

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Example: Information Stall (gazebo, table and chairs)	Stalls or objects falling onto crowd	Public (P) Staff (S) Exhibitors (E) Others (O)	Medium	Stallholder to check stalls at all times for obvious problems, particularly if weather conditions are poor. Place large/ unstable or potentially dangerous objects to rear of stall or remove completely. Stallholders check tables, gazebos, goods for stability. Secure any temporary structures e.g. gazebo appropriately with guy ropes/sandbags	Low
Electric, ground cables etc.	Public likely to trip over cables causing	Public Staff Exhibitors	Medium	In order to prevent anyone tripping over cables, stall holder must place rubber mats over cables on the ground in order to reduce hazard. This will prevent any injuries and damage to cables which may result a fire.	Low

	injury.				
Fire emergency procedures	Fire	Staff Public Exhibitors	High	In case of fire the stallholder is to follow the fire risk sheet which will be displayed clearly. Fire extinguishers and fire blankets will be available at all times. In order to prevent a fire from happening the stallholder will check health and safety before proceeding to work.	Medium/low
Food preparations and hygiene	Public can experience food poisoning or allergic reactions.	Public	Medium/low	To prevent the public from getting good poisoning or and allergic reaction all ingredients will be available on packaging of the food. Food and hygiene certificates will be displayed at all times and the right equipment will be used appropriately. All staff will be wearing hair nets and gloves when preparing food at all times.	Low
Cleaning products	Public can experience food poisoning or allergic reactions.	Public	Medium/low	All cleaning products will be out of site till needed. Cleaning will be done appropriately with the right equipment in order to reduce the risk of anyone getting food poisoned or an allergic reaction.	Low

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Slips, trips and falls	Public, staff or exhibitors may fall over which may lead to an injury.	Public Staff Exhibitors	Medium	To minimise an injury the stallholder will follow all the health and safety checks. If however there is someone who gets injured, basic first aid will be preformed on the casualty by a trained first aider.	Low
Access	Wheelcha ir and pram users may have minimise	Public	Low	The stallholder will make sure before setting up his stall he is to consider wheelchair and pram users, leaving them plenty of room to get in and out as they wish.	Low

	d space.				
Food Allergies	Public can experience food poisoning or allergic reactions.	Public	Medium	To prevent the public from getting food poisoning or and allergic reaction all ingredients will be available on packaging of the food. Food and hygiene certificates will be displayed at all times and the right equipment will be used appropriately.	Low
Manual handling	Hygiene	Public	Medium	The stallholder and staff will make sure to wear gloves and hair nets at all times when handling food. This is important for hygiene and equality of the service provided.	Low