

WATTON TOWN COUNCIL EVENT RISK ASSESSMENT FORM

Stall Holders

Please complete this form, which is to be signed and dated by the person in charge of your stall/activity on the day, and pass it back to the Town Council.

Contact Person			
Contact Details	Address:		
	E-mail:		
	Phone:		
Event		Date	
Location		Times	

Hazards	Safety measures to be implemented to reduce the risk of accidents
Setting up and dismantling stalls	Ensure all poles, stalls, tables etc. are placed in a manner that does not create a trip hazard. Take particular care in poor weather conditions or if the activity is held when it is dark. Stall/gazebos etc. must be set up by competent persons and stall tables must be suitable for the job.
Vehicle movement during set up and dismantling	Be especially vigilant for pedestrians, use a banks man if necessary. Take particular care in poor weather conditions or if the activity is held when it is dark.
Slips/trips and falls	Regularly ensure the floor area is clear of debris by removing all rubbish from around the stall. If any trip hazards cannot be moved ensure they are clearly marked. Ensure promotional banners and the like are placed so as not to cause trip hazards and that they are weighted down as necessary.
Vehicles	All vehicles which are not display vehicles must be removed from the area during trading and display vehicles must be supervised at all times.
Cabling	Ensure no cables create trip hazards and that cables are taped over in walk areas.

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Hot food/Beverage making equipment	<p>Ensure all equipment is situated as safely away from the public as possible and on solid foundations with the necessary caution signs in place.</p> <p>Tools to be kept out of the reach of members of the public.</p> <p>Equipment to be PAT tested and appropriate checks made before use.</p>

If you are using LPG please answer the following:

1. Do you have an inspection/gas safety certificate for the appliances you are using?	YES/NO
2. Are cylinders kept out of the reach of the general public?	YES/NO
3. Are appliances fixed securely on a non-combustible heat insulating base and surrounded by shields of a similar material on three sides?	YES/NO
4. Are the gas cylinders readily accessible to enable easy isolation in case of emergency and is the gas supply isolated at the cylinder as well as at the appliance when the apparatus is not in use?	YES/NO
5. Is someone appropriately trained in the safe use of LPG present at the stall at all times?	YES/NO

Signature	
Print name	
Date	