

## SAMPLE STALLHOLDER RISK ASSESSMENT FOR ELK Promotions Events 2021

### Risk Assessment Explanatory Notes

This sample risk assessment is a template for stallholders attending South of England Classic Motorcycle Events. Please complete as relevant to your stall.

### Severity Indices

1. Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
2. Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries, acute representations of underlying conditions i.e. asthma, epilepsy, bronchitis illness, diabetes, hyper/hypothermia.
3. Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness, acute representations of underlying conditions such as angina.
4. Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness, myocardial infarction, status epileptics / asthmatics.
5. Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

Severity x Probability Values

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Key

GREEN : Acceptable Risk

YELLOW : Risk Acceptable with Adequate Control Measures

RED : Unacceptable Risk

### Severity

- |   |                         |
|---|-------------------------|
| 1 | Minor Injury            |
| 2 | Significant Injury      |
| 3 | Serious Injury          |
| 4 | Major Injury            |
| 5 | Major incident/Fatality |

### Probability

- |   |                 |
|---|-----------------|
| 1 | Unlikely        |
| 2 | Possible        |
| 3 | Highly Possible |
| 4 | Probable        |
| 5 | Certainty       |

The probability and severity rating associated with each individual hazard is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability shall be reduced to an acceptable level.

It is necessary to ensure that risk assessments are regularly reviewed. The review period will generally be annual unless there is significant change to the work activity. This risk assessment is based on the latest HSE and Government information / guidance around COVID 19 and the key areas.

### **Associated Reference(s) and Documents:**

- |  |   |
|--|---|
| Provision and Use of Work Equipment Regulations 1998 (PUWER)                             | Manual Handling Operations Regulations 1992 |
| Personal Protective Equipment at Work Regulations 1992                                   | Health and Safety at Work etc Act 1974      |
| The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 as amended. |   |

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

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Hazard & number	To Whom	Consequences/ How affected	Severity	Probabilit	Risk	Control Measures	Severity	Probabilit	Risk	Notes / Action Required Where Risks are not Adequately Controlled & other comments
1. COVID19 Virus	Employees, Visitors, Stallholders	Contracting or passing on virus: Hand shaking.	5	3	15	All encouraged not to hand shake. Follow H&S / government guideline on hand cleaning and hygiene.	5	1	5	
2. COVID19 Virus	Employees, Visitors, Stallholders	Contracting or passing on virus: Sneezing / coughing airborne droplets.	5	3	15	Sneeze / cough into disposable tissue if possible and dispose of. If not available sneeze into crook of arm and follow H&S / government guideline on hand cleaning and hygiene ensuring and surfaces are wiped that you came into contact with.	5	1	5	
3. COVID19 Virus	Stallholders	Contracting or passing on virus on their stall.	5	3	15	Follow government guidelines on hand cleaning and hygiene. Have hand wipes / sanitiser gel available and use pre / post customer. Consider use of PPE face mask and disposable gloves to reduce likelihood of exposure. Face-coverings must be worn in all halls and event marquees, unless you are under 12 or exempt. Limit number of people on stall in line with government guidance Encourage contactless payments.	5	1	5	<b>You must provide:</b> * your own PPE. * hand sanitiser for use by yourself, your staff and your customers. * If possible offer payment by contactless card * Display guidance poster on your stall.
4. COVID19 Virus	Employees, Visitors, Stallholders	Contracting or passing on virus by contact with other people.	5	3	15	Observe current social distancing guidelines Observe one-way systems around the site.	5	1	5	
5. COVID19 Virus	Waste contractor	Contracting virus from waste.	5	3	15	Ensure all rubbish is bagged and taken home.	5	1	5	<b>Bag your rubbish and take it home.</b>
6. COVID19 Virus	All attendees	Preventing public transmission of virus	5	3	15	The NHS Test and Trace QR code will be displayed onsite and marshals will ask stallholders, staff, exhibitors, volunteers and lead visitors to check in via this app. A paper-based card system will be available for those visitors without smartphones.	5	1	5	<b>Remember to check in when you arrive on site.</b>

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7. Slipping / tripping hazards	Employees, Visitors, Stallholders	Falls	3	3	9	Limit public access during setting up times. Any wires or cables or guy ropes must be rerouted or covered to prevent slips and trips. Mark any hazards that cannot be removed or rectified with hazard tape. Inside: all motorcycles to use a drip tray if necessary to collect oil spillage.	3	1	3	
8. Injuries caused by falling items, eg stock	Employees, Visitors, Stallholders	Blunt impact trauma	3	3	9	Any jumble wares not on the ground must be displayed securely on stable tables or stands. Ensure all temporary structures (stalls, marquees, gazebos, tents etc) are securely anchored and weighted as necessary	3	1	3	
9. Injuries from contact with moving vehicles	Employees, Visitors, Stallholders	Blunt impact trauma	3	3	9	Vehicle movements will be kept to a minimum during public access hours. All to comply with Road Traffic Act (RTA) requirements.	3	1	3	<b>No vehicle movements whilst the public are on site.</b>
10. Minor injuries from motorcycles toppling over	Employees, Visitors, Stallholders	Blunt impact trauma	3	3	9	All motorcycles must be stable on their stands and boards / plates used if necessary. Unsupervised children not to be allowed to climb on machines	3	1	3	
11. Fumes (e.g. vehicle engines)	Employees, Stallholders	Carbon monoxide fumes	5	3	15	Take care when sleeping in vehicles. Do not use gas stoves, gas heaters or BBQs etc inside unventilated vehicles. No motorcycles to be started inside. Stallholder vehicles only allowed to drive inside halls or marquees outside of public access hours.	5	1	5	<b>Do not use gas stoves, gas heaters or BBQs etc inside unventilated vehicles.</b>
12. Fire	Employees, Stallholders	Injury	3	3	9	Exercise care when using gas stoves. Stallholders to supply own fire extinguisher Gas stoves not to be used inside. Indoor stallholders to ensure all fire exits kept clear.	3	1	3	

**Completed by:** Name : ..... Company : .....

Date : ..... Address : .....

Mobile : ..... Email : .....