**Vegan Market Risk Assessment**

**This is a generic starting template – please amend where necessary to align with the risks & activities you intend to conduct on-site.   
Please delete any rows below that are not relevant to your stall (E.g. Gas Equipment & Electrical Equipment etc)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk assessment undertaken by** | **<< ADD NAME >>** | **Job title** | **<< ADD TITLE >>** | **Company name** | **<< ADD COMPANY NAME >>** | **Date** | **<< ADD DATE >>** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Who is affected** | **Level of risk** | **Precautions taken** | **Further action required to reduce risk** | **Final level of risk** |
| Moving vehicles | Public, stall staff | Medium | Drive below 5mph with hazards on when moving through the event site. | Adhere to the timetabled arrival and departure times when public footfall is at low levels. | Low |
| Injuries to staff from heavy lifting | Staff | Medium | All staff working at the stall will receive a briefing on safe lifting practices before event.  All display items are lightweight. | Trolley to be used when transporting heavy boxes. | Low |
| Slips and trips | Public, stall staff | Medium | Ensure boxes and stock are correctly stored underneath the tables or at the back of the stall.  Ensure there are no blockages to the sides or in front of the stall. | Maintain correct storage at all times throughout the event especially with boxes containing stock. | Low |
| Signs moving in high winds | Public, stall staff | Low | Ensure signs are in good condition and securely fastened to the stall at the start of the event. | Check the fastenings throughout the event. | Low |
| Theft | Stall staff | Medium | Ensure money is kept out of site and that large sums of cash are not left on the stall | One person is responsible for handling money at all times to avoid any confusion. | Low |
| Removal of waste | Stall staff | Low | All rubbish is kept in a bin liner until the end of the event. | Ensure that at the end of the show, no rubbish is left in the stall area. | Low |
| Erection of gazebo | Stall staff | Low | Gazebo is erected according to instructions and weighted with 25kg on each leg. | Ensure spare weights are available during adverse weather conditions. | low |
| Electrical equipment  **<< DELETE IF NECESSARY >>** | Stall staff | High | All electrical equipment has been PAT tested | Staff are trained in how to safely use all electrical equipment. | Low |
| Gas equipment  **<< DELETE IF NECESSARY >>** | Stall staff, Public | High | All gas equipment has gas safe certification | Staff are trained in how to safely use all gas equipment. | Low |
| Food Storage **<< DELETE IF NECESSARY >>** | Stall staff | Low | All baked goods stored in cardboard cake boxes or reusable sealed food safe containers.  All cakes once sold are packaged in food safe packaging. | All stored in closed containers so no contamination can occur. | Low |
| Contamination of products. **<< DELETE IF NECESSARY >>** | Public | Medium | Spit guard is used so all stock is shielded from the public and gloves are worn when handling food. | Any spare stock is always stored covered. Plentiful supplies of gloves and hand gel. | Low |
| Allergens | Stall staff, Public | High | Signage is displayed on the stall regarding allergens.  We clearly state to ask if you are unsure about allergens before you buy. | We advise our cakes are not suitable for those with allergies as there is a chance of cross contamination.  Any prepacked goods.eg cake jars have allergen labels on them. | Low |
| Knives  **<< DELETE IF NECESSARY >>** | Stall staff | High | Knives are kept out of sight behind the stall table.  Knife guards are available for the knives when not in use.  First aid kit is available in case of injury. | We put them at the furthest part of the stall away from the public and are always kept out of sight. We put gazebo walls up so public cannot access them easily. | Low |
| Health & Hygiene | Stall staff and public | Medium | Spit guards to protect food on display.  Hand gel to be used regularly and disposable gloves to be worn when handling food.  Antibacterial spray is used to sanitise all surfaces and spit guards before & after the event.  Contactless payment is available to minimise contact between staff and public. | Excess stocks of hand gel, gloves, and sanitiser.  Contactless payment encouraged.  Try to serve customers quickly as possible to avoid queues. | Low |

**Criteria of risk**

High – very dangerous, requiring constant monitoring of operation

Medium – Dangerous, requires periodic checking by supervision

Low – No significant danger, monitored by operatives / supervision