

Davertry Town Council Speciality Markets & Events

Davertry Town Centre

RISK ASSESSMENT FORM FOR TRADERS

ALL TRADERS WHO ATTEND A DAVENTRY TOWN COUNCIL MARKET/EVENT MUST SUPPLY THEIR OWN RISK ASSESSMENT.

These are guidance notes only with suggestions and not a complete or fully comprehensive list. *Please remember: the market/event is family friendly, so make considerations for small children and those with mobility issues.*

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. You must inform Daventry Town Council in writing of any changes to your risk assessment prior to the market/event.
 4. You must send a copy of your insurances and relevant supporting documentation (for example, TENS license to sell alcohol, Health and Safety Policy, Food Safety Certificates, Electrical & Gas PAT test certificates, etc).
- **FOR YOU AND YOUR STAFF** - when setting up, working on and packing away your stall. (e.g. driving on and off site; manual handling, slips, trips and falls; gazebo/stall suitability and weights; electrical and fire equipment, safety and hazards; food hygiene including first aid; rubbish, etc.)
 - **FOR THE GENERAL PUBLIC** - visiting or purchasing from your stall. (e.g. slips, trips and falls; protrusions; safe display of products; safety/hygiene barriers; risk of burns; etc.)
 - **COVID-19 COMPLIANCE** - we encourage you to complete a section covering Covid-19 compliance (e.g., transmission risks; PPE; social distancing; hand and surface sanitising; signage; etc.)

Company/Organisation Name:	
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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 gazebo</i>	<i>All</i>	<i>Medium</i>	<i>Mark all guide ropes with high visibility bunting and cordon off trip hazard</i>	<i>Low</i>

(Please use additional pages if more space is required)

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:	Signature:	Date:	
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