

## Risk assessment template

**Purpose:** Indoor Car Boot **Assessment carried out by:** WPFRT

**Date of next review:** Before next event **Date assessment was carried out:** 29/01/2024

| What are the hazards?                       | Who might be harmed and how?                                                                           | What are you already doing to control the risks?                                                                                                                                                                              | What further action do you need to take to control the risks?                                                                                                                                                             | Who needs to carry out the action? | When is the action needed by? | Done |
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| <b>Access to the event, visitor control</b> | General public & committee members. Due to unknown persons causing disruption and putting all at risk. | 8am Only Main Entry Doors Open For the stall holders.<br>9am-1pm Main Hall Tables- Door is manned by committee member for meet & greets.<br>9am-1pm Garden Room Tables- Door is manned by committee member for meet & greets. | WPFRT committee members will monitor activities within the grounds to ensure unruly behaviour does not impact on other attendees' enjoyment of the event and their safety.<br><br>Unruly visitors will be asked to leave. | WPFRT Members                      | 8am-during event              |      |

| What are the hazards?                                         | Who might be harmed and how?                                                       | What are you already doing to control the risks?                                                                                                                                                                                                 | What further action do you need to take to control the risks?                                                                                                                             | Who needs to carry out the action?                       | When is the action needed by?       | Done |
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| <b>Lost child</b>                                             | Children at the event. General slips, trips and falls.                             | 8am doors open- children escorted by parents/guardians.                                                                                                                                                                                          | Have floating WPFRT members around the event so any lost child can see member for help.<br><br>DBS vetted WPFRT Member to take child to speaker to make announcement for parent/guardian. | WPFRT Members                                            | During event                        |      |
| <b>Slips, trips and falls in outdoor space/minor injuries</b> | General public, stall holders & committee members. Due to general trips and falls. | Each stall has a designated set up area. Area to be clear, set up to allow walk by traffic with no trip hazards. Tables not to block fire exits.<br><br>Clear stall signage displayed.<br><br>Sensible queue system in place to keep people safe | Pre event visual check to be carried out by WPFRT to check the area is safe for set up.<br><br>Committee members be aware of health and safety at all times during the event.             | WPFRT committee members.<br><br>WPFRT committee members. | Before the event starts and during. |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks?                                                                                                                                                                                                                                                                                                                                                                                                                                                         | What further action do you need to take to control the risks?                                                                                                                                                                                                                                                                                                                                                | Who needs to carry out the action?                                                                                                                           | When is the action needed by? | Done |
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|                       |                              | <p>and a clear walk way behind the queue.</p> <p>Children supervised by parents/guardians</p> <p>WPFRT Member walk around stalls during event to check for hazards.</p> <p>Any rubbish disposed of accordingly.</p> <p>Each stall to have individual set up that is appropriate for the stall.</p> <p>WPFRT Chair to check whole site:</p> <p>Chair to ensure:</p> <ul style="list-style-type: none"> <li>the layout of the Hall/stalls allows for free-flowing traffic and that there are no</li> </ul> | <p>All non-essential parts of the building will be locked.</p> <p>All areas being used will be supervised by WPFRT member.</p> <p>Member to abide by stall rules and implement safety at all times.</p> <p>Any extension leads or other trailing items must be covered over and kept to a minimum to avoid risk of injury.</p> <p>Any leads in a path way must be covered with a rubber protector strip.</p> | <p>WPFRT committee members.<br/>WPFRT committee members.</p> <p>WPFRT committee members.</p> <p>WPFRT committee members.</p> <p>WPFRT committee members.</p> |                               |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks?                                                                                                                                                                                                                                                                                                                                                      | What further action do you need to take to control the risks?                                                                                                                                                                                                                                                                                                                                                            | Who needs to carry out the action?                  | When is the action needed by? | Done |
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|                       |                              | <p>obstructions to cause a trip hazard.</p> <ul style="list-style-type: none"> <li>that trailing cables from electrical equipment are secured and taped down if possible.</li> <li>All tables are situated so as to not block entry/exit's</li> </ul> <p>WPFRT First Aiders to be on site from 08:00 to end of event -take any minor injuries into the Kitchen or Office for First Aid Treatment.</p> | <p>Cables should be checked they are undamaged. Do not bunch electric cable together as it will overheat.</p> <p>First aiders will be available on site at the event. 2 designated WPFRT Members who have first aid training. First aiders have access to fully stocked First Aid Supplies in Kitchen and Garden Room.</p> <p>In the event that the incident is pre serious 999 will be called by the nearest person</p> | <p>WPFRT First Aiders</p> <p>WPFRT First Aiders</p> |                               |      |

| What are the hazards?       | Who might be harmed and how?                                                    | What are you already doing to control the risks?                                                                                                                    | What further action do you need to take to control the risks?                                                                                                                                                                | Who needs to carry out the action?                                                       | When is the action needed by?     | Done |
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|                             |                                                                                 |                                                                                                                                                                     | and the first aider will co-ordinate with the emergency services.                                                                                                                                                            |                                                                                          |                                   |      |
| <b>Fire/ Major incident</b> | General public & committee members due to a major event happening such as fire. | Existing fire procedures to be followed. All hall users are to be aware of fire exits and assembly points.<br><br>WPFRT Members to help guide attendees safely out. | WPFRT members to ensure safe evacuation procedures are followed.<br><br>Fire extinguishers to be used if safe to do so.<br><br>First Aiders to supply first aid if required. Allow access to first aid supplies if possible. | WPFRT committee members.<br><br>WPFRT committee members.<br><br>WPFRT committee members. | When needed during major incident |      |

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| <b>Tombola sales table</b> | General public & Committee Members-Minor injuries. | <p>Designated set up area. Clear area, set up to allow clear walk by traffic.</p> <p>No trip hazards.</p> <p>Persons handling the tables to use manual handling practice. Check tables erected as per manufactures instructions.</p> <p>Set up on level ground and check tables are stable.</p> <p>Clear signage displayed.</p> <p>Queue system in place.</p> <p>Children supervised by parent/guardians</p> | <p>Chair to double check tables set up correctly before event starts.</p> <p>Any extension leads or other trailing items must be covered over and kept to a minimum to avoid risk of injury.</p> <p>Any leads in a path way must be covered with a rubber protector strip.</p> <p>Cables should be checked they are undamaged. Do not bunch electric cable together as it will overheat.</p> | <p>WPFRT committee members.</p> <p>WPFRT committee members.</p> <p>WPFRT committee members.</p> | Before the event starts/during the event/end of event |      |

| What are the hazards?                                                                | Who might be harmed and how?                                                 | What are you already doing to control the risks?                                                                                                                                       | What further action do you need to take to control the risks? | Who needs to carry out the action?                                                              | When is the action needed by?                                     | Done |
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|                                                                                      |                                                                              | <p>Any rubbish disposed of accordingly.</p> <p>At end of event take tables down as per manufactures instructions.</p> <p>When putting up/taking down tables, ensure area is clear.</p> |                                                               | <p>WPFRT committee members.</p> <p>WPFRT committee members.</p> <p>WPFRT committee members.</p> |                                                                   |      |
| <p><b>External Parking</b></p> <p><b>General trips, falls and minor injuries</b></p> | General public & committee members. Minor injuries, general trips and falls. | <p>Entrance to be unlocked at 8am as per advertised.</p> <p>Attendees advised to use Community Centre Car Park.</p> <p>Main entry to have adequate lighting for health and safety.</p> | CHAIR to check gate is open and secured.                      | <p>Committee Members</p> <p>Chair</p>                                                           | <p>Prior to event and during</p> <p>Prior to event and during</p> |      |

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|                        |                                                                                                              | <p>Main entry to have WPFRT member on for meet &amp; greets 8am</p> <p>Children supervised by parents/guardians.</p>                                                                                                                                         |                                                                                                                                        |                                    |                                   |      |
| <b>Set up/Put away</b> | <p>General public, Committee Members &amp; children.</p> <p>Minor injury, general slip, trips and falls.</p> | <p>Bins to be provided for rubbish.</p> <p>Rubbish to be disposed of at the end of the day.</p> <p>Children to be supervised by parent/guardian</p> <p>At end of event take tables down as per manufactures instructions and store safely in store room.</p> | <p>Helpers/committee members to follow manual handling procedures when putting tables/chairs away.</p> <p>Chairs stacked max of 8.</p> | WPFRT Members                      | Prior during and after the event. |      |

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| <b>Refreshments</b>   | <p>General public &amp; Committee Members</p> <p>Minor injury, general slip, trips and falls.</p> <p>Cuts from knives.</p> | <p>Only permitted WPFRT members allowed behind the serving area.</p> <p>Sharp equipment is used by competent WPFRT staff. Knives are not left unsupervised. Knives put away when not in use.</p> <p>WPFRT staff handling food/drink will wear sanitary gloves.</p> <p>Queue system in place.</p> <p>Allow adequate space around the stall to avoid risk of injury.</p> | <p>Chair to:</p> <ul style="list-style-type: none"> <li>liaise with WPFRT servers, check on set-up.</li> <li>ensure no trip hazards for people walking around.</li> <li>advise WPFRT members of the first aid procedures.</li> </ul> <p>First aid facilities available in the kitchen if needed. In any other circumstance, 999 to be called and AC Staff to co-ordinate access.</p> <p>At least 2 WPFRT Members to staff the stall at all times.</p> | <p>Chair</p> <p>WPFRT Members</p> <p>WPFRT Members</p> <p>WPFRT Members</p> | <p>Prior and during the event</p> <p>Prior and during the event</p> <p>Prior and during the event</p> <p>Prior and during the event</p> <p>Prior and during the event</p> |      |

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|                       | Food contamination           | <p>Appropriate storage of foods at all times.<br/>Check best before and use by dates.</p> <p>Wash hands regularly, before and after handling food.</p> <p>Use gloves and protective clothing when handling foods.</p> <p>All food waste disposed of in black sacks in covered bins.</p> | <p>Chair to check First Aid Box is stocked and in date.</p> <p>Recommend all volunteers handling &amp; serving food have food hygiene certificate. – minimum of 1 volunteer on duty must hold Food Hygiene Certificate</p> <p>Hand-washing in separate sink from food prep sink.</p> <p>Bins must not be overfull – dispose of waste in refuse bins outdoors as and when</p> | <p>CHAIR</p> <p>WPFRT</p>          | <p>Prior and during the event</p> <p>Prior and during the event</p> |      |

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|                       |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                        | required and at end of session.                                                                                                 |                                                                                               |                                                                                                                                      |      |
| <b>Hot Drinks</b>     | <p>General public &amp; Committee Members<br/>Burns &amp; Scalds</p> <p>Risk for users of urn and kettle.</p> <p>Risks for customers buying hot drinks.</p> <p>Allergies &amp; Food Intolerance</p> | <p>One person use urn at a time. Pay close attention to possible risks. Urns to display caution hot water signs and checked regularly. Urns used per manufacturers guidelines.</p> <p>Hot Drinks to be served in correct style mugs/cups if inside.</p> <p>At outdoor events hot drinks to be served in heat insulated cups with lids.</p> <p>Do not serve hot drinks to children.</p> | <p>Urn/s only to be emptied or moved when water is cooled. Volunteers who offer to serve hot drinks do so at their own risk</p> | <p>WPFRT members and CHAIR</p> <p>WPFRT members</p> <p>WPFRT members</p> <p>WPFRT members</p> | <p>Prior and during the event<br/>Prior and during the event</p> <p>Prior and during the event</p> <p>Prior and during the event</p> |      |

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|                       |                                                                                                    | <p>Ensure that food ingredients are checked<br/>Provide 'free from' foods where possible</p> <p>Purchase foods from reputable suppliers<br/>All homemade foods must include list of ingredients</p> | <p>Display allergy signage and disclaimer notices</p> <p>Have First Aider on site</p> | <p>WPFRT members</p> <p>WPFRT First Aiders</p> | <p>Prior and during the event</p> <p>Prior and during the event</p> |      |
| <b>Cash Handling</b>  | <p>WPFRT members-Money handling - contamination</p> <p>Contamination leading to food poisoning</p> | <p>Card machine encouraged.</p> <p>Money collector to thoroughly wash hands and disinfect hands prior to any food handling.</p>                                                                     |                                                                                       | WPFRT member                                   | During event                                                        |      |

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| <b>Covid transmission</b> | General public & committee members. | Covid legal requirements no longer in force – individuals to make own judgement concerning face covering, spacing and testing etc. | Hand sanitiser available to the staff and attendees.<br><br>Spacing between tables used for selling items to be maximised to promote social distancing.                  | WPFRT                              | Before the event starts and during |      |
| <b>Manual handling</b>    | WPFRT committee members & helpers   | Use safe lifting practices – bend knees, avoid bending back, clear routes to move items agreed between those involved.             | Large / heavy items (such as tables or stacks of chairs) to be handled by a minimum of two people.<br><br>Use lifting aids (e.g. Chair stack wheel unit) where possible. | WPFRT                              | During setting up / packing away.  |      |