

Redenhall with Harleston Town Council: Risk Assessment Form



Traders are required to complete this exercise in respect of their own stall. The hazards are generic to the market and will need individual confirmation or an addition as the trader sees fit or the trader can submit their own risk assessment form.

SECTION:	MARKET TRADERS	Name of Market Trader	
Date of Risk Assessment		Next review due date:	

Activity/ Task	Hazard	Persons at Risk	Existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed.	Severity (1-5)	Like- lihood (1-5)	Risk/ Priority	Comments
Running a Market Stall	Movement of vehicles at the start/end of the market	Market staff and general public	Give priority to the public. Reverse using a banksman.				
	Trailing leads, ropes, trip hazards		Check around at commencement of trading and periodically				
	Boxes, signs, tables, displays on pavement – trip hazard		Check the stall vicinity at the commencement and periodically				
	Gazebo, table not secured correctly – personal injury		Ensure stall is secured and prepared for sudden adverse weather conditions				
	Loose pavers/drains – trip hazard		If dangerous, call the Town Council				

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	Site security, verbal, physical assault and theft		Be vigilant at all times. If a situation occurs, telephone the Police if necessary and contact the Town Council.				
	Excessive noise		Be mindful of other stallholders and the general public where noise from your stall is concerned.				
	Litter and pollution from your stall		Refuse must be taken by the stallholder at the end of the market day.				
	Faulty products, personal illness or injury		Ensure that all products sold on the market comply with Trading Standards. Ensure that you and your other stall operators are physically fit enough to work on market days.				
	Food poisoning		Ensure that all perishable stock is kept chilled by the use of refrigeration, ice or cold blocks – ideally less than 5C.				
	Generators		Must be examined by the Town Council before use on the market. Ensure generator does not burn personnel from the exhaust or cause excessive noise.				
	Danger from Calor Gas		Follow Calor Gas safety guidelines. http://www.calor.co.uk/gas-bottles/gas-cylinder-safety				
	Danger from electrical equipment		Ensure that all electrical is installed and operated in accordance with current UK regulations.				

Stallholder's Name: Stallholder's Signature:	Date:
Approved by: Town Clerk's Name: Town Clerk's Signature:	Date:

LIKELIHOOD	1. Very unlikely – could happen but probably never will	2. Unlikely – could happen but only rarely	3. Even chance	4. Likely – could happen occasionally	5. Very Likely – could happen regularly
SEVERITY	1. Negligible (delay only)	2. Slight - First aid or minor damage to the environment or minor business interruption	3. Moderate – Lost time injury, illness, damage, lost business	4. High – major injury/damage – lost time business interruption	5. Very high – fatality, business closure, major damage to the environment

Note: To score the risk please multiply the Likelihood factor by the Severity factor

RISK SCORING (PRIORITY) 0-5 Low 6-11 Medium 12-25 High