

Cizzla Ltd Risk Assessment

The below assessment identifies any risks or hazards which could occur at markets whilst having a stall.

Actions are identified to reduce or control the risks and these will be adhered to by all members of staff and volunteers on site at the event.

Risk Assessment Form

Risk Assessment Details	
Assessment date:	29/09/2025
Person assessing:	Fay Williams
Location:	Malton Christmas Festival 2025

Description of risk before necessary control measures				
Description of activity:	We will have a stall with a gazebo, one trestle table and 2 staff in attendance.			
Risk	Risk	Likelihood	Severity	Risk rating
1. Security of money	Risk of theft of money at an event.	3	1	3
2. Handling and moving of equipment at events	Risk of injuring self due to incorrect manual handling procedures.	3	2	6
3. Large crowds at events	Risk of overcrowding and crush injuries.	2	2	4
4. Food handling and safety at events	Risk of food becoming contaminated and unsafe to eat.	NA	NA	NA
5. Exposure to the elements at events held outdoors and held partly outdoors.	Risk of exposure to extremes of heat or cold causing hyperthermia or hypothermia. Risk of injury or accident in unfamiliar surroundings.	4	2	8
6. Slips trips and falls	Risk of staff member or member of general public falling.	3	2	6
7. Heavy rain causing electrical short circuits for outdoor event equipment	Risk of extreme weather causing electrical short circuits with event equipment.	3	2	6
8. Power cut	Risk of staff member or member of general public becoming injured due to panic.	3	2	6
9. Vehicles on site and event parking	Risk of vehicles becoming boxed in due to poor parking. Risk of collision with pedestrians or objects on site.	1	4	4
10. Gazebos	Risk of gazebo causing injury because of: High winds, collapse, fire, overcrowding.	4	2	8
11. Emergency access	Risk of emergency vehicles not being able to get to the scene of an incident.	2	5	10
12. Disorderly members of the public	Risk of public becoming rowdy and becoming a nuisance to others.	3	2	6
13. Animals attending events	Risk of animals causing accidental or intentional harm to other animals, their owners or other participants.	1	1	1
14. Security of Equipment.	Risk of theft of equipment at an event.	3	1	3
15. Stand Waste	Risk of overflowing waste from stand	2	1	2

Persons or group at risk

Staff on the stand, other traders and stall exhibitors, members of the general public.

Necessary control measures

All Cizzla Ltd event staff are required to read and sign a copy of this risk assessment to ensure that they have understood their responsibilities to health and safety on the day.

☒ **1. Security of money:** There is a designated cashbox which is manned by a staff member at all times and this is where cash is kept during the event. Small amounts of cash will be kept on each member of staff in secure, zipped security cash belts on their person. Once they take over £50, this will be put into the cashbox. The cashbox used to keep money in will be hidden from view. The staff member manning the cashbox will keep a check on the amount of money in the designated cashbox and if the amount reaches £150, this money will be put in an envelope and taken to the parked vehicle where it will be locked away out of sight. As soon as possible once the event has finished, all cash is locked away in a vehicle and then transported away from the event.

☒ **2. Handling and moving of equipment at events:** Safe Handling & Moving should be used at all times by all staff at events. Annual Safe Handling & Moving training is carried out for staff members. Females shouldn't lift more than 16KG alone. Males shouldn't lift more than 25KG alone. Loads exceeding these weights, or loads that the individual feels is too heavy for them to lift on their own should be lifted by 2 people and trolleys are used for transporting large and heavy items

☒ **3. Large crowds at events:** Numbers at the event will be monitored, with counting members of the general public in and out. The PA system will be used to divert and guide crowds to reduce over-crowding.

☐ **4. Food handling and safety at events:** All food is pre packed to avoid contamination.

☒ **5. Exposure to the elements at events held outdoors and held partly outdoors:** Staff who will be working on the stall have been given instructions in advance about need for appropriate clothing/ supplies to bring. Hot drinks are available on the day at the market and there will be a gazebo over the stall, providing shelter if rain on the day of the event.

☒ **6. Slips, trips and falls:** The venue layout is planned to ensure that the chance of slips, trips and falls is minimised. Cables, chairs, boxes etc. are all kept out of the way of any public access routes and from the staff on the stall. Staff will regularly check the stall is clean and tidy both around and on the stall as well as in front and behind so as to prevent the general public, other stallholders or staff members working on the stall from slipping and falling. Passage ways are kept clear at all times. The ground is gritted in winter months to help prevent slips, trips and falls on the way into the venue.

☒ **7. Heavy rain causing electrical short circuits for outdoor event equipment:** All electrical equipment is charged and therefore can be switched off if this problem occurs. In addition the equipment can be kept dry by storing in the gazebo.

☒ **8. Power cut:** All outdoor events with no inside venue are only during daylight hours and all electrical equipment used is charged

☒ **9. Vehicles on site and event parking:** The vehicle will be removed from the site before the event begins and no other parking will occur. The event will take place within a market square.

☒ **10. Gazebos:** Gazebos will not be erected in high winds. Weights will be used to secure the gazebo at all times. The site for the gazebo is checked before it is erected to ensure: it is flat, is away from any heat source and that the area is well drained.

☒ **11. Emergency access:** The event will have clear and safe access for any emergency vehicle to enter and leave the site at all times.

☒ **12. Disorderly members of the public:** The event is held in a very open, very public space with lots of spectators with clear routes for the police to access the event.

☒ **13. Animals attending events:** The event is on a public street therefore dogs may attend. However if unruly will be asked to vacate.

☒ **14. Security of Equipment:** Event equipment should be secured at all times and not left unattended during use. Any personal belongings or cash will be hidden from view and within the manned gazebo.

☒ **15. Stand Waste:** Any waste produced from the stand will be removed appropriately, recyclable waste will be put into recycling bins and non-recyclable in the appropriate refuse. If no bins available, then waste will be taken away from site and disposed of appropriately.

Description of hazard after necessary control measures

Description of activity:	Malton Christmas Festival – we will be in attendance with one stall, with a gazebo, trestle table and 2 staff as well as our products.
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Hazard	Control Measures	Likelihood	Severity	Risk rating
1. Security of money	Risk of theft of money at an event.	2	1	2
2. Handling and moving of equipment at events	Risk of injuring self due to incorrect manual handling procedures.	2	2	4
3. Large crowds at events	Risk of overcrowding and crush injuries.	1	2	2

4. Food handling and safety at events	Risk of food becoming contaminated and unsafe to eat.	NA	NA	NA
5. Exposure to the elements at events held outdoors and held partly outdoors.	Risk of exposure to extremes of heat or cold causing hyperthermia or hypothermia. Risk of injury or accident in unfamiliar surroundings.	2	2	4
6. Slips trips and falls	Risk of staff member or member of general public falling.	2	2	4
7. Heavy rain causing electrical short circuits for outdoor event equipment	Risk of extreme weather causing electrical short circuits with event equipment.	2	2	4
8. Power cut	Risk of staff member or member of general public becoming injured due to panic.	2	2	4
9. Vehicles on site and event parking	Risk of vehicles becoming boxed in due to poor parking. Risk of collision with pedestrians or objects on site.	1	4	4
10. Gazebos	Risk of gazebo causing injury because of: High winds, collapse, fire, overcrowding.	2	2	4
11. Emergency access	Risk of emergency vehicles not being able to get to the scene of an incident.	1	5	5
12. Disorderly members of the public	Risk of public becoming rowdy and becoming a nuisance to others.	2	2	4
13. Animals attending events	Risk of animals causing accidental or intentional harm to other animals, their owners or other participants.	1	1	1
14. Security of Equipment.	Risk of theft of equipment at an event.	2	1	2
15. Stand Waste	Risk of overflowing waste from stand	1	1	1

Risk Assessment Form

Covid-19 Risk Assessment

Hand sanitiser will be readily available for customers to use as well as staff, regular wipedowns of any surfaces with antibacterial cleaner as well as staff having the option of wearing facemasks. Numbers of customers at any one time will be closely monitored to ensure people can socially distance. We will keep most of the products behind the stall to ensure touching is minimised.

Awareness of relevant regulations

Regulations	Required		Comments
	Yes	No	
Work Equipment	✓		All electrical items are PAT tested yearly.
Manual Handling and Health and Safety	✓		All staff members are trained in manual handling and health and safety.
Personal Protective Equipment	✓		PPE is worn when required. Eg. gloves, masks.

Risk Assessment rating table

Risk = likelihood x severity	
Likelihood	Severity
Rating 1 = very unlikely	Rating 1 = first aid injury
Rating 2 = unlikely	Rating 2 = minor injury or illness
Rating 3 = likely	Rating 3 = "3 day" injury or illness
Rating 4 = very likely	Rating 4 = major injury or illness
Rating 5 = almost certain	Rating 5 = fatality or disabling injury or illness

1 - 4	Low	Acceptable risk – no immediate action
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5 – 12	Medium	Action – find ways to reduce the risk
15 - 25	High	Immediate action

Further action required
Each risk which is measured over a 5 will be classed as a 'Medium Risk'. There is nothing further which can be done to reduce the risk level. However, we will be monitoring the event throughout and if at any point the hazard increases we shall adapt to this.

Actions taken		
Actions by whom:	Fay Williams	
Action by when:	06/12/2025	
Staff Members attending event confirmed they have read and understood Risk Assessment		
Name	Signature	Date
Simon Williams	<i>Simon Williams</i>	29/09/2025
Fay Richardson	<i>Fay Williams</i>	29/09/2025

Risk Assessment Daily Review for events over multiple days – to be completed at event		
Date of event	Name of Reviewer	Signature of Reviewer
06/12/2025	Fay Williams	

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: *Fay Williams*

Date: 24/09/2025