

Example Risk Assessment Template

Company name: Assessment carried out by: Date of next review: Date assessment was carried out:

Everyone who has a stall at the Ginger and Spice Festival must complete a Risk Assessment, please visit the HSE website for more information on what to include on your risk assessment and refer to our template below where we have added in some areas to consider www.hse.gov.uk/simple-health-safety/risk/.

GUIDANCE NOTES

- The aim of a Risk Assessment is to reduce the risk and likelihood of injury or illness to anybody, so far as is reasonably possible
- Please list what the hazards are (we have listed some examples below) who could be harmed from & what you currently do to reduce the risk of an accident or illness occurring. For more information on managing risk: www.hse.gov.uk/simple-health-safety/risk/
- Please send all of your health and safety documents in with your risk assessment copy of: your public/employee insurance, level 2 food handling certificates, PAT testing certificate, local authority food hygiene rating, gas safety certificate, alcohol license

What are the hazards?	Who might be harmed and how?	Risk – high/ mediu m/low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	New Risk – high/ medium/low	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.		Good housekeeping is carried out. No trailing leads or cables. Staff keep work areas clear	Better housekeeping needed, e.g. on spills.	All staff, supervisor to monitor Manager	From now on xx/xx/xx		xx/xx/xx xx/xx/xx
Manual Handling								
Fire								
First Aid								
Gazebo/Stall not secured								
Food poisoning								
Covid								