

TTL Risk Assessment: Stalls including Grower's Market, September 2016

Hazard	What could happen	Who could be hurt	Control
Gazebo blowing away in high winds	Serious injury if poles hit a person.	Member of public or volunteer	If the day is breezy, weights must be placed on four legs, or legs must be pegged down if on grass. If day is very windy – gazebo shows signs of moving even when pegged down - then gazebo must be taken down and not used.
Heavy Equipment (table / gazebo / advertising board)	Volunteer carrying heavy equipment strains a muscle or drops equipment causing injury.	Volunteer	The event will only go ahead if the set-up team has sufficient physically capable volunteers who are able to move the equipment. There must be at least two people to set up a grower's market event and the gazebo must be moved, erected and taken down by at least two people.
Trip Hazards	Boxes / equipment is tripped over.	Member of public or volunteer	The stand should be set up so that only volunteers can access behind the tables where equipment is stored. Equipment should be stored under the tables or in a place which is not accessible to the public and does not obstruct a clear path for volunteers.
Contaminated food.	Person becomes ill.	Member of public or volunteer	Members of the public will be advised that home grown produce is sold unwashed. Jams, chutneys and cakes containing home grown produce can be sold on the stall but those providing will be advised of the following (which is based on advice from the food standards agency): <ul style="list-style-type: none"> • Although we are not legally obliged to provide information for consumers about allergens present in prepared food TTL require ingredients to be listed on any items to be swapped / sold with the exception of jam which only contains sugar and fruit. • Homemade cakes can be sold / swapped as long as good food hygiene practices have been followed when the products were made and the products have been stored and transported safely (see the food standards website for further information). • Jams and chutneys can be in re-used glass jam jars as long as these were properly washed. The jam jars should be free from chips and cracks, and should be sterilised prior to each use. Lids should be well-fitting to minimise any hygiene risks to the food in the jars.

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			If a volunteer has any concerns relating to the produce being offered it should be politely declined.
Safeguarding	Child is left unsupervised at the event.	Member of public	TTL is not registered as a charity working with children and its members are not CRB checked. Volunteers must not accept responsibility for any children (e.g. a parent cannot leave a child at the stall whilst they go shopping). If a lost child comes to the stand community police or the town centre warden will be contacted. No identifiable photographs will be taken of member of the public's children at the event and volunteers permission will be asked before taking photographs of their children.
Staff Welfare	Inadequate break or access to food / drink / toilets	Volunteer	Sufficient volunteers will be on stand so that a break can be taken as necessary. The event is not planned to last more than 4 hours.
Overcrowding	Too many people in gazebo or around stall	Member of public or volunteer	As this is a sales stall this is not considered to be an issue.
Minor injury	Cuts	Volunteer	TTL will have a first aid kit so a minor cut can be cleaned and dressed.