**[**Guidelines for Risk Assessments]

* External Kiosks - Retail or Service

Introduction

Asset Space works on behalf of retail venues across the UK to bring interesting and varied activity to site, to enhance the customer experience and provide valuable services. The venues we represent attract large numbers of the general public, including venue staff, and we are committed to working with you to ensure that the safety of these people is considered, from the moment you enter the site throughout the duration of your stay and on exit.

As such, it is a requirement to provide a risk assessment which is then shared with the venue. These guidelines are to help you to create a robust assessment based on your activity and how you manage it during the entire time that you are onsite. However, you know your business better than we do so these are just prompts and there may be other elements of risk that you need to tell us about.

Considerations

When putting together your risk assessment, please think about the equipment you are bringing to site, even if only for set-up and dismantle. Consider the following potential hazards and how you will deal with them at access point, installation, during your activity and on dismantling and exiting the venuu.

For the purposes of simplicity the term Kiosk has been used, but it could refer to a stand, trailer, vehicle or any equipment bought to site.

* Transporting your kiosk from the road to the location on site and off again, or if the location is changed
* Transporting equipment or product to and from your kiosk
* Set-up and dismantle – how will this be managed in a safe way ensuring the public has restricted access if build works are required
* Customer access to your kiosk and surrounding area
* Any equipment used inside or outside of your kiosk that could be accessed by the public
* Anything outside your kiosk that, when closed or if out of vision, could be accessed and cause harm
* Trip hazards – cabling, anything placed on the floor inside or outside your kiosk
* Anything that, if spilt, might cause someone to slip
* Electrical equipment and what could happen if it goes wrong
* Any chemicals you use that could cause harm
* Any of your products or services that could cause harm or are not suitable for certain sectors of the public
* Is there any part of your kiosk or the materials that have been used that may cause harm if the public come into contact with it? e.g glass
* Is there any part of your kiosk, operation or product mix that could cause a fire or help a fire to spread.

Consider each risk separately, including the above. Rate it in terms of how likely it is to cause harm and the consequences if it does and then list all the steps that you will put in place to reduce the risk as far as is practicable.

We can provide a risk assessment form template should you require one.