***Sample Risk Assessment***

# ***Setting up***

## Access the areas of the May Fayre by motorised vehicle only when permitted to by the Marshals

### Bring your location letter and map with you

### Drive on site with lights on

### Drive on site with hazard flashers on

### Obey instructions given by marshals

### Drive on site at a walking pace

### Ensure you have good visibility around you

## Setting up gazebo or similar – avoiding damage

### Ensure any electrical items are handled carefully and wiring is suitable for outside use

### Erect gazebo in marked space - ensuring pedestrian access is maintained and that roadways have a 4metre clearance zone for emergency vehicle access

### Remove vehicles from site ASAP when setting up so as to avoid congestion and its associated risks

### Ensure equipment etc including cabling is placed in a safe position and does not present a tripping risk. Cabling, when laid across areas to be used by the public, must be covered to avoid causing accidents or any other danger to the public.

### Due to the nature of our event we use roads and pavements so the site is not flat and/or even. To avoid sloping tables it is worth brings some wood pieces with you so you can balance up either your table or gazebo or both as appropriate

### Ensure gazebo is weighted/tied down to avoid wind damage and injuries to members of the public.

### Ensure any tables used are robust

### Ensure no tripping hazards are created

# During the day – avoiding damage/injury, periodically:

### Review pitch to ensure trip hazards are not present

### Review tables to ensure continuing soundness

### Review gazebo structure and weighting if it is a windy day

### Always keep hot items away from public and gazebo sides

# After the event – avoiding damage/injury

### Do not start packing up until the due time

### Access the areas of the May Fayre by motorised vehicle only when permitted to by the Marshals

### Drive on site with hazard flashers on

### Obey instructions given by marshals

### Drive on site at a walking pace

### Ensure you have good visibility around you

### Park respecting the need for access by others

### Ensure no trip hazards are created during pitch clearance

### Beware of other stallholders to avoid damage

### Take away all your rubbish

Please add items to this as you think of them and ensure we all have an incident free day.

*This list is not comprehensive but is a guide to the issues stallholders must be aware of when attending any event.*