



KEEPING IT SAFE - RISK ASSESSMENT FORM FOR TRADE STANDS/STALLS

EVERYONE WHO HAS A STALL AT A DTC EVENT **MUST** COMPLETE A RISK ASSESSMENT FORM

Guidance Notes

1. The purpose of a risk assessment is to reduce the *risk* and *likelihood of injury* to any person as far as reasonably practical
2. The types of risks you are assessing are *reasonably foreseeable*
3. The use of petrol generators at Daventry Food Festival is strictly prohibited
4. You must inform Daventry Town Council in writing of any changes to your risk assessment
5. Please ensure you send a copy of your insurance and relevant supporting documentation, for example, Health and Safety Policy, Food Safety Certificates

ABOUT YOU

Company/Organisation Name:

FOOD VENDORS

If you are selling food then you must complete the checklist below

| | | |
|--|------------------------------|-----------------------------|
| • Do you or any of your staff working at the festival have a Food Safety qualification? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you have a First Aid Kit which includes blue waterproof plasters? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you have a Fire Extinguisher and/or Fire Blanket for use in the event of a fire? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Have you taken the necessary action to ensure that you comply with the relevant food safety and food standards relevant to the work you are undertaking? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you have a written Food Safety Management System, such as 'Safer Food Better Business' which will be made available during the festival period? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Have you completed the Outdoor and Mobile Catering Food Safety Checklist and returned it with this document? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name of Local Environmental Health Authority you are registered to:

RISK ASSESSMENT

The risk assessment helps you to evaluate risk on how you operate and then gets you to consider ways in which the risk can be reduced further, remember the festival is a family event, so make consideration for small children and the elderly.

If you have a risk assessment document already which covers the below then please feel free to supply that for us to review in place of completing the below.

You should consider what risk there is:-

- for you and your staff when laying out and working your stand,
- for the general public visiting or purchasing from your stand.

| Hazard Identified | Persons at Risk | Risk Level High/Med/Low | Action required to reduce Risk | New Risk Level High/Med/Low |
|--|------------------------|--------------------------------|---|------------------------------------|
| <i>Example: Tripping over guide ropes or pegs used for marquee</i> | <i>All in vicinity</i> | <i>Medium</i> | <i>Mark all guide ropes with high visibility bunting and cordon off trip hazard</i> | <i>Low</i> |
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Declaration

I believe that the information contained in this Risk Assessment is correct at the time of submission, if the risks change then I shall notify Daventry Town Council as soon as possible, otherwise I risk having my booking cancelled.

Print Name:

Sign Name:

Date: