



Registered Charity no 1123314

RISK ASSESSMENT FORM FOR TRADE STANDS/STALLS

EVERYONE WHO HAS A STALL MUST COMPLETE A RISK ASSESSMENT FORM

Guidance Notes

1. The purpose of a risk assessment is to reduce the *risk* and *likelihood of injury* to any person as far as reasonably practical
2. The types of risks you are assessing are *reasonably foreseeable*
3. You must inform a Wessex Country Fair organiser in writing of any changes to your risk assessment
4. Please ensure you send a copy of your insurance and relevant supporting documentation, for example, Health and Safety Policy, Food Safety Certificates.
5. Please make yourself fully aware of the terms and conditions you agreed to on purchasing your pitch. These are available on the Wessex Country Fair website (www.wessexcountryfair.co.uk) and include many Health and Safety requirements.

ABOUT YOU

Company Name:

Correspondence Address:

Postcode:

Telephone:

Mobile:

Email:

Do you have a written Health and Safety Policy? No Yes - please provide a copy

Name of Assessor:

Date of Assessment:

Name of public product and Employee Liability Insurer:

A copy of these documents to be submitted to us no later than the 1st June 2020.

YOUR ACTIVITIES

To help us ensure that you have completed an effective risk assessment we need to know more about the activities you will be carrying out at the festival, please give details below.

Vendors must provide a description of the products they wish to sell. All goods sold at the festival should conform to current trading standards legislation.

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FOOD VENDORS		
If you are selling food then you must complete the checklist below		
• Do you or any of your staff working at the fair have a Food Safety qualification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Do you have a First Aid Kit which includes blue waterproof plasters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Do you have a Fire Extinguisher and/or Fire Blanket for use in the event of a fire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you taken the necessary action to ensure that you comply with the relevant food safety and food standards relevant to the work you are undertaking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Do you have a written Food Safety Management System, such as 'Safer Food Better Business' which will be made available during the fair period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you sent in a copy of your food hygiene certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Local Environmental Health Authority you are registered to:		

Please note: There is a declaration at the end of the following page which we need to have signed and dated when you return this document.

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RISK ASSESSMENT

The risk assessment helps you to evaluate risk on how you operate and then gets you to consider ways in which the risk can be reduced further, remember the fair is a family event, so make consideration for small children and the elderly.

If you have a risk assessment document already which covers the below then please feel free to supply that for us to review in place of completing the below.

You should consider what risk there is:-

- for you and your staff when laying out and working your stand,
- for the general public visiting or purchasing from your stand.

Hazard Identified	Persons at Risk	Risk Level High/Med/Low	Action required to reduce Risk	New Risk Level High/Med/Low
<i>Example: Tripping over guide ropes or pegs used for marquee</i>	<i>All in vicinity</i>	<i>Medium</i>	<i>Mark all guide ropes with high visibility bunting and cordon off trip hazard</i>	<i>Low</i>

Declaration

I believe that the information contained in this Risk Assessment is correct at the time of submission, if the risks change then I shall notify an organiser as soon as possible, otherwise I risk having my booking cancelled.

Print Name:

Sign Name:

Date:

Please email your risk assessment and supporting documentations, or any questions/queries to wcf@salisburyhospicecharity.org.uk