



Risk Assessment Form

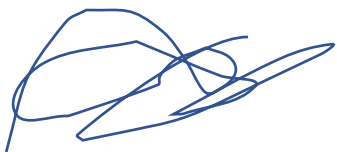

Establishment: Dean Trail Volunteers		Assessment Ref: DTV 02	Date: 01 Aug 25
		Assessment Type tick as appropriate	
		Specific <input checked="" type="checkbox"/>	Generic <input type="checkbox"/>
Activity/Process: Table Sales		Who is at risk:	
		All staff: <input checked="" type="checkbox"/>	
		Operators and/or maintenance staff: <input checked="" type="checkbox"/>	
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard	Existing Control Measures	Signifi cant Residu al Risk Asses sment Reqd
1	General	The Table Sale Co Ordinator ensures the site is suitable for setting the stall up	No

		The stall and storage area are within the boundaries of pedals and are in a public area so awareness of moving people and bikes is maintained at all times	
2	Manual Handling	<p>A trolley is used to move the gazebo and storage boxes.</p> <p>Erecting of our gazebo is done by four people on each corner.</p> <p>Storage for small mechanical items is in medium sized boxes which interlock on top of each other and lifted three at a time by trolley.</p> <p>Clothes are packed in laundry type bags with handles. They can be moved individually or stacked two at a time on trolley.</p> <p>Clothes racks have wheels and can easily be rolled by one or two people.</p> <p>Tables are folding, light weight designs that can be easily handled and opened up by one person.</p>	No
3	Adverse Weather Conditions	<p>Table Sales Co Ordinator and chair to discuss cancelling in advance based on advice provided by FE</p> <p>If the weather is too dangerous then FE will close the centre and no sale is to take place</p> <p>Table Sales Co Ordinator is to ensure all volunteers have adequate clothing for expected weather conditions</p>	No
4	Under 18 Volunteers	<p>Kids with parents: Any age welcome, parents supervise their own children at all times. Parents/guardians are responsible for ensuring their child's safety and appropriate behaviour throughout the activity.</p> <p>Kids without parents: 16+ can volunteer independently with consent forms. At the discretion of the Dig Lead and an initial Dig where the Parent attends can be insisted upon. Age -appropriate tasks and tools. Otherwise all volunteer responsibilities apply.</p>	No

5	Handling Cash	Large sums of monies can pass hands at a table sale. The cash is to be held in a secure container and closely supervised Card is the preferred method of payment			No
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Likelihood		Risk Matrix		
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Occasional occurrence.	2	2 Low	4 Med	6 High
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.

Hazard Ref	RISK Associated with Hazard (type of incident, injury or ill health)	Risk Rating	Additional Controls Required

Assessor		Manager		Overall Risk Rating (highest risk)
Name:	Neil Wheeler	Name:	Ian Officer	
Signature:		Signature:		
Post:	Health and Safety Member	Post:	Chairperson	

Manager Assessment Review				
Date:				Review frequency
Name/Signature:				Annually