**WINTER CARNIVAL**

**Risk Assessment**

Stallholders are responsible for ensuring that measures are taken to minimise the risks of damage to persons or property about the site. Each stallholder should do a short risk assessment before the event to identify what risks might occur and what they are doing to minimise them.

The items below form the basis of a generic risk assessment and should be tailored to meet the needs of your particular stall, location and layout.

# Access

## Access the areas of the Winter Carnival by motorised vehicle only when permitted to by the Marshals

## Progress to pitch – avoiding pedestrians and objects

## Bring your location letter and map with you

## Drive on site with hazard flashers on

## Obey instructions given by marshals

## Drive on site at a walking pace

## Ensure you have good visibility around you

# Setting up

## Ensure any electrical items are handled carefully and wiring is suitable for outside use

## Erect gazebo in marked space - ensuring pedestrian access is maintained and that roadways have a 4metre clearance zone for emergency vehicle access

## Remove vehicles from site ASAP when setting up so as to avoid congestion and its associated risks

## Ensure equipment etc including cabling is placed in a safe position and does not present a tripping risk. Cabling, when laid across areas to be used by the public, must be covered to avoid causing accidents or any other danger to the public.

## Due to the nature of our event – we use roads and pavements, the site is not flat and/or even. To avoid sloping tables it is worth bringing some wood pieces with you so you can balance up either your table or gazebo or both as appropriate

## Ensure gazebos are weighted/tied down to avoid wind damage and injuries to members of the public.

## Ensure any tables used are robust

## Ensure no tripping hazards are created

## Any other items specific to your stall

# During the day

Avoiding damage/injury, periodically

## Review pitch to ensure trip hazards are not present

## Review tables to ensure continuing soundness

## Review gazebo structure and weighting if it is a windy day

## Always keep hot items away from public and gazebo sides

# After the event – avoiding damage/injury

## Access the areas of the Winter Carnival by motorised vehicle only when permitted to by the Marshals

## Do not start packing up until the due time

## Drive on site with lights on

## Drive on site with hazard flashers on

## Obey instructions given by marshals

## Drive on site at a walking pace

## Ensure you have good visibility around you

## Park respecting the need for access by others

## Ensure no trip hazards are created during pitch clearance

## Beware of other stallholders to avoid damage