**[**Guidelines for Risk Assessments]

* Short-term Promotions

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. Consider the potential hazards listed below and how you will deal with them at access point, installation, during your activity and on dismantling and exiting the venue.

Include information about the staff you are using, who may not work directly for you. Ensure that they understand the risks of working in a busy environment and have adequate health and safety training. Also that they are aware of who to report potential hazards or actual incidents to.

You will also need to consider your type of activity. If it is a data collection/information sharing promotion you may have limited equipment and product to bring onsite. A full-scale sampling promotion, particularly involving food product, carries a different type of equipment and different risks and considerations.

These considerations may not apply to all promotions but are a prompt to help you create your own risk assessment:

* Transporting items through the venue before, during or after your promotion
* Trip hazards – cabling, anything placed on the floor
* Anything that, if spilt, might cause someone to slip
* Electrical equipment and what could happen if it goes wrong
* Any equipment on your kiosk that could cause harm if it is within reach
* Any chemicals you use that could cause harm if within reach
* Any of your products that are not suitable for certain sectors of the public, either due to age, potential allergic reacations, disability and so forth
* Is there any part of your kiosk or the materials that have been used that may cause harm? e.g glass, raised flooring, signage
* Staff – how will they interact with the public and are there any hazards to consider
* 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 happen 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, including staff training.

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