MARDEN PARISH COUNCIL – RISK ASSESSMENT

DATE: 2nd March 2026
All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.
Severity and Likelihood to be graded 1 – 3 (1 being low, 3 being high), then multiplied to give a Rick Grading out of 9.
Risk Gradings: 1-2 = L 3-5 = M 6-9 = H

No.	Hazard Description	How could harm occur?	Who could be harmed?	Pre-Control Risk Rating S x L = R			Control measures to be implemented	Residual Risk Rating S x L = R		
				S	L	R		S	L	R
1	Weather conditions	Heavy rain and high winds	All attending	1	2	M	Ensure stalls and displays are properly tied or weighted down and that any pegs and ropes are clearly visible. Ensuring stalls and displays are secured and prepared for sudden adverse weather conditions. Event to be scaled down or cancelled in extreme weather.	1	2	M
2	Movement of vehicles on and off site prior and during event	Collision Pedestrian injury	All attending	2	1	M	Marshalls in attendance at either end of driveway before and during the event (access for blue badge drivers only once event commences) Signage erected at entrance to driveway and field Residents of Southons Drive to be notified Stall holders vehicles to be off site half an hour before event commences (only vehicles with prior permission are allowed on the field during event) Stall holders informed that vehicles cannot be brought back on the field until event finishes.	1	1	L

3	Evacuation of field	In case of emergency	All attending	3	1	M	Marshalls will supervise an orderly exit from the site using microphone/loudspeaker to advise the public Event holder to have access to mobile phone to contact emergency services If possible headsets to be provided to marshalls / volunteers to communicate	2	1	M
4	BBQ	Burns Food poisoning	All attending	2	1	M	Permission must be given by Parish Council Food hygiene certificates provided to Parish Council Sand buckets/fire extinguishers If using gas bbq follow safety guidelines at www.calor.co.uk/gas-bottles/gas-cylinder-safety Staff holder(s) to be informed that personnel must stay on site until bbq has cooled	2	1	M
5	Alcohol sales	Spillages Under aged drinking Broken glass	All attending	2	1	M	Only disposable cups to be used Ensure correct licence details are advertised Copy of MPC licence to be provided if event takes place during licenced times. If not a TENs needs to be applied for by organiser	1	1	L
6	Lost Children	Children missing from field Lost from parents	Children Parents	9	2	H	Dedicated “lost child” tent/location Direct to information point Marshalls in hi-viz to be identifiable If possible volunteers to wear headsets to convey messages to lock down field Ensure signage is visible.	9	1	H
7	Uneven surfaces,	Slips, trips and falls	All attending	2	1	M	Area inspected prior to event for trip hazards	2	1	M

	trailing cables, obstruction of walkways and roads						Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables Periodic checks to be made to ensure no evidence of trip hazards. If anything dangerous is found which cannot be rectified a warning cone/cover to be place over or adjacent to area.			
8	Breakable items	Cuts from broken items	All attending	1	1	L	Items to be placed in plastic or cardboard containers if possible. Any breakages to be cleared up as soon as possible Ensure tablecloths, if used, are firmly attached to tables	1	1	L
9	Violence and threatening behaviour	Physical/verbal abuse	All attending	2	1	M	Stallholders/Volunteers to be vigilant at all times and to use headsets (if available) to convey messages Event holder to have access to mobile phone to contact Police	2	1	M
10	Objects/money left unattended	Theft	Stall holders Event organiser	2	1	M	Stall holders not to leave stall unattended Keep a firm lookout on what is happening especially in large crowded areas Call for help/Police	1	1	L
11	Excessive noise	Disturbance to neighbours	Neighbouring properties	2	1	M	Be mindful of neighbours in regard to noise levels Neighbouring properties written to regarding timings and what is involved Event holder provided with times that music must cease in accordance with licencing.	1	1	L
12	Use of generator	Electric shocks Fumes Injury	All attending Neighbouring properties	2	2	M	Any generator must be safe and have been examined by a responsible person prior to use.	1	2	M

		Noise hazard					Ensuring generator does not burn personnel or cause exhaust or noise pollution			
13	Sickness/ illness / injury for all attendees	Contamination Collapse	All attending	2	1	M	Stall holders should ensure they are physically fit enough to attend event. First Aiders to be on site Defibrillator available at the telephone kiosk at the entrance to car park adjacent to Marden library, High Street and Marden Village Club.	2	1	M
14	Food poisoning	Stalls not adhering to food hygiene regulations	Purchasers of food supplies	1	1	L	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^{o}C Ensure hot food is properly cooked. Cllrs to obtain Level 1 Food Hygiene Training if serving BBQ	1	1	L
15	Lone working	Theft/threat to stall holder	Stall holder	2	1	M	Stall holders to be aware of people around Keep money out of site Stall holders to have contingency plan if called away	1	1	L
16	Sporting events	Falling, trips, injury from rackets etc	Those taking part in event	1	1	L	Competitors to ensure they are physically fit to take part. First aiders on site Races supervised at all times. Tug of war for 16+ All participants take part at own risk along with signage.	1	1	L

							Nearest defibrillators at Marden Library and Village Club.			
17	Hazardous items	Cuts and stabs	All in attendance	2	1	M	Tools, scissors, knives, needles etc used for setting up and being used on stalls during the event should be put away when not in use and kept away from the general public at all times.	1	1	L
18	Face Painting	Allergies to paints	All taking part	1	2	M	Stall holder to have public liability and undertake own risk assessment Signage to be erected regarding allergies	1	2	M
19	Activity stalls offering crafting, games etc	Allergies Injury	All taking part	1	2	M	Signage erected with content details Scissors to be kept away from children	1	2	M
20	Hygiene / provision of toilets	Non-provision of toilets Unclean toilets	All in attendance	2	2	M	There is no provision of toilets on site - event organiser to arrange relevant number of portaloos for event Regular checks to be maintained to ensure clean, hand soap and toilet rolls available. Cleaning equipment and gloves to be provided	2	1	M
21	Litter	Pollution Cuts	All in attendance	1	1	L	General litter to be collected during the day by volunteers Litter accumulated by stalls should be removed by the stallholder at the end of the event If an evening event a further litter pick to be undertaken the following date	1	1	L
22	Bouncy Castle / Inflatables	Bruising Head Injury	All taking part	5	3	H	Permission obtained from Parish Council Inflatable company to provide copy of public liability and risk assessment	5	1	H

							Inflatable to be secured before use and should not be inflated if adverse weather Someone to be in attendance at all times				

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: clerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk
Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD