

Risk assessment – Marden At Christmas

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

Date of risk assessment: February 2023

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What are the hazards?	Who might be harmed?	What are you already doing?	Controls	Action by who?
Weather: high winds / heavy rain / thunderstorms	Stallholders, public	Ensure stall is 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. In high winds, double check ropes and weights	Stall holders
Illness/Injury	Stallholders, public	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.		All
Burns, smoke inhalation	All in attendance	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.		Stall holders MPC

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What are the hazards?	Who might be harmed?	What are you already doing?	Controls	Action by who?
Scalds and burns	All	<p><u>The Allens</u> Urn 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>	Ensure public are kept away from the kitchen area	MPC
Electric shocks	All	<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>	<p>All electrical equipment to be PAT tested before use. All electrical protection devices to be tested before use.</p>	<p>Stallholders MPC</p>
Movement of vehicles during event: collision between vehicles and people	All	<p>Car park to be open only for stallholder access and disabled parking. Marshalling to be in place at all times. Stallholders to be informed that no leaving of car park is permitted, unless an emergency, during the event.</p>	Marshalls to be provided with hi-viz jackets	<p>MPC Marshalls</p>
Tripping, bruising from displays	All	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	Stallholders
Uneven surfaces: trips and falls	All	<p>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.</p>	Stallholder to ensure public cannot access rear of display tables	Stallholders

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What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Cuts from broken glass, sharp edges Cuts from hazardous items	All	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	Be prepared for cleaning up should breakages occur.	Stallholders MPC
Food Poisoning	All	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 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.		Stallholders MPC
Bruising/injury from falling objects	All	Ensure tables are secure on the ground before loading them with items. Ensure that anything over head height is secure.		Stallholders MPC
Strains – manual handling	Stallholders MPC	Use trolley for moving heavy items. Move items in manageable loads Two people to carry / put up tables if required		Stallholders MPC
Poisoning from hazardous substances	All	No foreseen need of hazardous substances at this event.		
Theft	All	Keep a firm lookout on what is happening, especially if large groups are around. Call for help/Police		All
Excessive Noise	All, neighbouring properties	Be mindful of other stallholders, public and neighbours where noise from the event/stalls is concerned.		All
Explosion	All	Danger from Calor Gas used for BBQ Follow Calor Gas safety guidelines: www.calor.co.uk/gas-bottles/gas-cylinder-safety)		MPC/BBQ

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What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Lone working	Stallholders	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.		Stallholder
Health/trip hazard from litter/pollution	All	Refuse must be removed by the stallholder at the end of the event or placed in the bins provided. Any litter during the day should be cleared asap Bins to be provided around the sites.		All
General		All stallholders and public attend the event at their own risk. Review weather conditions prior to the event – in extreme conditions consideration should be given to cancel event or move to The Village Club (for event held at The Allens)		