

Outside Stall holders – Risk assessment



Please review the following and add, delete and change as required. Please discuss these risks with your staff.

Description of activities undertaken in stall.....

Activity	Possible Hazards	Persons and or property that may be harmed / damaged	Risk Controls in place	Residual risk level	Further actions	Responsible person/s
Setting up / packing up stall/s structures and furniture	Moving small and large objects in an uncontrolled manner	Injury to self / other persons / property including vehicles	<ul style="list-style-type: none"> Effective communication Ensure clear pathway and line of sight Obey speed signs Follow manual handling information Objects over 20 kgs to be a 2 person lift 	Possible / minor = Low	Disseminate manual handling information	Stall holder/s Event officers to be vigilant to hazards
Un / packing merchandise and setting stall up.	Trip hazards Damage to property	Injury to self / other persons Damage to property including Vehicles, merchandise	<ul style="list-style-type: none"> Ensure clear paths Secure merchandise Clear rubbish Do not overcrowd display Ensure tables/ displays are stable 	Possible / minor = Low		Stall holder/s Event officers to be vigilant to hazards
Insecure items	Merchandise / objects falling onto a person / the floor	Injury to self / other persons Damage to property	<ul style="list-style-type: none"> Ensure that all items are secure 	Possible / minor = Low		Stall holder/s Event officers to be vigilant to hazards
Use of electrical equipment	Electric shock Tripping over cord Fire	Injury to self / other persons Damage to property	<ul style="list-style-type: none"> All 240v equipment to be tested, tagged and current Ensure that items are in good condition Secure cords or use controls to mitigate hazards fire equipment suitable for hazard e.g. powder extinguishers 	Possible / minor = Low	Awareness raised via induction information	Stall holder/s Event officers to be vigilant to hazards
Rough terrain and tent ropes pegs / poles.	Trip hazards	Injury to self / other persons	<ul style="list-style-type: none"> Fill in pot holes. Clearly identify poles ropes and pegs or use barriers as a control 	Possible / minor = Low	Site prep for rough terrain	Stall holder/s control their area Event officers to be vigilant to hazards
Wind gusts and insecure shelter structures / signs	Moving small and large objects / debris	Injury to self / other persons / property	<ul style="list-style-type: none"> Ensure that all structures and signs are secure and/or weighted 	Possible / minor = Low	Monitor weather warnings	Stall holder/s Event officers to be vigilant to hazards

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	in an uncontrolled manner		<ul style="list-style-type: none"> • Monitor weather warnings • Disassemble stalls if risk is medium to high 			
Hot weather	Dehydration and sunburn	Injury to self, staff and public	<ul style="list-style-type: none"> • Tapwater available • Ssunscreen available 	Possible / minor = Low	Awareness raised via induction information	Stall holder/s
Heavy rain	Electrical hazards due to water ingress	Injury to self / other persons / property	<ul style="list-style-type: none"> • Monitor water flow in heavy rain • divert away from stall 	Possible / minor = Low		Stall holder/s
Wasp stings	Injury due to wasp sting	Injury to self, staff and public	<ul style="list-style-type: none"> • Vigilance for wasp nests and alert officers • Have insect spray • First aid treatment • Monitor stung persons for reaction 	Possible / minor = Low	Bins emptied daily Insect spray available	Stall holder/s Event officers to be vigilant to hazards during site prep

Stall holders serving food are required to comply with council food registration requirements see - [Registration / Notification of a Food Business - Kentish Council - TAS - Australian Business Licence and Information Service](#)

Applicants /Checklist – please return the following with your Registration Form

- ❖ **Copy of *Certificate of Currency for Public Liability* for March 2025**
- ❖ **Risk Assessment reviewed / amended and attached even if there are no alterations**
- ❖ **Relevant paperwork to meet Government regulation if you are selling food or bottled alcohol**
- ❖ **NB - CLOSING DATE is 30th November 2024**

Signed.....