



RISK ASSESSMENT
OUTDOOR STALL / GAZEBO EVENT
River Foss Society

	Event:		Stall Setup (some or all of): Gazebo and tables, display stands, sale produce			Completed By/Date:		Signature:	
	Event Date:					Name:		Date:	
	HAZARD	INITIAL RISK LEVEL	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	FINAL RISK LEVEL	PERSON RESPONSIBLE	
1	Site/event related hazards	TBC	Accident or Injury	RFS volunteers	Liaise with site owner/event organiser to determine possible on-site hazards and presence of on-site first aid/medical support.		TBC	Outside Events organiser	
2	Transport, setting up and dismantling of equipment	Medium	Injury due to accident	RFS volunteers	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 in position. Gazebo to be made secure by pegging down or using leg weights.		Low	RFS volunteers	
3	Fire	Low	Burns, smoke inhalation	RFS volunteers, General public	No smoking, no flammable substances or open flames within the gazebo.	No smoking sign in gazebo. Stallholder to familiarise themselves with organisers safety procedures.	Low	RFS volunteers	

4	Severe weather, high winds, heavy rain, thunderstorms	Low	Gazebo or display becoming unstable with risk of injury.	RFS volunteers, General public	Ensure gazebo is properly tied or weighed down and that 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.	If overnight forecast is severe weather check with organiser.	Low	RFS volunteers
5	Working in extreme weather	Low	Heat (sunburn/heat stroke) cold (hypothermia) Mud (slipping)		Have appropriate hot/cold drinks available. Wear/bring suitable clothing, e.g. hat, sunblock, sunglasses, raincoat, warm fleece, wellies. If required seek advice. Where judged necessary, cancel and dismantle and return home.		Low	RFS volunteers
6	Nuisance Stinging Insects	Medium	Nuisance or stinging from wasps/bees attracted to produce and equipment on stall	RFS volunteers, General public	Any food or drinks brought by volunteers to be packed away when not being consumed. Display plants or dipping specimens covered or shaded as necessary.	Move to shade if necessary.	Low	RFS volunteers
7	Free standing displays	Medium	Tripping, blown or knocked over and hitting people	RFS volunteers, General public	Secure all display signs with weights or pegs		Low	RFS volunteers
8	Slips, Trips and falls	Medium	Injury due to accident	RFS volunteers, 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	RFS volunteers

9	Falling objects	Medium	Injury due to accident	RFS volunteers, General public	Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable.		Low	RFS volunteers
10	Breakable Items	Medium	Cuts from Broken glass or pots	RFS volunteers, General Public	Ensure breakable items (e.g. glass) are secure during transportation. Place breakable items away from the edges of tables. Ensure any table coverings are firmly attached to the table.	Be prepared for cleaning up should an accident happen.	Low	RFS volunteers
11	Hazardous substances	Low	Ill effect on health	RFS volunteers, General public	No use of hazardous substances is expected. None to be brought to site without clearance from the organiser.		Low	RFS volunteers
12	Electrical	Low	Electric shock	RFS volunteers, General public	No mains/generator powered equipment is to be taken on-site without permission of the organiser. Any display lighting to be battery operated.		Low	RFS volunteers
13	Working alone	Medium	No assistance in case of problem	RFS volunteers	At least two people 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.	RFS volunteers to familiarise themselves with procedures which are in place	Low	RFS volunteers
14	Handling dipping specimens, river / pond water.	Medium	Bacteria or chemicals on hands or splashing onto other skin or eyes.	RFS volunteers, General public	Clean water, anti-bacterial gel and or wipes available.		Low	RFS volunteers

15	Slippery / uneven river banks.	High	Impact injury, sprains, drowning, cold exposure if getting wet.	RFS volunteers, General public	Public encouraged not to get too close to river bank edges. If RFS volunteers are working in or around rivers to follow guidelines in separate risk assessment.	Assess banks near any stalls and advise caution eg after heavy rainfall.	Medium	RFS volunteers can only offer advice and cannot accept responsibility for choices made by the public.
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