fixed. | All staff, supervisor to monitor | Not to be placed on a hill or uneven grounds where the cart can tip or products spill. |
| Display equipment | Staff and general public from unstable tables, banners, pulled placements knocking displays over and onto the floor causing spillages. | Our display on our stand has been considered for health and safety, especially with small children being around. Our equipment and display materials are to be monitored by stand staff at all times and their position adjusted to suit the conditions and demographics entering the space. | New staff to be trained in stand display dangers. | Supervisor | |

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| Electrical hazards | Staff and general public could be harmed if stand staff have not checked and installed the electrical items on our stand properly, and any appliances are not with an in date PAT test/New. | Supervisors and staff have been trained on Electrical Safety at Work . They know what to check before 'hooking up, plugging in and switching on our electrical appliances and devices. Any damages are reported to the Supervisors for repair, and are not used/alternates sourced at the event. | All supervisors and staff trained on what to look for, check for and report on. | Supervisors | We are awaiting PAT testing |
| Hot liquids | Staff may be injured whilst working. Visitors may be injured if sharp or hot objects are left unattended. | All staff wear gloves and aprons to prevent touching hot items, and we only have 2 members of staff working at all times to ensure the serving process is smooth and not cramped. | New staff to be trained in stand display dangers. | Supervisors & all staff, customers | |
| Stand waste | The area would become dirty, hazardous and unhygienic if there was not a bin. | We have a bin that we bring with us, sitting neatly beside the cart and the only waste we have is the paper cups used to serve the wafels. | All staff and customers will be made aware where the bins are and how to appropriately dispose of their waste. | Supervisors & all staff, customers | |
| Hand washing (Street Foods in particular) | Staff and customers could fall ill or the food could be contaminated if hands are not frequently washed and gloves changed often. | We use gloves often, as well as ensuring hands are frequently washed in between change of gloves (using soap and water or anti-bac hand gel) | New staff will be trained and all staff will be shown where the washing facilities are/provided with gloves. | | |
| Fire risks on your stand | Staff, nearby stall holders, customers. | | | | |
| Temperature exposure to staff | Staff could experience heatstroke or burns from the hot toppings, equipment and syrup. | We use PPE (gloves and aprons) as well as have appropriate uniforms to suit that particular weather. We offer appropriate training for staff to ensure they know how to handle and behave safely around the equipment. | Regular breaks are advised, water is available, working conditions are moderate. | Supervisors | |

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| Injury exposure of staff | Staff might injure themselves through using equipment or repetitive strain from the iron. | Staff are correctly trained in posture and equipment use, there are always at least two people serving so we operate in rotating shift patterns and areas are kept tidy and clutter free. | Staff are warned about any injury risks when on each particular site and the area/potential risks have been surveyed. | Supervisor and all staff. | |
| Dropping objects on feet | Staff and bystanders could injure themselves if hot toppings, stand objects and heavy equipment falls on their feet. | Heavy items are stored at low levels to reduce drop height. Staff wear closed-toe, non-slip footwear. Team members are trained in safe lifting techniques and to ask for help when moving bulky items. | Continue reminding staff during setup of lifting risks although there are minimal heavy/high objects. | Supervisor to oversee daily setup. All staff to follow lifting and storage protocol. | |
| Money theft | Staff could be harmed if a theft attempt becomes physical. Financial loss to the business is also a risk. | Cash is stored in a locked box out of sight but contactless and card payments are encouraged. Staff avoid working alone during setup and takedown. Cash handling is discreet. | Explore reducing cash acceptance altogether. Reinforce regular cash drops to secure locations. | Supervisor to monitor and review cash levels; all staff to follow theft prevention procedure. | |
| Abusive customers | Staff may be subjected to verbal abuse, threats, or aggression, leading to distress or escalation. | Staff are trained to de-escalate situations calmly. They are encouraged to step away and seek help from event security. A buddy system is in place where possible. | Consider signage stating zero tolerance for abuse. Review access to nearby security contacts for busy or high-risk events. | Supervisor to ensure training and response plan; staff to report incidents promptly. | |

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

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: Matt Archibald

Date: 22/07/25