

Risk Assessment for:

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| **Company:** | Oxford Eid Extravaganza |
| **Address of Trading Venue:** | Cheney School, Cheney Lane, Headington, Oxford OX3 7QH |

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| **Trader’s Name:** |  |
| **Business Name:** |  |

Stallholders 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 any additions as the trader sees fit. Alternatively, the trader can submit their own risk assessment form.

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| **Date of Assessment:** |  |
| **Print Name:** |  |

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| **List significant hazards here** | **Who is at risk** | **List existing controls/where information may be found. List risks not adequately controlled and action needed** |
| Movement of vehicles at the start/end of the market | Market Staff and General Public | Give priority to the public. Proceed at a max of 5mph using hazard lights. Reverse using a banksman |
| Trailing leads/ropes, trip hazards | Market Staff and General Public | Check around at commencement of trading and periodically |
| Boxes/signs/tables/displays on site – trip hazard | Market Staff and General Public | Check around at commencement of trading and periodically |
| Gazebo/stall not secured correctly – personal injury | Market Staff and General Public | Ensure stall is secured and prepared for sudden adverse weather conditions |
| Loose equipment/boxes/storage in and around stall – trip hazards | Market Staff and General Public | If dangerous, place a warning cone/cover over the area and notify the Site Manager/Staff/Volunteers |
| Site security/verbal/physical assault and theft | Market Staff and General Public | Be vigilant at all times. If a situations occurs, phone the Police if necessary and contact the Site Manager/Staff/Security/Volunteers |
| Excessive noise | Market Staff and General Public | Be mindful of other stallholders and the general public where noise from your stall is concerned |
| Litter/pollution from your stall | Market Staff and General Public | Bin bags are available on the day for refuse – contact volunteer. Smaller amounts of refuse must be taken by the stallholder at the end of the day |
| Faulty products/personal illness or injury | Market Staff and General Public | Ensure all products sold on the market comply with Trading Standards.  Ensure that you and your staff are physically fit enough to work behind the stall |
| Food poisoning | Market Staff and General Public | Ensure that all perishable stock is kept chilled by the use of refrigeration, ice or cold blocks – ideally less than 5°C and measured with a working thermometer |
| Generators | Market Staff and General Public | Must be examined by a Site Manager before use at the event.  Ensure generator does not burn personnel from the exhaust or cause excessive noise |
| Danger from Calor Gas | Market Staff and General Public | Follow Calor Gas safety guidelines: <http://www.calor.co.uk/gas-bottles/gas-cylinder-safety> |
| Danger from electrical equipment | Market Staff and General Public | Ensure all electrical equipment used on your market stall carries the CE mark and has been PAT tested |
| Lack of awareness of COVID-19 | Market staff, other traders and members of the public. | Ensure you are aware of latest government guidance relating to social distancing and hygiene: https://www.gov.uk/coronavirus  Learn how to recognise COVID-19 symptoms. When a staff member develops symptoms compatible with COVID-19, they should stay at home and self-isolate and arrange to get tested ASAP. |
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| Please add any additional hazards below… |  |  |

Please send the completed form to: stalls@eidextravaganza.org