| **Event Name:** | St. Margarets Fair | **Date** | 11/09/2021 | **Venue** | Moormead, TW1 |
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| **Activity /Area of Concern** | **Hazards Identified** | **Persons at Risk** | **Current Risk Factor**  (high, medium or low) | **Actions to be Taken to Minimize each Risk** | **Risk Factor**  (high, medium or low) |
| ie: what is taking place as part of the event? | ie: what can cause harm? | ie: who could be harmed by the hazard? | ie: determine the level of risk | ie: what action can you take to lower the level of risk | ie: risk factor after action taken to minimize the risk |
| **General Risks** |  |  |  |  |  |
| Stalls | Collapsing tables | Members of the public / stallholder staff | Medium | Provide sturdy tables – check table fixings are secure prior to the event. Replace or repair any damaged tables prior to the event.  Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc | Low |
| Marquee / gazebo | Guy ropes/ stakes trip hazard | Members of the public / staff | Medium | Check prior to event opening that all ropes are secure, regularly re-check all ropes e.g. hourly. Make a record of the fact that guy-ropes have been checked which can be produced on request.  Only competent/trained persons to erect marquee/gazebo. | Low |
| Fire Risk | Burn or smoke injuries | Members of the public especially people with disabilities and children /  staff /  event participants /  contractors | Medium | Review and identify all combustible materials and sources of ignition on or in the vicinity of the stall, including neighbouring stalls.  Ensure stallholder and any staff, are aware of the fire procedure and have the fair’s emergency contact details to hand and that they are familiar with the location of the nearest fire extinguisher.  Ensure that there is a clear exit from behind the stall in the event of fire.  Specifically, if the stall has flammable materials or a source of ignition, relevant fire prevention equipment must be provided. E.g. certified, safety checked, Fire Extinguisher.  ***Fire extinguishers are mandatory for all catering stalls serving hot food/ with a source of heat/ flame.*** | Low |
| Abusive / unruly behaviour | Unruly behaviour from fair visitors | Risk to visitors of the fair / bystanders / Stewards / Bar Staff | Low | Stallholder and staff to familiarise themselves with identifying fair committee members and stewards and contact details of the fair organisers to summon help from the professionally trained security staff present at the fair in the event of any disturbance | Low |
| First Aid | Minor injuries – insect bites, heat stroke, general accidents | Stallholders and staff, fair visitors | Medium | All stallholders are required to bring a small first-aid kit.  All stallholders serving hot food are required to bring a burns kit to the fair.  Stallholder and staff to familiarise themselves with the location of the site first-aid tent and the contact details of the organising committee in the event that they need to summon help. In the event of serious injury, stallholders should not hesitate to call 999 and request emergency assistance. Once emergency services have been summoned, stallholder to notify the fair organising committee. | Low |
| Care of children | Lost children | Members of the public – children | High | If stallholders or staff become aware of lost children they should move them to a safe place, e.g. behind the stall and immediately notify the fair’s organising committee. The fair’s safeguarding officer and/or deputy will then come to collect the lost child as soon as possible. Stallholders should not make general announcements to the public about lost children. | Low |
| Vehicle Movement | Injuries caused by moving vehicles | Members of the public – especially children | Medium | Vehicles must not be kept on site during the published opening hours of the fair without specific permission.  Vehicles must not be moved unless directed by a St. Margarets Fair steward.  On-site speed limit is 5mph.  Vehicles will not be allowed on-site for take-down until the stalls area has been closed to members of the public and the all-clear signified by the St. Margarets Fair Stewards Manager. |  |
| Electrical equipment | Electric Shock / Fire | Members of the public / stallholder staff | Low | Ensure all electrical equipment is tested to conform to UK Electrical Regulations. All electrical equipment must display an up-to-date certificate of testing. | Low |
| Electrical connections | Electric Shock / Fire | Members of the public/ stallholder staff | Low | Ensure that anyone connecting equipment to an electricity supply is suitably trained, use relevant safety circuit breakers to prevent overload, fire-risk and electric shock. | Low |

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| **Stalls with goods / stock – including food stalls (Delete if not relevant)** | | | | | |
| Stalls | Collapsing tables | Members of the public / stallholder staff | Medium | Avoid over-loading stalls  Ensure weight of any goods / stock is evenly distributed – pay particular attention to the balance of distribution to avoid the risk of tables tipping forwards.  If necessary, use a guy rope to secure stall tables, ensuring guy ropes are positioned to avoid any trip-hazard. | Low |
| Non-compliant/ illegal stock | Counterfeit goods, non-conforming stock | Members of the public | Low | Ensure all stock is genuine – it is illegal to sell counterfeit materials without the permission of the copyright holder.  Ensure all stock meets relevant British Safety Standards – this is particularly relevant for toys.  St. Margarets Fair Specifically prohibits the sale or distribution of any kind of weapons; real, toy, imitation, working or non-working. | Low |
| Re-stocking | Re-stocking during fair opening hours | Members of the public | Medium | Ensure stock can be replenished without causing danger or nuisance to fair visitors.  Under no circumstances should hot food be transported through the fair.  If transporting stock from a vehicle in a nearby road to the stall, ensure that the stock is carried in a manageable way. Consider using a trolley if necessary and a second member of staff to clear the way. | Low |
| **Stalls providing Catering Facilities (Delete if not relevant)** | | | | | |
| Catering – food / drink | Food poisoning  Allergic reaction  Fire and burns | Staff / members of the public | Medium | Stallholder and staff to familiarise themselves with and abide by Richmond Council Mobile Street Traders Food Checklist and Health & Safety guidelines.  https://www.richmond.gov.uk/media/11083/street\_traders\_health\_and\_safety\_checklist.pdf  Certificates of Food Hygiene & Insurance must be provided by food stalls to relevant committee member.  Clearly display ingredients and allergen information at the stall.  St. Margarets Fair Hygiene and safety standards must be adhered to for all Fair food and drink stalls. | Low |

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| **Covid-19 Infection Risk Assessment** | | | | | |
| Covid-19 transmission | Risk of infection | Staff/ members of the public | Medium | Any stallholder or staff displaying symptoms of Covid-19 or who has tested positive through a Lateral-Flow Test or PCR test within 10 days of the date of the fair is not permitted to attend.  Stallholders and staff are encouraged to carry out lateral-flow tests within 24 hours prior to the fair opening date. | Low |
| Risk of passing on infection | Staff/ members of the public | Medium | All stallholders or staff facing the public to abide by government Covid-19 restrictions including the wearing of face coverings, gloves and regular use of hand-sanitiser. | Low |
| Infection on stalls | Staff/ members of the public | Medium | Stallholders to clean tables and flat surfaces at stalls with sanitiser / disinfectant at regular intervals (e.g. hourly) during the opening hours of the fair. | Low |
| Fair visitors passing on Covid-19 infection | Stallholder, staff, members of the public | Medium | Hand sanitiser to be made available at all stalls for use by fair visitors. All visitors required to use hand sanitiser handling any stock.  Contactless payment to be encouraged where possible.  Stallholders and staff to be vigilant for fair visitors handling stock without first sanitising hands; any such stock must be identified, isolated and sanitised before being returned to display. | Low |
|  | Social Distancing | Stallholder, staff, members of the public | Medium | Stallholders and staff to be vigilant at all times for fair visitors gathering or crowding in too small a space. Stallholders and staff to ask fair visitors to observe social distancing regulations.  Stallholders to display a sign asking visitors to socially distance  Stallholders are responsible for ensuring adequate social distancing between staff at all times and the provision of all necessary safety equipment. | Low |
| Covid-19 Infection | Stallholder or staff tests positive | Stallholder, staff, members of the public, fair volunteers | Medium | In the event of a stallholder or their staff testing positive within 48 hours of the fair’s closure, they must immediately notify PHE AND the fair’s organising committee via the Site Manager. The Site Manager will take responsibility for informing PHE of the infection and implement of any further action required. | Low |

**Risk Assessment:**

Name of person completing Risk Assessment (printed): ………………………………………………………….

Signature: ……………………………………………………….……… Date: …………………………………….