Risk Assessment- Christmas Market

| **Hazard** | **Who might be harmed & how?** | **Risk Level Before Control** | **Control Measures** | **Risk Level After Control** | **Further Action Considered** | **Who will carry out the action?** | **When action is to be completed by:** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Physical or Management Area or Activity: **Car Park** |  |  |  |  |  |  |  |
| Disorganised Car Parking | General Public and Stallholders | Medium | * Head of car parking & car parking stewards ensure that cars are parked in designated parking spaces.
* Parking of stall holders and general public is at staggered times to ensure safety of all.
 | Low | Provision of: - Torches - Hi-Viz vests Event briefing to key staff members | Event Organiser/ Team Leader for Parking | **[Date of the Event Here]** |
| Vehicles exceeding the 5mph speed limit | General Public and Stallholders | Medium | * Car parking stewards will control the speed of the vehicles by patrolling both front & rear car parks.
 | Low |  | Car Parking Team Leader and Car Parking Team Members | **[Date of the Event Here]** |
| Food Vendor Equipment (specific to food vendors) | General Public | Medium | * Food vendor pitch is marked by hazard cones provided by the centre
* Stallholders are responsible for the safety around their pitches
* Stallholders have to provide:

- Risk Assessment - Hygiene Certificate - Public Liability Insurance * Food vendors are placed in secure spots, barriered by a wall, reducing risk at the rear of their pitches
 | Medium |  | Event Organiser/ Stallholders | Prior to Event starting |
| ***\*If Relevant\****Risk of tripping on front steps of the building | General Public | Low | * The area is floodlit
* Steps are marked with yellow paint to highlight the edge of each step
* There are handrails at the sides of the steps
* There is a ramp for ease of access for wheelchair users providing access to the main hall via the foyer
 | Low |  | N/A | N/A |
| Overhead Lighting | General Public | Low | * All overhead lighting is secured in place and has been tested for safety prior to the event
* Where lighting crosses a traffic thoroughfare risk has been reduced by coning off the area and making accessible only to pedestrians
 | Low |  | **[Person/People Responsible for This Action]** | Prior to the Event |
| Christmas Lighting Falling from the Main Building | General Public | Medium | * All lighting to be checked to ensure it is secure prior to the event
 | Low |  | **[Person/People Responsible for This Action]** | Prior to the Event |
| **Physical or Management Area or Activity:** Main Building |  |  |  |  |  |  |  |
| Stampede due to Fire Alarm activation or building needing to be evacuated. | General Public and Stallholders attending the Event. | Medium | * All team leaders to be briefed on what to do in case of fire and/or evacuation of the building
* Designated staff to take the lead in managing the evacuation of the building
* All stallholders to have copies of the layout of the ground floor of the building which highlights emergency exits
 | Medium |  |  | As required |
| Overcrowding | General Public | High | * All staff have been informed to manage visitors to the event respectfully, politely and with the use of clear instruction and in line with the Health & Safety policy of the building
* Assess and manage the numbers of people in the various parts of the building by periodic head count
 | Medium | Limit entry if overcrowding becomes an issue | **[Person/People Responsible for This Action]** | During the Event |
| **Physical or Management Area or Activity:** Other |  |  |  |  |  |  |  |
| Food Hygiene Failure | General Public | Medium | * All food vendors have provided a Hygiene Certificate, Public Liability Insurance and a Risk assessment
* Vendors have agreed to the Terms & Conditions of the event, signifying their agreement to a high standard of food management and the fact that they are compliant with Health & Safety food standards
* Particular concern is to be paid to the vendors of hot foodstuffs, sold from the onsite kitchen and the outside area
 | Low |  | Event Organiser/Food Vendors | Prior to the Event |
| Threat of Terrorist Activity | General Public | Low | * All relevant staff and team leaders will be notified to be vigilant, notably for bags/parcels/items left unattended and/or in unusual places
 | Low | W Watch I Inform D Decision E Evacuate | All staff are required to be vigilant and inform **[Names of People to Inform in the Event of Suspicious Activity]** in the event of any suspicious activity In the event of the need to evacuate the alarm will be sounded |  |
| General Hygiene of Building | General Public | Low | * All staff to maintain a clean house being mindful of bins, litter and surface areas and taking action to keep all areas clear and clean
 | Low |  | All Staff | During the Event |