

RISK ASSESSMENT for Fete Stalls

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Collapsing tables injuring public, club volunteers and/or damaging property	Public/stall holders	3	3	Medium	Erect and position tables	<p>Check tables fully erected and legs fully extended</p> <p>Check tables on level ground.</p> <p>Check tables not overloaded</p>	Person running stall
Loss of money, club property, prizes etc	Club	3	3	Medium	Stall to be manned at all times.	<p>Cash to be checked at start and reconciled at end of event ideally by two people.</p> <p>Cash not to be left unattended at anytime</p>	Person running stall
Inappropriate prize giving e.g. alcohol	Under age member of public	3	3	Medium	<p>Avoid prizes that might depend on age of winner.</p> <p>Any alcohol prize won by child (under 18) to be given to adult (ask for ID if in doubt)</p>		Person running stall

Activities involving potentially hazardous materials. E.g face painting, tattoos	Public	2	2	Low	Ensure volunteers are trained and/or experienced in doing activity. Check materials used and make public aware of any risk of allergic reaction etc		Club Leader or person organising stall
Any other hazardous game eg involving projectiles, (bowling, throwing, darts, guns, footballs etc), involving physical exertion (climbing, racing, running etc)	Public/volunteers	3	3	Medium	Carry out separate risk assessment on each activity		Club leader or person organising stall
Risk of tripping over stall eg Gazebo ties or other objects or display materials	Public/volunteers	2	2	Medium	Check over stall before opening to reduce/eliminate any hazards		Person running stall
Bad weather	Public/volunteers	3	3	High	Advise volunteers to bring rain/wind proof clothing. Arrange for Gazebo to be erected	Make contingency plan with fete organiser to go under cover eg in marquee/building if bad weather	Person organising stall

Accident occurs requiring first aid or medical assistance	Public/volunteers	3	3	Low	<p>On arrival at fete or beforehand check on first aid provision and where sited.</p> <p>Ensure at least one person running stall has fully charged mobile phone</p>	<p>If provision of first aid is unclear prior to event consider bringing first aid kit and one volunteer being trained first aider</p>	Person organising stall
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Comments