

Template for a Risk Assessment for a Stall at an Indoor Event (market, craft fair or other such event where the stall will be indoors)								
Version 1, 27 April 2018								
Disclaimer: This risk assessment template may be used by members who run their own market stall. It is made available only to assist members in the preparation of their own risk assessment and should be modified appropriately for their own circumstances. Beds BKA does not accept any responsibility for the use of the contents.								
Event		Stall Setup (some or all of):				Completed By/Date:	Signature:	
Event Name:		Tables, display stands, sale produce, candle rolling, observation				Name:		
Event Date:		hive, honey tasting				Date:		
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*	Liaise with site owner/event organiser to determine possible on-site hazards and presence of on-site first aid/medical support. Include details in event specific risk assessment which is to be circulated to all stallholders*.		TBC	Outside Events Organiser
2	Transport, setting up and dismantling	Medium	Injury due to accident.	Stallholder*	Stow equipment securely during transport to avoid movement/breakage in case of heavy braking. Move items in manageable loads - avoid lifting over-heavy loads. Ensure table legs are locked in position. Gazebo to be made secure with pegging/tie down.		Low	Stallholder*
3	Fire	Low	Burns, smoke inhalation	Stallholder*, general public	No smoking, no flammable substances or open flames indoors. It is anticipated that the organisers will provide general fire fighting equipment and marshals in the event of a fire on site.	Stallholder* to familiarise themselves with the organisers' fire safety procedures.	Low	Stallholder*

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4	Observation Hive	Medium	Escaped bees nuisance or stinging. Cuts from broken glass.	Stallholder*, general public	Ensure hive is secure and stable during transport to and from the show. Ensure no loose bees underneath on mesh floor. Fastenings must be secure. Entrance gate to be closed and securely sealed such as to avoid accidental opening. Select a position where it cannot be accidentally tipped over/broken; ideally, clamp it to a table/stand. Use a large sheet under the observation hive to wrap it up in an emergency. Have soapy water spray available to destroy loose bees. An experienced beekeeper to be present at all times.	Not to be left unattended. Not left on site overnight. Ensure on-site medics/first aiders are briefed in advance. If no on-site medic, arrange attendance of qualified first-aider. Beekeeper to have appropriate clothing/equipment available (bee suit/veil and smoker) in case of emergency.	Low	Nominated on-site beekeeper(s).
5	Nuisance stinging insects	Medium	Nuisance or stinging from wasps/bees attracted to produce and equipment on stall.	Stallholder*, general public	Keep honey and equipment used for tasting covered when not in use. Other similarly attractive products (e.g. cakes) should also be covered. Demonstration equipment (empty hives, frames) to be clean. Frames with comb should not be left uncovered. Have a hairbrush available to remove stinging insects caught in someone's hair.	If the organisers have managed bees on-site and close-by, the Beds BKA organiser should request they be blocked in during the event. If insects are attracted, equipment can be moved into shade, away from busy areas and covered if necessary. If necessary, remove insect-attracting honey, other products and equipment to somewhere where the insects cannot access them.	Low	Stallholder*
6	Free standing displays	Medium	Tipping, blown or knocked over and hitting people	Stallholder*, general public	Secure all display signs with weights or pegs.		Low	Stallholder*

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7	Slips, trips and falls	Medium	Injury due to accident.	Stallholder*, general public	Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables.	Ensure trip hazards such as cables are clearly visible.	Low	Stallholder*
8	Falling objects	Medium	Injury due to accident.	Stallholder*, general public	Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable.		Low	Stallholder*
9	Breakable items	Medium	Cuts from broken glass or pots	Stallholder*, general public	Ensure breakable items (e.g. glass) are secure during transport. Place breakable items away from the edges of the table. Ensure any table coverings are firmly attached to table.	Be prepared for cleaning up should an accident happen.	Low	Stallholder*
10	Hazardous substances	Low	Ill effect on health.	Stallholder*, general public	No use of hazardous substances is expected. None to be brought to site without clearance from the organisers.		Low	Stallholder*
11	Electrical	Low	Electric shock	Stallholder*, general public	No electricity generator equipment to be taken on-site. Personal mains powered equipment should be used only with site owner/event organiser permission.		Low	Stallholder*
12	Working alone	Medium	No assistance in case of accident or problem.	Stallholder*	At least 2 persons to be present at all times except for short periods (e.g. toilet break). Be aware of people around (e.g. other stall holders) who can help if necessary. Keep money out of sight.	Stallholder* to familiarise themselves with the organisers' security procedures.	Low	Stallholder*