

Risk Assessment

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

Date: 21/10/2020

Completed by: Charles Piggins (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 & marshalls 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 |

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| 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 |

Sheet1

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|--------|---------|-----------------|---|--------------------|---------------|--------------------|
| Theft | Threat | Stallholder | Be aware of people around. Keep money out of sight | Maintain vigilance | Low | Committee Chair |