**HAT FAIR 2020 – FRIDAY 3 – SUNDAY 5 JULY - STALLHOLDER RISK ASSESSMENT**

**If you do not already have a risk assessment for your stall, please complete the form below (please see the final page for guidelines on completing the form).**

**Dates Attending Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Stallholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stallholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose and to whom?** | **Risk Level**  **H/M/L** | **What precautions have been taken to reduce the risk?** | **Risk Level Achieved H/M/L** | **What further action is needed to reduce the risk** |
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**GUIDELINES FOR COMPLETING A RISK ASSESSMENT**

1. **First, identify an activity, process or operation where there is potential for injury or damage.** You should consider each process you go through as a trader for instance your arrival at the event, set-up of your stall, opening your stall to the public and your departure at the end of the event.
2. **What are the hazards connected to that activity?** Think about both the hazards involved with selling your chosen products (for instance selling glass items which could break, or jewellery which someone might have an allergy to) and the general hazards of having a stall at an outdoor event (for instance, changing weather conditions, fire safety, trip hazards)
3. **Who’s at Risk?** Which people might these risks affect; yourself, your employees of the event or members of the public?
4. **How likely is the risk?** Estimate the risk level if there are no control measures.

HIGH (H) - certain or near certain that harm will result in serious injury/damage.

MEDIUM (M) - harm will probably occur frequently with minor injury/damage.

LOW (L) - it is unlikely that harm will be caused and the outcome would result in very minor injury/damage.

1. **What precautions can you take to minimise the risks?**  Consider what you can do to prevent it from happening, mostly these are common sense actions which you would do anyway.
2. **How likely is the risk now?** Re-assess the risk level taking into consideration the effect of your precautions.
3. **Future Actions.** Most of your precautions will be suitable for immediate action to reduce the risk level, but in some cases further, more permanent action may be required to achieve long-term levels of low risk, which you would outline here.

**Points to Consider**

* Whilst the goods you are selling may not in themselves be high risk, stall holding does have risks so when completing your risk assessment think about not only the specific goods you are selling, but also the risks associated with having a stall at a busy event.
* Every event is different, be sure to re-assess your risk assessment for each event to make sure it covers any variables.
* It’s a good idea to develop your own procedure of what action you would take in the event of an emergency.

**DEFINITIONS :-**

HAZARD – An activity where there is potential for harm to be caused.

RISK – The likelihood of harm being realised.

**RISK ASSESSMENTS ARE INTENDED TO ACHIEVE A SAFE WORKING ENVIRONMENT WITH SAFE SYSTEMS OF WORK THAT WILL PROTECT EVERYONE CONNECTED WITH THE WORK. IT IS NOT ACCEPTABLE TO SAY ‘NO RISKS’**