

BICESTER TOWN COUNCIL – RISK ASSESSMENT



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Please be advised that it is a requirement for all stallholders to consider risk assessment as a vital part of accepting a stall. Whilst each individual event is assessed by Town Council staff, each individual stall in attendance is not included within this. Therefore it is imperative that you read this memo and then complete the form attached and return it with your request to attend form. It is understood that most stalls are very low risk but a form is still required no matter how little is completed.

Why is it needed?

The purpose of this form is to help exhibitors think through the safety issues associated with their activities at the event so that it is not marred by incidents, accidents, hospital visits, investigations, insurance claims and prosecutions etc.

Health and safety law requires assessment of risks at places of work. Identifying and assessing the **risks** they create is essential and you need to assess the risks to your own staff/volunteers and others who may be affected such as visitors to your stall.

Risk assessment is nothing more than a careful look at what you do during your set up, during the event itself and a breakdown of how anything associated with your stall may cause harm to people. This will allow you to consider whether you have taken sufficient precautions or need to take more. Once you have decided that there are risks, you are required to take protective/preventative measures. Remember:

- A hazard is anything that has the potential to cause harm;
- Risk is the chance of harm actually being done (a measure of the danger associated with an activity)

Assessing the risks however is not an end in itself – **it is what you do to control the risks that is important and your knowledge of the operation of your stall is essential in controlling the risk and preventing accidents.**

All stallholders that have not supplied their own risk assessment must complete the attached form.

STEP ONE – Look for hazards and list them

Consider those hazards that may/will occur during the setup, operation and breakdown of your stall that could result in injury to volunteers, staff, customers or anyone else on site. You may also find it helpful to ask your staff what they think.

Examples might be:

- Bad weather – rain, groundwater, poor visibility, high wind
- Chemicals – cleaning materials, other substances etc
- Compressed gases – for demonstrations etc
- Electricity – temporary installations, wiring etc
- Environmental health – on-stall catering hygiene etc
- Falling objects – from gazebo's, structures, exhibits falling over etc
- Fire – from flammable materials, catering equipment etc
- Fumes – from engines, generators, substances etc
- Obstacles at head height – cross beams etc
- Slipping – slippers surfaces, vehicle steps etc

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There may be other potential hazards not listed that are specific to your particular circumstances.

STEP TWO – Decide who might be harmed and how

It is unnecessary to list individuals, only the type of people who may be harmed and how many. For example:

Employees / volunteers / other stallholders / visitors

Please pay particular attention to those people who may be vulnerable such as:

Disabled / lone workers / non English speaking persons / young persons / new or expectant mothers

STEP THREE – Evaluate the risks and control them

Consider whether you have already taken precautions to control the risks that have been identified by providing:

- Adequate information, instruction or training
- Adequate systems or procedures (method statements etc)

Also consider whether the precautions eliminate the hazard altogether by:

- Meeting the standards set by legal requirement or with recognised industry standard
- or
- Reducing the risk so far as is reasonably practicable

STEP FOUR – What further action is necessary to control risk?

Consider what action could reasonably be taken to manage identified risks that are deemed not to be adequately controlled, if possible in the following order:

- Remove the risk completely
- Look for a lower risk option
- Prevent access to the hazard (for example: use a temporary safety barrier during setup)
- Organise work to reduce exposure to hazard
- Issue personal protective clothing/equipment if required
- When you have decided what to do, record your findings on the attached sheet making sure what you say is realistic, achievable and effective. You should also tackle the most serious problems first.

PLEASE ENSURE THIS FORM IS COMPLETED AND RETURNED WITH YOUR APPLICATION FORM.

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FORM

Assess your hazard using the scale from 1 to 3 with 1 being low risk and 3 being high risk. An example has been completed in **bold** to assist.

Activity	Hazard	Who might be harmed and how	Measures to control risk	Risk rating	Result
Setting up gazebo	Gazebo poles	Volunteers assisting in setup	Safety gloves worn, instruction manual available to volunteers	1	