

Stall Risk Analysis

Auckley Show Stalls

Version 1.3 August 2023

Disclaimer: This risk assessment template may be used by persons who run their own stall. It is made available only to assist persons in the preparation of their own risk assessment and should be modified appropriately* for their own circumstances. Auckley Show does not accept any responsibility for the use of the contents.

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|--------------|-------------|
| Event | Date |
| Auckley Show | / / |

| | | |
|-----------------------------------------------------------------------|----------------------|----------------|
| Stall Setup (some or all of) | Completed by; | Signed: |
| Gazebo and tables, display stands, sale products, ancillary equipment | | |

| | HAZARD | INITIAL RISK LEVEL | OUTCOME | PERSONS AT RISK | MEASURES | FURTHER ACTION | FINAL RISK LEVEL | PERSON RESPONSIBLE |
|---|-------------------------------------------------------|--------------------|-----------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|
| 1 | Site/event related hazards | Low | Accident or injury | Stallholder | Liaise with event organiser to determine possible on-site hazards specific to your stall. Auckley Show provides marshalling to guide traffic, their directions should be followed. A Fire Procedure is defined and a qualified First Aider is present. | Read all information provided by organisers. Incorporate into your own risk assesment. | tbc | Auckley Show / Stall holder |
| 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.Ensure table legs are locked in position.Gazebo to be made secure with pegging/tie down. | | low | Stallholder |
| 3 | Fire | low | Burns, smoke inhalation | Stallholder & general public | No smoking, no flammable substances or open flames within the gazebo.It is anticipated that the organisers will provide general fire fighting equipment and marshals in the event of a fire on site. | Put up a no smoking sign in gazebo. Provide a portable fire extinguisher in stall area. Stallholder to familiarise themselves with the organisers' fire safety procedures. | low | Stallholder |
| 4 | Severe weather: high winds, heavy rain, thunderstorms | low | Gazebo or displays becoming unstable with risk of injury. | Stallholder & general public | Ensure gazebo 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 gazebo if risk of becoming unstable. | In the event of extreme weather, then it may be appropriate for the Show to be cancelled or closed, Care should be taken when removing any equipment already installed. | low | Stallholder |

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|----|----------------------------|--------------------|------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------|--------------------|
| 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 |
| 6 | Free standing displays | Medium | Tipping, blown or knocked over and hitting people | Stallholder & general public | Secure all display signs with weights or pegs. | | low | Stallholder |
| 7 | Slips, trips and falls | Medium | Injury due to accident. | Stallholder & general public | Pegs and ropes used to secure displays or gazebo 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 |
| 8 | Falling objects | 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 |
| 9 | Breakable items | 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 |
| 10 | 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 |
| 11 | 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 |
| 12 | 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 |

Additional sections should be added for any other risks that you identify within your circumstances. Sections that do not apply to your operation should be deleted.

*This template does not cover any risks associated with catering stands nor those operating fairground stalls and rides. Any equipment used should be included in your assessments and where appropriate evidence of safety certification should be displayed or made available for inspection by organisers or relevant public authorities.