**RISK ASSESSMENT FOR STALLS AT OUTDOOR COMMUNITY EVENTS**

Houghton Regis Helpers

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**Date of Risk Assessment: 16 June 2023 Carried out by: Jenny Gallucci**

A risk is the likelihood of the identified hazard causing actual harm, categorised as:

HIGH risk (potential life threatening/highly likely to occur); MEDIUM risk (may cause injury or damage/fairly likely to occur); or LOW risk (mild or no injury or damage/unlikely to occur)

***All volunteers will adhere to Houghton Regis Town Council event risk assessment, safety guidelines and emergency procedures at all community events. Relevant documents will be made available at events for volunteers to read.***

| **Hazard** | **Severity of Harm** | **Likelihood of Risk**  | **Risk Factor** | **Control Measures** | **Further action required?** |
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| Setting up – use of gazebosVehicle accessInclement weather | Possible serious injury Bruises, bumpsStrains  | Only if control measures not followed or insufficient volunteers helping to set up |  Medium | Vehicles will be guided on site by MarshalsGazebo will not be erected if conditions are unsuitableEnsure instructions are followedEnsure safe lifting techniques are usedMinimum of 3 volunteers set up gazeboErect on flat, level groundSecure gazebo in ground using pegs supplied No more than 5 volunteers inside gazebo at one time | If inclement weather use sides on gazeboSecure with extra pegs and weights Dismantle gazebo if weather conditions deteriorateFollow HRTC safety guidelines:* **All stallholders are directed to/from their stalls by Marshals**
* **Excess vehicles are removed prior to the public arriving**
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| Trees and branches | Possible serious injury from falling branches  | Depends on location of stall and weather conditions – likelihood increased if under trees and in inclement weather | Low/Medium | Visually check condition of trees in areaDismantle gazebo if weather conditions deteriorate | Check with Town Council if there are any risks  |
| Setting up tables and other equipment | Bruising, trapped fingers | Only if instructions not followed  | Low | 2 volunteers to erect tablesEnsure locks are in placeFollow instructions for setting up equipment | Do not overload tables |
| Manual Handling | Back injuriesStrains and sprains |  Likelihood increased if volunteers are inexperienced in safe lifting and handling | Low/Medium | Ask for help if neededFollow safe lifting techniquesAssemble tables etc. on site | Pack equipment and goods in small boxes rather than large bulky packaging  |
| Trailing items – cables, tablecloths, guy ropes etc.  | Trips and falls | Risk to public, volunteers and children |  Medium | Avoid any trailing itemsFix tablecloths to tables with pegsUse warning signs if there are any trip hazards  |   |
| Public disorder |  Abuse and harassment | Public events can attract anti-social behaviour | Low/Medium | Report to Marshals on dutyVolunteers must not provoke or attempt to deal with disorder incidents themselves |  . |
| Electrical safety | Electric shockPotential serious personal injury | Unlikely at outdoor community events as electrical appliances not usedOnly if checks not carried out | Low | If electrical appliances are used:Check all appliances, cables and sockets, before session commencesAvoid use of adapters/extension cables.Ensure portable appliances are PAT tested regularly. | Follow HRTC safety guidelines:* **Cables on ground covered or placed overhead where appropriate.**
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| Fire risks | Potential serious personal injuryBurns  | Smokers – volunteers, publicFlammable and combustible materials | Low | Report to Marshals on duty in the event of fireNo smoking permitted inside or on the perimeter of the gazeboThe use of flammable liquids will be nil or minimalCombustible materials will be stored and used safelyLitter and waste will be put in black bags | Follow HRTC safety guidelines:* **All marshals given a Health and Safety Briefing prior to the day.Fire extinguisher immediately to hand**
* **Fire Brigade invited to attend the event**
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| First Aid |  |  |  | H R Helpers have first aid box availableSeveral volunteers First Aid trained | Follow HRTC safety guidelines:* **First aiders providers ‘The SOS Bus’ will be in attendance.**
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| Clear UpVehicle access at end of event | Possible serious injury Bruises, bumpsStrains | Only if control measures not followed or insufficient volunteers helping to clear up | Low/Medium | Vehicles will be guided on/off site by MarshalsGazebo dismantled with minimum of 3 volunteers Ensure instructions are followedEnsure safe lifting techniques are usedCheck site for litter and other items at end of eventLitter and waste will be put in black bags (supplied by event organiser)Black bags put in waste containers on site | Follow HRTC safety guidelines:* **All stallholders are directed to/from their stalls by Marshals**
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