

We have completed a risk assessment for your stall:		Likelihood (X)	Ratings 1-5	Consequence (Y)	Rating Scores (Z)	
Using scores rated 1-5, we have assessed the likelihood and consequence ratings for ALL elements of your event. We have recommended measures to minimise the risk, please tick each line to +show your understanding of the risk and to agree compliance with the measures		CERTAIN	5	CATASTROPHIC		
		LIKELY	4	MAJOR	1-5: LOW	
		POSSIBLE	3	MODERATE	6-10: MEDIUM	
		UNLIKELY	2	MINOR	* 12-15: HIGH	
		RARE	1	INSIGNIFICANT	* 16-25: CRITICAL	
** Please give your full consideration towards the points listed below and outline your measures to control the risks relating to your event. Some points may not apply to your event and should be completed as not applicable. NOTE: This list is not exhaustive, please add any additional risks along with their control measures that specially apply at the end of the form**						
Potential hazard	People affected, occupation and number	What equipment or procedures are used now to protect against harm	RISK RATING			Agreement to conform
			Likelihood x Consequence equals Risk Rating $(X) \times (Y) = (Z)$			
			LIKELIHOOD	CONSEQUENCE	SCORE (Z)	
Arriving on campus	You and those around you	Plan your route, know where you are going	2	2	4	Agree YES/NO
Getting lost Being Late	Other traders	Be punctual	2	2	4	
Unloading Manual handling (lifting & moving equipment)	Yourself	Take a manual handling course if not already and use your body correctly when lifting. Manage the size of your load and only carry appropriate amounts.	2	5	10	Agree YES/NO

Setting up	Yourself and those around you		2	3	6	Agree YES/No
Structures - Gazebo, marquee, inflatables. Consideration for transport, erection and safety during use		Follow manufacturers guidelines carefully				
Electrical equipment in use (PAT tested, use of cables)	Everyone	If you have requested to bring any electrical equipment it must be PAT Tested	2	5	10	Agree yes/no
Parking in unmarked bays	Anyone in the vicinity	Only park in unmarked bays temporarily when instructed to do so by UEA Staff to unload. Vehicles must then be parked within car park guidelines.	2	2	4	Agree yes/no
Throughout the day						
Slips, trips and falls (activities on steps)	Injury to self or others	Always keep your own stall tidy and be aware of hazards on other stalls.	2	3	6	Agree yes/ no
Weather (extreme hot/cold/wert conditions)	Sunburn or exposure could affect you	Drink water, wrap up or wear sun protection as dictated by the weather.	2	4	8	Agree yes/ no
Break times	YOU	Take breaks, sit for a while, move around a bit, look after yourself and your stall neighbour.	2	2	4	Agree YES/ No
Clean up plan	Everyone	Pack up your stall as carefully as you set up following Manual Handling Guidelines.	2	3	6	Agree yes/ no
Litter		Please take your litter home with you.				
Event promotion, are materials within the law	Everyone	Please keep any signage suitable for all ages and abilities.	2	2	4	Agree yes/ no

Theft (equipment/monies)	You	Ideally card payment machines are safest, if you choose to use cash please have a bum bag or similar to prevent theft	2	4	8	Agree yes/ no
Food provision including transportation, temperatures and cooking	If applicable to be discussed					TBC
Alcohol - provision and management, No glass	If applicable to be discussed					TBC