

RISK ASSESSMENT FOR WELLINGTON STREET FAIR, HIGH STREET AND SOUTH STREET, WELLINGTON, TA21Event Organiser: Wellington Town Council ("WTC") Event Date: Saturday 3rd June 2023Event Name: WELLINGTON STREET FAIR Completed by: Annette Kirk Deputy Clerk Date: 25th January 2023

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 over heavy 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

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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
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

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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
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

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	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
Spread of Covid – 19 / Coronavirus	Traders, Visitors, Contractors and Volunteers	Written clear expectations and guidance to Traders about their responsibilities and WTC	Communicate guidance to traders and customers	WTC	Low
		Trader Responsibilities include: 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			

	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	
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