

Risk assessment – Marden At Christmas – to be reviewed prior to event

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: MARDEN PARISH COUNCIL
The Allens & Marden Memorial Hall (Page 1 of 4)

Date of risk assessment: August 2024

No.	Hazard Description	How could harm occur?	Who could be harmed?	Control measures to be implemented	H/M/L
1	Weather conditions	High winds, heavy rain, thunderstorms	All attending	Ensure external stalls are properly tied or weighted down and that any pegs and ropes are clearly visible. Ensure stall is secured and prepared for sudden adverse weather conditions. In extreme weather displays should be packed away to prevent damage.	M
2	Sickness/illness/injury	Contamination Collapse	All attending	Stall holders should ensure they are physically fit enough to attend event. First Aid kit made available at The Allens and Memorial Hall. Defibrillator available at the telephone kiosk at the entrance to car park adjacent to Marden library, High Street and Marden Village Club.	M
3	Burns Smoke inhalation	BBQ Flammable materials	All attending	No smoking permitted within the hall or stalls. No flammable materials will be used in the stall area. without permission from the event organiser. Fire extinguishers available in all locations. Fire safety equipment available by BBQ. BBQ to be stored at rear of stall.	M

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4	Hot water	Spillages of hot water	All attending	<p><u>The Allens</u> Kettles kept in kitchen and one person is in attendance at all times. Hot water is transferred to smaller urns with lids and transported to serving table at The Allens. Store urns of hot water at rear of stall.</p> <p><u>Memorial Hall</u> Hot drinks from the kitchen are only given to stall holders and Cllrs/staff/volunteers helping at the event. No one other than those with permission are permitted in the kitchen area.</p>	L
5	Electricity Supply	Electric shocks	All attending	<p>Ensure all electrical equipment used on stalls carries the CE mark and has been PAT tested. All cabling to be checked prior to use. Any external mains supply is to have Earth Leakage protection.</p>	L
6	Vehicles	Injury Collision	All attending	<p>Car park to be open only for stallholder access and disabled parking. Marshalling to be in place at all times. Marshalls to wear hi-viz jackets Stallholders to be informed that no leaving of car park is permitted, unless an emergency, during the event.</p>	L
7	Falling display signs/ furnishings	Trips, injury	All attending	<p>Secure all display signs and furnishings well before setting up items for event. Have extra cable ties, duct tape etc to deal with minor problems Ensure tables are secure on the ground before loading them with items. Ensure that anything over head height is secure.</p>	L

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8	Uneven surfaces, electric cables, flooring	Trips	All attending	Avoid wires and cables that could be tripped over – cover over if needed. Keep areas tidy and store boxes under tables. Check around at commencement of trading and periodically to ensure no items are blocking walkways etc If dangerous, a warning cone/cover will be placed over the area and event organiser notified. Stall holders to ensure public cannot access rear of display/table	L
9	Broken glass, sharp edges, hazardous items	Cuts from picking up broken glass, scissors/knives being left out on tables	All attending	Place breakable items away from the edge of tables. Ensure table coverings are firmly attached to table. Tools, scissors, needles etc used for setting up and working should be put away when not in use and kept away from the general public.	M
10	Food poisoning	Food stalls not adhering to food hygiene regulations	Purchasers of food supplies	Ensure stall holders have food hygiene training and relevant public liability insurance (copy to be provided to Parish Council) Clerk, or Deputy Clerk in her absence, should have Level 2 food hygiene training. All perishable stock to be kept chilled by the use of refrigeration, ice or cold blocks – ideally less than 5°C Ensure hot food is properly cooked. Cllrs to obtain Level 1 Food Hygiene Training if serving BBQ	M
11	Heavy lifting	Muscular injury	Stall holders Employees/Cllrs	Use trolley for moving heavy items. Move items in manageable loads. Two people to carry / put up tables if required.	L
12	Objects/money being left unattended	Theft	Stall holders	Stall holders not to leave stall unattended. Keep a firm lookout on what is happening, especially if large groups are around. Call for help/Police	L

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13	Explosion	Calor Gas bottle	All attending	Ensure gas bottle away from naked flame/other flammable material. Have fire safety equipment nearby Not to be left unattended	H
14	Lone Working	Physical/verbal abuse	Stall holders	Be aware of people around. Keep money out of sight. Request assistance from event organiser if you need to leave stall for any period of time.	L