Risk Assessment for All Communities Matter CIC Markets

Event	Stall setup	Completed by date	Signature
Event Name: Indie Markets Event date: 1st Sunday of every month	Gazebo and tables, display stands, sales produce	Name: Nikki Court Date: 29 July 2024 Updated: 29 July 2026 Name: Emma Clue	

HAZARD		INITIAL RISK LEVEL	OUTCOME	PERSONS AT RISK	MEASURES	FURTHER ACTION	FINAL RISK LEVEL	PERSON RESPONSIBLE
1	Site/event related hazards	TBC	Accident or injury	Stallholder	Include event specific risk assessment in Stallholders information packs		TBC	ACM
2	Driving on and off site	Medium	Accident or injury. Risk of pedestrian or vehicle collision. Vehicles driving in unauthorised areas	Stallholders & pedestrians	Escort vehicles on and off site with hazard light flashing at max of 5mph		Low	ACM
3	Setting up and dismantling equipment	Medium	Injury due to accident or musculoskeletal injuries	Stallholders	Move items in manageable loads, avoid lifting over-heavy loads Ensure table legs are locked in position Gazebo to be made secure with weights at all times on hard ground or pegging/tie down on grass		Low	Stallholder
4	Fire	Low	Burns, smoke inhalation	Stallholder, general public	No smoking, no flammable substances or open flames within the gazebo (see hazard 30 for specifics on gas use) **Food stalls which cook or heat food** to have their own fire extinguishers on hand and must submit their own risk assessments	Stallholders to not smoke in their gazebos. ACM to have a **dry powder** fire extinguisher available on site.	Low	Stallholder

5	Severe weather, high winds	Low	Gazebo or displays becoming unstable with risk of injury	Stallholder, general public	Ensure gazebo is weighted down at all times. In windy conditions displays should be packed away. Dismantle gazebo if risk of becoming unstable	If overnight forecast is for high winds, market or event will be cancelled. Follow weather policy for guidelines.	Low	Stallholder
6	Working in extreme weather	Low	Heat (sunburn/heat stroke) Cold (Hypothermia)	Stallholder	Have appropriate hot/cold drinks available Wear/bring suitable clothing I.e. hat, sunblock, sunglasses, raincoat, warm fleece. If required seek advice from members of ACM Where judged necessary, cancel and dismantle the stall and return home	See our weather policy for details.	Low	ACM
7	Free standing displays	Medium	Tipping, blown or knocked over and hitting people	Stallholder and general public	Secure all display signs with weights or pegs		Low	Stallholder
8	Slips, trips and falls	Medium	Injury due to accident	Stallholder and general public	Pegs and ropes used to secure displays or gazebo to be away from public thoroughfares where possible and clearly visible. Avoid wires and cable that could be tripped over Keep areas tidy and store boxes under tables	ACM have 2 lengths of rigid floor cable covers to make walking over cables safe	Low	Stallholder & ACM

9	Falling objects	Medium	Injury due to accident	Stallholder and general public	Ensure tables are stable on the ground before loading them with items Ensure stacked items are stable		Low	Stallholder
10	Breakable items	Medium	Cuts from broken glass or pots	Stallholder and general public	Ensure breakable items are secure during transport Place breakable items away from the edges of the table Ensure any table coverings are firmly attached to the table	Be prepared for cleaning up should an accident happen Stallholders to bring their own mini first aid kits/plasters etc . ACM will have a first aid kit on site. ACM will have a dustpan and brush available on site.	Low	Stallholder & ACM
11	Hazardous Substances	Low	Ill effect on health	Stallholder and general public	No use of hazardous substances is expected. None to be brought to site without clearance from ACM		Low	Stallholder
12	Electrical - lights	Medium	Electric shock	Stallholder and general public	Any display lighting to be battery operated or chargeable. Hook ups to be overseen by Health and safety officer to ensure no cable can cause a problem.		Low	Stallholder
12a	Electrical - power	Medium	Electric shock / trip hazard wires / fall from height	Stallholder and general public	Stallholders are responsible for bringing the correct amp / voltage equipment and notifying ACM in advance to ensure compliance prior to the event. Equipment must be plugged in whilst two people are present, if a ladder is used it	If more than 110V is required, a step up generator will need to be used within the stall to reduce the risk of electrocution to the general public. Any trailing cables that could be tripped over	Low	Stallholder / ACM

					must be placed on solid ground and be the fold out 4 leg style. Avoid using the top rungs, do not over stretch.	should be fenced off or covered with a thick rubber cable protector. ACM have 2 of these available.		
13	Generators	Low	Explosion	Stallholder and general public	Generators are specified to be silent, clean type or diesel. Generators must be fenced off to prevent the public coming into contact with them	**ACM have a decibel meter where we can check if a generator is considered too loud, see our policy for specifics**	Low	Stallholder
14	Working alone	Medium	No assistance in case of accident/problem	Stallholder	Be aware of other stallholder around and ACM members who can help if necessary i.e. toilet breaks Keep money out of sight	ACM will always be the first to arrive and not leave until all stalls are packed away.	Low	Stallholder & ACM
15	Large Vehicle movement	Low / Medium	Accident or injury	General public, infrastructure	Vehicle will only enter from Harefield Road bus station entrance and exit via Abbey Street if height allows. If it's a tall vehicle they will exit via Newdegate Street near Saints. Vehicle will arrive early before pedestrians arrive. Vehicle will not turn around or manoeuvre. Vehicle will travel at 5mph with hazard lights flashing and a walking escort (obtained by calling a team member from ACM upon arrival) Vehicle will park and apply brakes to ensure no movement once sighted. Vehicle will leave after 4pm only when pedestrians have dispersed, again with a walking escort.	Risk Assessment to be published on ACM's website so all stall holders can be directed to it and read it	Low	Operator of vehicle and ACM

					The walking escort will ensure the vehicle is in the middle of the road and noting the wider turns performed by long vehicles to ensure it does not collide with any street furniture or buildings or people.			
16	Vehicle movement during the hours of 10am to 4pm / use of key to access bollards	Low	Accident or injury	General public, pedestrians	Use entrance key only is the case of an emergency and always as a last resort. Ensure the vehicle has a walking escort so speed is limited to walking speed and there are extra people there to look out for pedestrians		Low	ACM and driver of vehicle
17	Unruly or unwanted behaviour from the public	Medium	Theft, assault or other illegal activity	Stall holders, general public	Keep stalls together for safety, try not to put vulnerable or lone stall holders on their own	Contact 999 immediately if risk is high or urgent. EC has a list of contacts for non emergency reporting for all venues. This will be on the lanyard that is at all events.	Medium	ACM
18	Violence (attack and public disorder)	Low	Injury	Verbal and physical abuse of traders and volunteers	Aim to diffuse situations as they arise to prevent escalation. If not possible ring 999	Have the contact details for the locals PSCOs or security team to report any suspicious behaviours. Use details on lanyard.	Low	Everyone
19	Terrorist Attack	Low	Injury / death	Everyone	Be vigilant	Call 999 immediately	Low	Everyone
20	Overcrowding	Medium	Injury	Everyone	Maintain emergency access of minimum of 4 meters to allow a fire engine to pass through	ACM to check positioning	Low	ACM
21	Crowd Control	Low	Injury	Everyone	Ensure regular gaps between stalls to allow crowds to disperse safely (avoiding tunnelling of people) keep	ACM to check positioning	Low	ACM

					entry and exit points clear and open			
22	Noise	Low	Disturbance	Everyone	Disturbance of neighbours, too loud for attendees, unable to hear warning sounds	ACM to monitor during the event and ask perpetrator to reduce volumes if necessary	Low	ACM
23	Hygiene and welfare	Low	Lack of or insufficient toilet and hand washing facilites	Everyone	Inform all stall holders where the nearest facilities are and the time they are open	Include this information in the stall holder pack and make it available on our website	Low	ACM
24	First Aid	Low	Minor injury	Everyone	Stallholders to bring their own mini first aid kits/plasters etc	ACM have a full first aid kit available.	Low	Stallholders and ACM
25	Waste	Medium	Litter and waste from stalls	Stall holder	Stallholders to remove all of their own waste. Public bins should not be used for large items of rubbish.	ACM to monitor and check the area is left as found when everyone has left. Inform stallholders that no waste disposal is available.	Low	Stallholders and ACM
26	Lost Child	Low	Possibility of a child becoming separated from their parent or guardian Safeguarding risk	Everyone	The lead member of the ACM team to use their stall / pitch to keep the child safe or use the Community Hub gazebo if available. Use the communication channels available to inform everyone of a lost child.	If the event becomes a large event to have a designated space, signposted for lost children.	Low	Everyone
27	Animal Waste	Medium	Dog waste not collected	Everyone	If its seen as it happens, ask the person to pick it up. Offer them a bag. Pick it up and dispose of if owner not seen.	Advise people so they can avoid it until it is removed.	Medium	Everyone
28	Animal behaviour	Low	Being bitten or attacked by a dog	Everyone	Call 999 immediately		Low	Everyone
29	Community relations	Low	Upsetting residents or resident businesses	ACM	Avoid placing stalls that block shop entrances, or	If a stall isn’t placed well, try to move it if possible	Low	ACM

					prevent shops utilising pavement space outside. Be mindful of residents who live above shops			
30	Gas	Medium	Explosion / Fire	Stall holder	Stall holders must follow ACM's Power Policy which includes where a larger gas bottle is used, it must be secured. Stall holders are to provide their own risk assessment, fire safety certificate, fire extinguisher and fire blanket.	ACM to check the policy is being adhered to before any gas can be lit	Low	Stall holder and ACM
31	Preparation and serving of hot drinks (tea, coffee, hot chocolate) from a gazebo stall.	High	Burns and scalds from hot water and drinks Boiler tipping over. Trailing cables. Fire from electrical equipment.	Volunteers and staff Members of the public Children Visitors with disabilities Contractors and market organisers	Water heated using approved equipment. Hot liquids kept behind serving table. Volunteers trained in safe pouring. Drinks served with secure lids (where appropriate. Equipment placed on a stable, level surface away from table edges. Cables secured to prevent pulling. Only trained volunteers operate equipment. Cables routed behind stall or covered with cable protectors. Walkways kept clear. Regular checks throughout the event. Equipment used according to manufacturer's instructions. No overloaded extension leads. Fire extinguisher or fire blanket available if required by organisers.	First Aid Kit located nearby, with additional burn kit Fire extinguisher (powder type) located nearby	Low	Stall holder and ACM

					Equipment switched off when unattended.			
			Slips from drink spills.		Spillages cleaned immediately. Paper towels and cleaning materials kept available. Waste disposed of promptly.			
			Manual handling of water containers and supplies.		Avoid overfilling containers. Lift using correct technique.			
			Food hygiene and contamination.		Volunteers maintain good hand hygiene. Fresh drinking water used. Milk stored appropriately. Disposable cups and utensils stored hygienically. Waste removed regularly. Volunteers handling food/drinks should not work if suffering from sickness or diarrhoea.			
			Allergens (milk, plant-based alternatives, syrups)		Clearly identify available allergens. Use pre-packed milk cartons with allergens displayed. Keep ingredient information available. Prevent cross-contamination where practical. Ask customers about allergies before serving specialty drinks.			
			Waste and litter		Provide suitable waste bags. Dispose of rubbish regularly to avoid trip hazards and pests.			