



Houghton Regis Helpers  
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## RISK ASSESSMENT FOR STALLS AT OUTDOOR COMMUNITY EVENTS

Date of Risk Assessment: 9 August 2019

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?
Setting up – use of gazebos  Inclement weather	Possible serious injury Bruises, bumps Strains	Only if control measures not followed or insufficient volunteers helping to set up	Medium	Gazebo will not be erected if conditions are unsuitable Ensure instructions are followed Ensure safe lifting techniques are used Minimum of 3 volunteers set up gazebo Erect on flat, level ground Secure gazebo in ground using pegs supplied No more than 5 volunteers inside gazebo at one time No over-reaching – small stepstool to be used if necessary	If inclement weather use sides on gazebo Secure with extra pegs and weights Dismantle gazebo if weather conditions deteriorate

Hazard	Severity of Harm	Likelihood of Risk	Risk Factor	Control Measures	Further action required?
Vehicle access	Possible serious injury	Only if control measures not followed	Low/Medium	Vehicles will be guided on site by Marshals from HRTC, in Hi-Viz jackets	Follow HRTC safety guidelines: <ul style="list-style-type: none"> <li>• <b>All stallholders are directed to/from their stalls by Marshals</b></li> <li>• <b>Excess vehicles are removed prior to the public arriving</b></li> </ul>
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 area Dismantle 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 tables Ensure locks are in place Follow instructions for setting up equipment	Do not overload tables No sitting or standing on tables
Manual Handling	Back injuries Strains and sprains	Likelihood increased if volunteers are inexperienced in safe lifting and handling	Low/Medium	Ask for help if needed Follow safe lifting techniques Assemble 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 items Fix tablecloths to tables with pegs Use warning signs if there are any trip hazards	

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Public disorder	Abuse and harassment	Public events can attract anti-social behaviour	Low/Medium	Report to Marshals on duty Volunteers must not provoke or attempt to deal with disorder incidents themselves	.
Electrical safety	Electric shock Potential serious personal injury	Unlikely at outdoor community events as electrical appliances not used Only if checks not carried out	Low	If electrical appliances are used: Check all appliances, cables and sockets, before session commences Avoid use of adapters/extension cables. Ensure portable appliances are PAT tested regularly.	Follow HRTC safety guidelines: <ul style="list-style-type: none"> <li>• <b>Cables on ground covered or placed overhead where appropriate.</b></li> </ul>
Fire risks	Potential serious personal injury Burns	Smokers – volunteers, public Flammable and combustible materials	Low	Report to Marshals on duty in the event of fire No smoking permitted inside or on the perimeter of the gazebo The use of flammable liquids will be nil or minimal Combustible materials will be stored and used safely Litter and waste will be put in black bags	Follow HRTC safety guidelines: <ul style="list-style-type: none"> <li>• <b>All marshals given a Health and Safety Briefing prior to the day. Fire extinguisher immediately to hand</b></li> <li>• <b>Fire Brigade invited to attend the event</b></li> </ul>
First Aid				H R Helpers have first aid box available Several volunteers First Aid trained	Follow HRTC safety guidelines: <ul style="list-style-type: none"> <li>• <b>First aiders providers 'The SOS Bus' will be in attendance.</b></li> </ul>

Hazard	Severity of Harm	Likelihood of Risk	Risk Factor	Control Measures	Further action required?
Clear Up Vehicle access at end of event	Possible serious injury Bruises, bumps Strains	Only if control measures not followed or insufficient volunteers helping to clear up	Low/Medium	Vehicles will be guided on/off site by Marshals Gazebo dismantled with minimum of 3 volunteers Ensure instructions are followed Ensure safe lifting techniques are used Check site for litter and other items at end of event Litter and waste will be put in black bags (supplied by event organiser) Black bags put in waste containers on site	Follow HRTC safety guidelines: <ul style="list-style-type: none"> <li>• <b>All stallholders are directed to/from their stalls by Marshals</b></li> </ul>