

Risk Assessment



Date of Assessment: 4 th January 2019	Assessed by: Raft Race Committee
Review date:	Role:

What is the task, activity, person or environment you are assessing?
Portishead Raft Race Trade, Charity or Community Group Stall

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
Gazebo / Small Marquee	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • Erected by competent personnel. • Will be secured / ballasted as appropriate • If too windy will be taken down. 	Yes		<ul style="list-style-type: none"> • Monitoring will take place during the day to ensure integrity of gazebo / marquee. 	Stall Holder	On Day	On Day
Vehicle Movements to set up and knock down stall	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • Vehicle to be marshalled to location at very slow speed. Marshals will have hi-vis jacket. • No vehicular movements during the event. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day
Money Collections / theft	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • There will always be at least 2 members of staff for safety reasons. • No public will be allowed behind the stall. • Any money will be secured at all times to avoid theft. Money regularly removed from stall to a secure location. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day

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			Yes	No		Action by whom?	Action by when?	Date complete
Slips and trips	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • Area to be checked for hazards and if necessary reported to event organiser to rectify. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day
Manual handling	<ul style="list-style-type: none"> • Volunteers • Employees 	<ul style="list-style-type: none"> • Following manual handling procedures. • Wear protective clothing if required. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day
Weather – Cold/Wet/Hot conditions	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • Ensure staff are appropriately dressed for the conditions. • Take regular breaks. • Shelter from cold/wet/heat/sun when appropriate. • Take regular drinks, carry sufficient fluids and sun screen as required. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day
Power / Generators / Petrol	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • Generators to be segregated from public. • Petrol for generator to be safely stored away from public. • Only competent personnel to connect power. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day
Food preparation and service	<ul style="list-style-type: none"> • Volunteers • Employees • Members of Public 	<ul style="list-style-type: none"> • Follow applicable food hygiene law and guidance • Ensure food preparation and cooking areas are not accessible to the public • Ensure all hot surfaces are adequately labelled with warnings • Instruct all staff/volunteers to remind customers if food is served hot. 	Yes		<ul style="list-style-type: none"> • Continuous monitoring will take place during the day. 	Stall Holder	On Day	On Day