



Stall Holders and Exhibitors Risk Assessment

It is now a legal requirement that we must all show a duty of care towards the safety and wellbeing of others.

Most of us are constantly assessing risk and taking measures to avoid accidents as we go about our daily business. A lot of assessing risk was previously called “common sense”.

Government legislation requires that considerations are now documented in order to show that common sense has prevailed and reasonable precautions against accidents have been put into place.

Calverley Carnival is open to the general public. All participants in Calverley Carnival must, therefore, complete a risk assessment against their own activities.

The table below has been designed to help you complete a risk assessment if you have not had to consider one before.

If you are familiar with risk assessments and know that your own documentation would be more complete and considered, please submit a copy of your own risk assessment with your stall application form.

Risk/accident that might happen on your stall/exhibit.	Worst possible consequences of risk/accident	Likelihood that consequence would actually happen if specific actions are not taken	Could a member of the public be affected by the risk/accident	Proposed preventative action(s) to minimise the consequences and/or likelihood
<u>Examples</u> <ul style="list-style-type: none"> • Equipment collapse • Injury whilst setting up equipment • Trip hazards • Fire 	<u>Examples</u> <ul style="list-style-type: none"> • Minor cuts and bruises • Broken bone(s) • Concussion • Death 	<u>Examples</u> <ul style="list-style-type: none"> • 1 – Very Likely • 2 – Likely • 3 - Unlikely • 4 – Very Unlikely 	YES or NO	
<u>Example</u> Table might collapse	Broken bone	3	YES	<ul style="list-style-type: none"> • We will only use tables that are strong enough for purpose • We will only use tables that are in good condition • We will use more than one table so that none need to be overloaded
<u>Example</u> Guy ropes could be a trip hazard	Broken bone	3	YES	<ul style="list-style-type: none"> • We will position the guy ropes and pegs so that they are not across walk ways • We will make the ropes and pegs visible by putting bright tape on the ropes and around the pegs



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Name and Address of the business, charity or organisation being represented				
Name and Address of the responsible person, on site, on Calverley Carnival Day(s)				
Name and Address of the author of the Risk Assessment				
Risk/accident that might happen on your stall/exhibit.	Worst possible consequences of risk/accident	Likelihood that consequence would actually happen if specific actions are not taken	Could a member of the public be affected by the risk/accident	Proposed preventative action(s) to minimise the consequences and/or likelihood

PLEASE USE MORE THAN ONE PAGE IF NECESSARY