**RISK ASSESSMENT TEMPLATE**

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| DATE | ASSESSOR NAME | COMPANY | JOB TITLE |
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| ACTIVITY | *A brief description of the Activity e.g. sale of mobile phone accessories* |
| VENUE AND ALLOCATED SPACE | *Name of shopping centre or retail park and the site location that has been agreed* |
| LICENCED MATERIALS | *List alL equipment including your kiosk/stand/unit and any other display or vehicle that has been approved as part of your agreed Activity.**e.g Display stand, 1 x pop-up banner, 1 x podium and 1 x bin* |
| SET UP DATE AND TIME | *As detailed on your method statement* |
| BREAK DOWN DATE AND TIME | *As detailed on your method statement* |

Please grade each risk as follows:

Low – unlikely to occur and risk of damage or injury is minimal

Medium – likely to occur but risk of damage or injury is minimal

High – could occur with damage or injury likely

**ASSESSMENT STAGE ONE AND TWO MUST BE COMPLETED UNLESS YOU ARE ALREADY IN SITU AND HAVE SUBMITTED AN ASSESSMENT FOR SET UP AND BREAK DOWN**

ASSESSMENT **STAGE ONE** – ACCESS TO SITE AND SET UP/BREAK DOWN AND LEAVING THE SITE

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| WHAT IS THE RISK | WHO MIGHT BE HARMED AND HOW | WHAT ARE YOU ALREADY DOING? | DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK | ACTION BY WHO | ACTION BY WHEN |
| *E.G. MOVING VEHICLE ONTO AND OFF AN AREA WHERE PEOPLE MAY BE WALKING* | *E.G. PUBLIC/CENTRE STAFF BY BEING HIT BY VEHICLE* | *E.G. DRIVERS ARE INSTRUCTED TO DRIVE SLOWLY AND BE AWARE* | *E.G. MOVE VEHICLE WHEN CENTRE IS CLOSED TO THE PUBLIC AND HAVE ONE PERSON MARSHALLING THE VEHICLE ONTO SITE AND WARNING PEDESTRIANS. HAZARD WARNING LIGHTS TO BE ACTIVATED WHEN MOVING.* | *JOE SMITH, AREA SUPERVISOR TO ENSURE DRIVER IS UPDATED AND ADDITIONAL STAFF ARE ON HAND TO ASSIST* | *PRIOR TO COMING ONSITE (BY 3.4.17)* |
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ASSESSMENT **STAGE TWO** – DURING THE ACTIVITY

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| WHAT IS THE RISK | WHO MIGHT BE HARMED AND HOW | WHAT ARE YOU ALREADY DOING? | DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK | ACTION BY WHO | ACTION BY WHEN |
| *E.G. ITEMS LEFT ON THE FLOOR*  *SPILT LIQUIDS* | *E.G. PUBLIC/STAFF TRIPPING OR SLIPPING AND BEING INJURED* | *E.G. TRAILING WIRES ARE COVERED WITH RUBBER CABLE PROTECTOR*  *STAFF WILL BE INSTRUCTED TO ENSURE THERE IS NOTHING LEFT ON THE FLOOR*  *SPILLAGES WILL BE CLEANED ASAP. IF THEY CAN’T BE DEALT WITH IMMEDIATELY, WARNING SIGNAGE WILL BE PUT IN PLACE.* | *NO* | *N/A* | N/A |
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