

Penrith on a Plate 2018 – Standard Risk Assessment



This is a generic risk assessment for stallholders and other participants at the event 'Penrith on a Plate' (Sat 21st July, Penrith town centre).

Please review and sign the standard risk assessment below, **if necessary adding in any further risks / necessary actions specific to your business or activity.**

Alternatively you are able to provide your own standard risk assessment if you already have one.

It is important that your risk assessment and proposed actions are discussed with any colleagues who may also be attending the event and staffing stalls.

Organisation Name:					
Type of Business / Activity:					
Signed:		Print Name:		Date:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Vehicles operating in town centre	Visitors to the event, general public, stallholders, participants, organisers	Vehicle users to maintain extra vigilance in the town centre Vehicle users to comply with signage and instructions from organisers about road closures, parking, etc. Vehicles to be removed from site prior to event start All drivers to hold a valid driving licence				
Overcrowding of site	Visitors to the event, general public, stallholders, participants, organisers	Stallholders and participants to be aware of potential for overcrowding at stalls, entertainment zones, etc. Event set-up to avoid constricted spaces, trip hazards, etc. Road closure rules to be adhered to General vigilance to be maintained, any concerns to be reported to the organisers				
Electrical connections / power supplies	Visitors to the event, general public, stallholders, participants, organisers	Any electrical items brought by stallholders should be legal / tested Any cables to be laid out safely and securely General vigilance to be maintained, any concerns to be reported to the organisers				
Fire	Visitors to the event, general public, stallholders, participants, organisers	Stalls such as demo kitchens, hot food catering etc. to have their own provision for fire extinguishers General vigilance to be maintained, any concerns to be reported to the organisers				

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Excessive Noise	Visitors to the event, general public, stallholders, participants, organisers	Stalls / entertainment to avoid excessive noise, except where agreed in advance (e.g. live music) Any electrical appliances should produce only minimal noise				
Poor food hygiene	Visitors to the event, general public, stallholders, participants, organisers	Stallholders handling / supplying food to have an appropriate food hygiene certificate, submitted in advance and available on the day Care to be taken with food preparation / handling				
Adverse weather	Visitors to the event, general public, stallholders, participants, organisers	All participants to monitor weather forecast, and prepare accordingly – equipment, suitable clothing, etc. Stalls and displays to provide shelter and be secured against possible high winds General vigilance to be maintained, any concerns to be reported to the organisers				
Dehydration / sunburn	Visitors to the event, general public, stallholders, participants, organisers	All participants to monitor weather forecast, and prepare accordingly Stalls to have provision for shading				
Collapse of marquee / stalls	Visitors to the event, general public, stallholders, participants, organisers	Marquees provided by event organisers to be hired and erected by professionals with the necessary expertise All market stalls to be in good condition, erected safely, adequately secured with weights / ties etc.				
Trips / falls	Visitors to the event, general public, stallholders, participants, organisers	Care in set-up of event to ensure trip hazards are not created All participants to be aware of locations of First Aid points General vigilance to be maintained, any concerns to be reported to the organisers				
Falls from height	Visitors to the event, general public, stallholders, participants, organisers	No high structures to be used for stalls / entertainment, except by prior arrangement Structures such as marquees to be erected by suitably experienced / qualified personnel				

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