

FUEL KITCHEN & COFFEE

EVENT TRADING RISK ASSESSMENT

Event	Quayside Market - Sheffield
Date	12-13 September 2026
Location	Victoria Quays, Sheffield S2 5SY
Event type	Outdoor street food, artisan and community market at the Sheffield canal basin
Trading unit	Mobile coffee van
Products	Barista coffee and hot drinks; homemade bakes; filled bagels; Fuel Boxes; overnight oats; yoghurt, fruit and granola
On-site food activity	Service of drinks and pre-prepared ready-to-eat foods; no cooking of the listed food products on site
Equipment	Dual-fuel commercial coffee machine; LPG/gas supply; event electrical supply; refrigeration/chilled storage; portable handwashing system
Persons at risk	Fuel Kitchen & Coffee staff; market staff; customers; children; other traders; members of the public
Assessor	Shell Kaye - Fuel Kitchen & Coffee
Assessment date	
Review	Prior to the event and following any significant change, incident, weather warning or change in equipment/setup

Risk Assessment

Hazard	Who may be harmed	Control measures	Residual risk
LPG / gas leak	Staff, customers, public	LPG cylinders secured upright in a suitable ventilated location. Hoses, regulators and connections checked before use. Gas equipment maintained appropriately. Cylinders kept away from ignition/heat sources. Gas supply isolated when not in use.	Low
Fire / explosion	Staff, public, neighbouring traders	Appropriate fire extinguisher(s) and fire blanket readily accessible. Staff know emergency shut-off procedure. Combustible materials kept away from heat sources. Separation from neighbouring traders maintained as directed by organisers.	Low
Coffee machine - hot surfaces / steam	Staff	Only competent staff operate the machine. Care taken when steaming milk and handling hot components. Machine securely positioned and work area organised.	Low
Hot drinks / scalding	Staff, customers, children	Suitable lidded takeaway cups used. Lids checked before handover. Cups not overfilled. Drinks handed over securely. Hot equipment kept inaccessible to customers and children.	Low
Electrical equipment / event power	Staff and public	Equipment visually checked and maintained appropriately. Suitable event electrical supply used. Connections and cables protected from weather, damage and public access.	Low
Carbon monoxide / combustion fumes	Staff and public	Gas appliances used with adequate ventilation. Vents unobstructed. Combustion equipment maintained and van ventilated throughout operation.	Low
Food contamination	Customers	Ready-to-eat foods prepared in advance under documented food hygiene procedures and protected during transport, storage and service. Clean utensils/equipment used and good hand hygiene maintained.	Low
Chilled food / cold chain	Customers	Filled bagels, Fuel Boxes and breakfast pots requiring refrigeration transported and stored under suitable refrigeration. Temperatures monitored and cold chain maintained. Stock removed only as required for service.	Low
Allergens	Customers	Allergen information available for each product. Ingredients and recipes controlled. Staff able to provide information. Procedures used to minimise cross-contact. Customers encouraged to ask about allergens.	Medium / Low
Milk handling	Customers	Milk stored refrigerated and monitored. Fresh milk used for drinks. Milk jugs cleaned regularly. Heated milk not returned to original container. Alternative milks handled appropriately.	Low
Portable handwashing system	Staff and customers	Dedicated portable handwashing system provided with clean warm potable water, liquid soap and disposable paper towels. Waste water collected separately for appropriate disposal. Sanitiser/wipes used only as an additional measure.	Low
Waste water / canal environment	Staff, public, environment	Waste water collected in contained receptacles and disposed of appropriately. No discharge onto the quayside, canal, towpath, drainage system or public areas.	Low
Canal / waterside edge	Staff, customers, children	Trading unit positioned only in the organiser-approved pitch and away from unprotected water edges where possible. Queue, signage, stock and equipment kept clear of the canal edge. Children supervised by accompanying adults.	Medium / Low

Hazard	Who may be harmed	Control measures	Residual risk
Cobbled / wet surfaces	Staff and public	Serving area checked for uneven cobbles, wet surfaces and trip hazards. Spills cleaned promptly. Cables and equipment positioned to minimise trip risk.	Medium / Low
Slips / trips - cables, equipment, stock	Staff and public	Cables routed away from public areas or suitably protected. Stock stored securely. Serving and access areas kept clear.	Low
Large queues / pedestrian congestion	Customers, children, public	Serving point and queue monitored during busy periods. Queue kept within allocated pitch and clear of main pedestrian routes, neighbouring traders and emergency access.	Medium / Low
Neighbouring traders / shared trading area	Staff, traders, public	Pitch boundaries and organiser requirements maintained. LPG, equipment, signage and queues remain within allocated area. Access to neighbouring traders and emergency routes kept clear.	Low
Live music / event noise	Staff and customers	Staff remain aware of announcements and emergency instructions. Customer communication maintained at the serving point. Service continues only while safe and permitted by event management.	Low
Vehicle movement during setup / breakdown	Public, traders, staff	Vehicle movements restricted to organiser-approved times and routes. Very low speed maintained. Banksman used where visibility is restricted. No unnecessary vehicle movement while public are present.	Low
Manual handling	Staff	Loads kept manageable. Appropriate lifting technique used. Trolley used where practical. Two-person lift used where necessary.	Low
Adverse weather / wind / rain	Staff and public	Forecast monitored before and during event. External signage/equipment secured. Wet/slippy surfaces monitored. Serving hatch closed and service suspended if conditions become unsafe.	Medium / Low
Medical emergency / burns	Staff and public	First-aid kit including burn provision available. Market emergency/first-aid arrangements identified on arrival. Serious incidents reported to event control immediately.	Low
Emergency evacuation / access	Staff and public	Van, equipment and queue kept clear of emergency routes and access points. Staff familiarise themselves with market emergency arrangements. LPG and electrical supplies isolated where safe before evacuation.	Low

Overall residual risk: LOW, provided the above controls are implemented and Fuel Kitchen & Coffee complies with market management instructions.

Additional Operating Controls

Before opening, Fuel Kitchen & Coffee will inspect the van, LPG installation, electrical equipment, coffee machine, refrigeration, portable handwashing system and customer-facing area. Chilled-food temperatures will be checked and recorded as appropriate. Particular attention will be paid to the waterside setting, cobbled surfaces, pedestrian flow, neighbouring pitches and keeping emergency access clear. Any hazard that cannot be made safe will result in service being suspended.

Emergency Procedure

In the event of fire, suspected gas leak, serious equipment fault, severe weather or another emergency, service will stop immediately. Where safe, LPG and electrical supplies will be isolated, customers moved away from the vehicle and market/event control contacted. Trading will not resume until it is safe.

Signed: _____ **Date:** _____

Name: Shell Kaye **Business:** Fuel Kitchen & Coffee