

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21

Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

What are the hazards?	Who might be harmed?	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?	Final Risk Level
Stall holder Vehicles, Commercial Contractors moving and Setting up and dismantling of equipment	Stallholders, Contractors and Marshall Volunteers	Stow equipment securely during transport to avoid movement/breakage in case of heavy braking. Move items in manageable loads - avoid lifting overheavy loads. Ensure table legs are locked in position. Gazebo to be made secure with pegging/tie down	Marshalls will be patrolling throughout the day and will notify stallholders of any concerns/hazards. Marshalls will direct vehicles to stall locations, will be told to travel at no more than 5mph with hazards lights on	Stallholder	Low
Severe weather: high winds, heavy rain, thunderstorms	Stallholders, Public	Ensure gazebos areas properly tied or weighted down and that any pegs and ropes are clearly visible. In extreme weather, displays should be packed away. In high wind, double check ropes and weights; dismantle gazebo if risk of becoming unstable	Provide Event Management plan to Stallholders	Stallholder	Low
Free standing displays	Stallholders and Public	Secure all display signs with weights or pegs.		Stallholder	Low

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

Slips, trips and falls	Stallholders, Public	Pegs and ropes used to secure displays or gazebo to be away from public thoroughfares where possible and clearly visible. Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables.	Take extra care in muddy situations. Ensure trip hazards such as ropes are clearly visible.	Stallholder	Low
Falling objects	Stallholder, Public	Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable		Stallholder	Low
Breakable items	Stallholder, Public	Ensure breakable items (e.g. glass) are secure during transport. Place breakable items away from the edges of the table. Ensure any table coverings are firmly attached to table	Be prepared for cleaning up should an accident happen.	Stallholder	Low
Fire	Stallholder, Public	No smoking, no flammable substances or open flames within the gazebos.	Put up no smoking sign in gazebo	Stallholder	Low

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21

Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

Hazardous substances	Stallholder, Public	No use of hazardous substances is expected. None to be brought to site without clearance from the event organiser		Stallholder	Low
Electrical	Stallholder, Public	No mains powered equipment is to be taken or used on-site. “Silent” (low level noise) generators may be used. Any display lighting to be battery operated		Stallholder	Low
Working alone	Stallholder.	At least 2 persons to be present at all times except for short periods (e.g. toilet break). Be aware of people around (e.g. other stall holders) who can help if necessary. Keep money out of sight		Stallholder	Low
Public Parking	Public	Public Parking Available at North Street Car Park, South Street Car Park and Longforth Road Car Park. Roadside parking in Fore Street – put out signage and advise public on social media platforms eg. Facebook and on town centre notice board.	signage to advise the public	Public	Low

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21

Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

Access for Emergency Services	Stallholders, Public, Street Entertainers, Marshalls & Volunteers	Access through road closure barriers by Marshalls attending the barrier. Emergency vehicles will use lights and sirens to clear way.	Marshalls will support Emergency Service vehicles by using radio communication and Megaphones to advise the public, stallholders, street entertainers, Marshalls and Volunteers. Source signage for emergency exits in High Street and South Street	WTC	Low
	Stallholders, Public, Marshalls, Post Office Staff & Vehicles	Written to Postmaster and provide Stall & Road layout plan. Two marshalls to be positioned at the White Hart Lane with radios and they will communicate with marshalls at Road Closure Barrier to enable the Post Office sorting office to go about their normal service.	No concerns received from Postmaster. WTC to contact Postmaster beginning of September to confirm he is happy with arrangements in place	WTC	Low

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21

Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

Spread of Covid – 19 / Coronavirus	Traders, Visitors, Contractors and Volunteers	<p>Written clear expectations and guidance to Traders about their responsibilities and WTC</p> <p>WTC responsibilities include:</p> <p>Putting advisory notices on lamp posts to warn the public and traders that Coronavirus is still here</p> <p>We will encourage stallholders not to encourage crowds at their stalls and to provide space for queues.</p> <p>Stallholders will be encouraged to use hand sanitiser.</p> <p>Clear signage on social distancing and hygiene will be displayed to people on arrival.</p> <p>Customers will be advised to shop alone where possible</p> <p>Customers accompanied by children will be reminded they are responsible for supervising them at all times and should follow social distancing guidelines.</p> <p>We will provide written or spoken communication of the latest guidelines to all workers at the Street Fair.</p>	<p>Communicate guidance to traders and customers</p> <p>Source signage</p>	<p>WTC</p> <p>WTC</p> <p>WTC</p>	<p>Low</p>
------------------------------------	---	---	--	----------------------------------	------------

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21

Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

		<p>Trader Responsibilities include:</p> <p>You must read the Governments latest guidance for food businesses https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Submit a risk assessment and insurance documents. We will recommend stalls wear face coverings. Remind customers of the need to social distance and where to queue safely. All food must be served behind a Perspex sneeze guard or is covered or pre-packaged. No tasters offered or touching of food allowed. Encourage customers to avoid touching products whilst browsing. Any Street food must be sold as takeaway. We encourage traders to offer contactless payment as an option. Card machines should be cleaned regularly with anti-bacterial wipe/spray. Considering the option for pre-ordering and pre-paying of goods to collect at the Street Fair could also be an option.</p> <p>Customers responsibilities include:</p> <p>Stay 2 metres away from other people where possible</p>			
--	--	--	--	--	--

RISK ASSESSMENT FOR WELLY WELCOME WEEKEND – STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21

Event Organiser: Wellington Town Council (“WTC”) Event Date: Saturday 25th September 2021

Event Name: WELLY WELCOME WEEKEND – STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 11th August 2021

		If you cannot socially distance a face covering is recommended. Wash your hands on a regular basis or use hand sanitiser when facilities are not available. Do not visit the Street Fair if you feel unwell, have a high temperature, a continuous cough or a loss to your sense of taste and smell.			
	Contractors	Discussed operational safety and plan for contractors to leave site before traders arrive and set down after traders have all left the site.	Plans to be communicated to day manager	Event Co ordinator	