

**Risk assessment guidance for market traders at all St Albans District Council-organised street festivals/events.**

The purpose of a risk assessment is to reduce likelihood of injury to any person resulting from an aspect of your trading set-up.

A risk assessment requires you to identify hazards, think about how likely that hazard is to cause somebody to be harmed, and consider ways you can reduce the likelihood of that happening.

There are many ways of setting out a risk assessment, some more complex than others. If you have a risk assessment document already, please feel free to supply that. As a minimum, we require you to

1. Identify any hazard associated with your stall set-up (for example, tripping over gazebo legs or display equipment, being hit by stock or display equipment if tables should collapse or your gazebo blowing over).
2. Say who is at risk from this occurrence (members of the public, passers-by, event staff, stall staff, customers).
3. Identify the level of risk (this should be a combination of how likely such an incident is in the first place and how serious the consequences would be).
4. State the actions you intend to take to reduce the likelihood of, or the severity of the consequence of, an incident occurring (securing all equipment, staff training, displaying warning notices, deploying barriers, etc).
5. Say what the **new** level of risk is, assuming all those actions have been undertaken.

There is a template on the next page.

FAQS

**Why do I need a risk assessment, I’ve never had to do one before?** Although risk assessments are not always required at markets, it is considered best practice for events, due to the large number of visitors and additional activities taking place.

**Will you be checking my set-up?** We will have an event Health and Safety Coordinator on hand to make sure all traders are operating safely on the day.

**What if something happens I could never have predicted?** A risk assessment only asks you to assess ‘reasonably foreseeable’ risks.

**Isn’t this all just common sense?** Yes, largely. But we need to be confident that you’ve given some thought to how you can make your set-up as safe to operate and purchase from as possible. Your risk assessment helps us know this.

**Risk assessment form for Traders at St Albans District Council street festivals/events**

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| Event:Date:Stall/business name:Name of proprietor: |
| What is the potential hazard? | Who is at risk? | Risk levelHigh/med/low | Action required to reduce risk | New risk levelHigh/med/low |
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Find out more about writing risk assessments on the website of the Health and Safety Executive, [here](https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm#article).