

TRADER RISK ASSESSMENT

To comply with the law, it is essential that everyone produces a risk assessment. This blank template is issued by Santa Pod Raceway and provides an easy prompt for traders to fill the relevant sections themselves, giving them a meaningful risk assessment. Once filled out this will be your risk assessment and you must ensure that you and your staff work in accordance with it at all times.

Guidance on filling out the form

1. **HAZARD** – List all potential hazards. We have given you a list of the types of hazard that are common. If your business has others to add (such as face painting, tattoos, piercing etc) please use the blank rows or fill out a second sheet. For those rows that do not apply, cross them out, we then know that you've considered them rather than overlooked them.
2. **THOSE AT RISK** – Above the table is a small box listing those that might be at risk. You have to consider what you are doing and who might be hurt if things go wrong. For instance, if you are erecting your stall and members of the public are about then **ALL** are at risk, whereas if you are carrying out maintenance on your own equipment and suffer an electric shock then you would enter **C** for those at risk.
3. **RISK RATING** – You have to identify what degree of risk your activities might cause BEFORE we put any control measures in place. Again, same example as above, if you are erecting your stall, who might get injured and to what degree. If you have no control measures in place and this might be **Medium**. However, once you have put control in place (such as stopped people going near your stall until complete) then the Revised Risk Rating will be **Low**. We have filled these out for you based upon experience however if you have any other hazards as described above, then you must also fill out this section.
4. **CONTROL MEASURES** – Use this section to describe how you will manage your operation safely. Using the example above, you would enter in this section that you stop people coming near your stall until it is safely built up. Another example is under Staff / Staff Welfare, a control measure would be that you give your staff training, you make sure they are appropriately clothed, they might be wearing suitable footwear etc. These are all control measures.
5. **REVISED RISK RATING** – This is the rating (**H/M/L**) once you have all your control measures in place. An example may be driving on Site. It would be a risk rating of **High** if you allowed any one to drive your vehicle however if you put in a control measure of only using only qualified drivers, then the rating will drop to **Low**

Please complete the following:

Company Name: Activity (e.g. Event Trader, Product Demonstration, Charity Stall etc):

Print Name: Date of Assessment: Signature:

THOSE AT RISK			
A	Members of the public	C	Trade stand staff
B	Those working at the event	D	(Others) Please list

Hazard	Those at Risk	Risk Rating (H/M/L)	Control Measures	Revised Risk Rating (H/M/L)
Vehicle movement – driving on site		M/H		
Erecting/dismantling and setting up stall		M		
Structure		M		
Inclement weather		L/M		
Electricity		M/H		
Fire		M/H		
First Aid		M		
Gas		M		
Staff / Staff Welfare		L/M		