



## Risk Assessment for Town Council Christmas Market - RA 15

Date of event: 3rd December 2022

Location: Parish Hall

Name of leader with responsibility: Wardens

Date of Risk Assessment: September 2022

Review date: August 2023

| What are the hazards? | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom?   | Action by when?  | Done |
|-----------------------|-------------------------------|--|---|---|--|------|
| Overcrowding          | All those attending the event | <p>Plan of the layout of the tables sent to the Town Council in 2021</p> <p>Numbers of tables restricted to 30</p> | <p>Ensure that the plan showing the layout of the tables is strictly adhered to</p> <p>Stall holders to keep to their designated table and stress that stalls can't overflow into gaps</p> <p>Have a steward on duty at the door of the Parish Hall and another steward in the hall to monitor how busy the event is</p> <p>Restrict entry to the hall if numbers are too high for safety</p> <p>Pushchairs to be parked in the cafe bar area if there are no stalls in there</p> | <p>JA</p> <p>Town Council</p> <p>Town Council</p> <p>Town Council</p> <p>Town Council</p> | <p>25/9/21</p> <p>3/12/21</p> <p>4/12/21</p> <p>4/12/21</p> <p>4/12/21</p> |      |

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|--|-------------------------------|---|---|--|---|------|
| Being unable to evacuate the building                                | All those attending the event | <p>Clear signage</p> <p>Requirement to have all exit doors unlocked</p> <p>Details of Emergency Procedure signage on each exit door</p> | <p>Review the signage and add further signage as needed</p> <p>All fire exits clear at all times</p> <p>Inform all those who unlock at the start of the day to ensure all external doors and identified internal doors are unlocked</p> | <p>Wardens</p> <p>Wardens</p> <p>Wardens</p> | <p>1/10/21</p> <p>At the event</p> <p>4/12/21</p> |      |
| Health and Hygiene compromised by 'over used' and 'mis used' toilets | All those attending the event | <p>Toilets will be cleaned before the event each day</p> <p>Good supplies of toilet paper and hand towels</p>                           | <p>Arrange for the toilets to be checked, cleaned and restocked every two hours</p> <p>Have a stock of supplies readily available</p>   | <p>Wardens</p> <p>Wardens</p>                | <p>At the event</p> <p>At the event</p>           |      |

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|---|-------------------------------|--|---|-----------------|-----------------|------|
| Trips and slips   | Visitors and stall holders    | Keeping all walkways clear   | Keep wiring and use of extra lamps or similar to an absolute minimum and consider the placement of the electrical cabling                     | Stall holders   | 4/12/21         |      |
|   |                               |  | Ensuring sockets and extension leads are not over loaded. No extension leads off extension leads  | Stall holders   | 4/12/21         |      |
| Covid related hazards   | All those attending the event | Hand sanitiser available at the door   | Work within the Government Guidance of the time to manage the risks associated with Covid   | Wardens         | 4/12/21         |      |
| Information about the Risk Assessment is not disseminated sufficiently well | All those attending the event | Jackie Austin and John Hodgkinson are the church representatives attending the Town Council meetings to share the requirements to hold the event safely. | Ensure the Risk Assessment document is circulated to all the groups submitting entries in to the festival in advance of the festival starting | JA & JH         | 25/9/21+        |      |
|   |                               |  | Make it clear that all groups have a responsibility to adhere to the Risk Assessment  | Wardens         | 25/9/21+        |      |