**Risk Assessment – St. Francis Eco-church stall**

**Event: Heaton Festival**

**Date: Saturday 22nd June 2019**

**Venue: Heaton Park, Newcastle**

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| Process | People at risk | Potential Hazard | Level of Risk | Controls Introduced | Risk Level After Controls |
| Driving on site | Employees  Contractors  Public  Stall holders | Injuries due to moving vehicle | Medium | Follow instructions from Traffic Marshals.  Keep within site speed limit.  Keep to agreed designated routes.  No vehicle movement during event.  Headlights lights switched on using hazards lights to indicate direction only.  When reversing have at least one guide/banksmen in hi-vis vest. | Low |
| Loading/Unloading Equipment/products | Stall holders and helpers | Minor injury or strain to operatives | Low | All equipment and products to be moved in accordance to manual handling guidelines.  Any loose items to be secured while lifting and carrying. | Low |
| Litter & Other Debris | Everyone | Injury from tripping  Fire risk | Low | Area will be regularly checked for rubbish and disposed of as required.  All waste/packaging will be removed and disposed of at the end of the event. | Low |
| Assembling equipment & temporary structures | Employees  Stall holders | Minor injuries, trapped fingers, cuts and lacerations to operatives | Medium | All temporary structures and equipment to be erected/assembled in accordance with manufactures instructions.  All temporary structures and equipment to be erected/assembled by competent personnel. Two to handle every table  All temporary structures will be adequately weighted or secured.  All temporary structures will be monitored in high winds. | Low |
| Working at Height | Employees  Stall holders | Injuries to person form Falling | Low | Ladders to be used when working at height and to be held securely by another member of staff. Banners etc to be hung without the need of ladders. | Low |
| Slips/trips/falls | Employees  Stall holders  Public | Injury from tripping | Low | Always maintain a clear route for pedestrian traffic.  All cables to be either in a sterile area, buried, placed in cable ramps or flown securely at a safe height.  Any loose items to be stored in boxes or placed under stand. | Low |
| Electrical equipment | Employees  Contractors  Public | Electric shock to person  Damage to property  Electrical fault/fire | Low | Electrical equipment used on site will be installed by a competent person.  Generators to be in a cordoned area and earthed.  All portable electrics to be PAT tested.  All electrics protected by 30mA breakers.  All generators to be diesel only.  Electrical equipment will NOT be used on this stall.  If raining or water on ground keep all electricals dry. | Low |

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| Inclement Weather | Stall holders  Contractors  Public | Injury to person from flying debris  Damage to property from flying debris  Damage to property from rain | Low | All public and staff to vacate area in high winds. | Low |
| Fire | Everyone | Injury to person from fire  Damage to property from fire | Low | Access to fire extinguisher within event area.  Advise Event Control in case of fire. | Low |

**OTHER RISKS**

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| Allergic reaction | Public | Reaction to products bought and consumed | Low | All foodstuff supplied by Fair Trade.  Everything is wrapped and contents clearly displayed on the wrapper. | Low |
| Sudden illness | Stall holders  Public especially the elderly | Collapse, incapacity, exhaustion | Low | St. John`s Ambulance on site. Make sure location is known. Have enough helpers to allow one to attend to anyone who needs help. Have a chair at the stall for an elderly person to sit on. | Low |
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**Completed By: J. M. Germain**

**Organisation: St. Francis Church**

**Position: PCC Secretary**

**Date: 05/06.2019**