

Risk Assessment

SEDGEFORD VILLAGE HALL & RECREATION GROUND – TABLE TOP SALES (NB To be read with H&S Policy)

Date: 14/02/2023

Completed by: Roger Quick (H&S officer)

HAZARD	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	LEVEL OF RISK	PERSON RESPONSIBLE
Fire	Burns, smoke inhalation	Stallholder & general public (general public also includes Committee members & volunteer helpers)	No flammable material or electricity will be used in the stall area. Event organisers (i.e. Village Hall Committee) to provide fire fighting equipment & marshals in event of fire on site	Stallholders to be made aware of fire safety procedures	Low	Committee Chair
Issues with displays	Tipping, knocked over & hitting people	Stallholder, general public	Secure any display signs & furnishings well before setting up items for sale	Have extra cable ties, duct tape etc to deal with minor problems	Low	Committee Chair
Slips, trips & fall	Stallholder, general public	Stallholder & general public	Avoid wires & cables that could be tripped over. Keep areas tidy & store boxes under tables	Stallholder to ensure public cannot access rear of display tables	Low	Committee Chair
Tablecloths	Trips, pulling off	Stallholder & general public	Tablecloths will be positioned not to trail on the ground & secured safely	None required	Low	Committee Chair
Falling objects	Bruising	Stallholder & general public	Ensure tables are stable before loading with items	Only the Hall's tables will be used. They are stable & robust.	Low	Committee Chair
HAZARD	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	LEVEL OF RISK	PERSON RESPONSIBLE
Breakable items	Cuts from broken glass or pots	Stallholder & general public	Place breakable items away from edges of tables. Ensure table coverings are firmly attached to table	Be prepared for cleaning up should an accident happen	Low	Committee Chair

Hazardous substances	inhalation	Stallholder & general public	No foreseen need for hazardous substances at this stage	None required	Low	Committee Chair
Hazardous items	Cuts & stabs	Stallholder & general public	Scissors & knives etc used for setting up should be secured safely before arrival of general public	None required	Low	Committee Chair
Electrical	Electric shock or burns	Stallholder & general public	Any electrical item for sale must have been PAT tested. Otherwise the plug will be removed	Maintain vigilance & check items on sale	Medium	Committee Chair
Spills from hot drinks	Burns & scolds	Stallholder & general public	Hot drinks to be prepared in the kitchen area which should have prohibited access especially re young people. Hot drinks should only be consumed by people at tables & not carried about in open cups	Maintain vigilance & check behaviour	Low	Committee Chair
Manual handling	Strains	Stallholder	Use trolley for moving heavy items. Move items in manageable loads	None required	Low	Committee Chair
HAZARD	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	LEVEL OF RISK	PERSON RESPONSIBLE
Theft	Threat	Stallholder	Be aware of people around. Keep money out of sight	Maintain vigilance	Low	Committee Chair