

WHAT IS A RISK ASSESSMENT?

This template risk assessment contains hazards associated with market stalls. Every business / organisation is different and will have unique hazards that relate to their everyday operations.

As a business owner / organisation manager, you have a legal responsibility under health and safety law to control the risks that could lead to hazards developing. In order to do this, you need to think about what might cause harm to people interacting with you and your business during its operation.

You must take reasonable steps to prevent that harm from happening and regularly review that these processes are working effectively.

WHO NEEDS A RISK ASSESSMENT?

A risk assessment is something you are required by law to carry out for the safety of yourself and others. However, if you have fewer than five employees, law dictates you don't have to write this down and keep a record.

Fuse Projects requires you to provide a written risk assessment as part of the stallholder application procedure for all events.

WHAT DO I NEED TO CONSIDER?

You are probably already taking steps to protect yourself and your employees, but a risk assessment will help you decide whether you have covered all you need to.

A risk assessment must show that:

- A proper check was made
- You researched who might be affected
- You dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable and the remaining risk is low
- You involved your employees or their representatives in the process

If your risk assessment identifies a number of hazards, you need to put them in order of importance and address serious risks first.

Fuse Projects recommends undertaking a risk assessment before you set up and close down at the end of trading.

FURTHER INFORMATION

More information on conducting a risk assessment can be found at <http://www.hse.gov.uk/risk/controlling-risks.htm>.

RISK ASSESSMENT – PAGE 1

What are the hazards?	Who might be harmed and how?	What is already being done to minimise risk?	Further suggested precautions?	Supervised by whom?	To be actioned by	Action completed
Slips and trips	Staff/public may be injured if they trip over or slip on objects or spillages	<ul style="list-style-type: none"> – Housekeeping kept to a good standard – Storage items kept away from stall once business is set up – Cooking equipment maintained to prevent leaks – Any leaks reported to owner as soon as identified – Spillages are cleaned by staff immediately to ensure a dry floor – All electrical cables are covered – Any dropped produce is cleaned by staff immediately 	Ensure suitable footwear is worn by staff to prevent falls	All staff to be monitored by owner		
Stall/gazebo	Staff/public may be injured tripping over or part of the stall/gazebo falling over	<ul style="list-style-type: none"> – Staff trained in erecting stall/gazebo correctly – Stall/gazebo is held down by stall weights – All loose threads or ropes are secured – Stall/gazebo is maintained to a good standard – Any damage is reported to owner as soon as identified 	Stall inspected on a monthly basis for any deterioration or faults	Owner		
Manual Handling	Staff may suffer injury from heavy lifting. Public may suffer injury through the dropping of stock or staff bumping into public whilst carrying stock	<ul style="list-style-type: none"> – Training undertaken by staff for lifting – Loading and unloading is supervised to ensure public do not wander too close – Heavy items are attended by two or more staff – Boxes containing stock are maintained 		Owner		
Subject to cold temperatures	Staff may be subject to cold, wet and icy weather being on an outdoor market	<ul style="list-style-type: none"> – Staff are provided with branded jumpers and jackets – Health and safety policy is in place to determine whether the business will trade in bad weather – Staff are allowed to wear gloves, hats and scarves 	Staff to be provided with anoraks for wet weather	Owner		

RISK ASSESSMENT – PAGE 2

What are the hazards?	Who might be harmed and how?	What is already being done to minimise risk?	Further suggested precautions?	Supervised by whom?	To be actioned by	Action completed

SIGNED (EMPLOYER): _____

DATE: _____

SUBJECT TO REVIEW, MONITORING & REVISION BY: _____

EVERY: _____