

OFFICE USE ONLY		Name	
Stand No			
Address			
Postcode		Telephone	
Fax		Email	

Risk Assessment Completed by:

Contact	Signature
Dated	Print name

Under current legislation, The Management of Health and Safety at Work Regulations 1999 require all employers and self employed persons to “make suitable and sufficient risk assessment posed by work activities and anyone affected by them, so far as is reasonably practicable”.

Name of Stallholder/Company : Address: Telephone/email Contact details: Numbers of people on the stall:	Stall holders goods & equipment please circle if present: Vehicles • tables:- folding/fixed • gazebo • covered stall • trolleys • racking or shelving • step ladders
	Items and activities not allowed on site: • No naked flames/hot surfaces ie portable gas cookers • No instruments containing radio-active materials • No asbestos containing materials • Vehicles are not permitted in the museum

HAZARD		Hazard present Y/N	Able to deal with hazard Y/N	Control Measures required
1	Falls from height using step ladders			Appropriate ladder In good condition. User competent to use it
2	Falling objects from stall or shelf			Ensure all items cannot fall. Ensure shelf is stable
3	Collapse of stall			Ensure stall is erected correctly and tested before use and it is not overloaded
4	Sharp edges and protruding objects			Identify sharp edges and cover if easily accessed by customer
5	Moving parts and trapped fingers			If selling items with moving parts ensure they are demonstrated to the customer
6	Electrical shock			No electrical sources are to be used unless by prior arrangement with organiser

HAZARD		Hazard present Y/N	Able to deal with hazard Y/N	Control Measures required
7	Trap/crush moving vehicles			Ensure reversing is limited and be seen back by a colleague where possible
8	Slips, Trips Falls uneven ground			Be aware of trip hazards and wear suitable footwear
9	Adverse weather high winds etc			Ensure items and the stall cannot blow away in high winds, anchor down the stall
10	Restricted space			Check area and raise any issues with the organiser
11	Flammable liquids			Not allowed on site unless kept in a suitable container and not decanted
12	Hazardous substance			Not allowed on site unless COSHH assessment is carried out and measures agreed with organiser
13	Manual handling			Use trolleys and two person handling where practicable
14				
15				
16				

A hazard is something with the potential to cause harm

RECORD ADDITIONAL HAZARDS BELOW:

OVERALL RISK LEVEL

- LOW
 MEDIUM
 HIGH

SIGNATURE OF PERSON COMPLETING THE RISK ASSESSMENT

Date

Print name

PLEASE RETURN FORMS TO:

BUSES FESTIVAL 2019,

Key Publishing Ltd, PO Box100, Stamford, PE9 1XQ

Or email: julie.hawes@keypublishing.com