

Risk Assessment for: Themed Markets					Responsible Officer: CP / CLR Committee	
	Hazard	Risk Assessment			Risk Control Measures	Monitoring <i>This column is used only during the review process</i>
		Likelihood	Impact	Rating		
1	Breach of Contract	1	3	3	Market Organiser to manage the market.	
2	Third party injured or harmed	2	4	8	Council has its own appropriate Public Liability in place. All traders to have their own insurance. Market Organiser to provide evidence of insurance and other legal paperwork when booking.	
3	Unauthorised stalls or products on site	1	2	2	Market Organiser responsible for plot allocation and monitoring of products being sold. All stallholders registered to trade via the Market Organiser. Unlicensed or unauthorised selling reported to appropriate agency to enable enforcement to be carried out.	
4	Fire	1	3	3	Traders to provide a fire risk assessment which must be approved before being allowed to operate by the Market Organiser. All traders must comply with current legislation and carry fire extinguishers where required.	
5	Waste/rubbish accumulating during the market or not removed before departure of stallholder.	2	2	4	Traders responsible for the storage and removal of all refuse generated or collected on their pitch. Any waste left after the market to be removed by the Council and costs recharged to the Market organiser. Any complaints logged and action taken.	
6	Equipment not meeting required standards.	1	3	3	Market organiser to provide evidence of up-to-date documents when booking the market. Documentation to be available for inspection when attending market. Market organiser undertakes spot checks of documentation.	
7	Vehicle movements	2	4	8	Road Closure in place to prevent any unauthorised movement. Access times for unloading and loading are specified to traders. Signage and barriers in use to prevent any unauthorised access.	
8	Encroachment into highway not covered by road closure.	1	3	3	Market organiser to organise and manage location of stalls.	
9	Unforeseen emergencies	1	4	4	Market organiser to contact appropriate emergency service. Council Officer to be on call during the event.	
10	Obstructions from commercial business users	4	2	8	Business Managers responsibility to clear obstruction in the event of emergency. Emergency Services informed of commercial business responsible for obstructions.	
	<b>Reviewed by:</b> <b>Reviewed annually</b>	<b>Cassie Pinnells</b>			<b>Signature:</b>	<b>Date:</b>
	<b>Town Clerk Approval:</b>	<b>Graham Hunt</b>			<b>Signature:</b>	<b>Date:</b>