

Dornoch Community Market

Date of risk assessment: September 2017

| What are the hazards? | 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? | Done |
|---------------------------------|--|--|---|---|------------------------|------|
| 1) Event Preparation and set up | Personnel conducting the activity being injured by faulty equipment or using incorrect procedures. | All equipment (owned/supplied by DADCA) to be inspected for serviceability and to ensure all elements are present. Erecting of equipment is to take place prior to events beginning. Stall holders attending the market with their own equipment are responsible for their erection and safety. | | At least one official DADCA volunteer appointed by DADCA Board, volunteers and participants | Prior and during event | |
| 2) Catering | Risk of burn to volunteers | All equipment is to be inspected for serviceability and safety prior to event. Volunteers to be clear on how to set up and safely operate equipment. First aid kit on sit | | At least one official DADCA volunteer appointed by DADCA Board and volunteers | During event | |

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| 3) Protection of vulnerable groups | Persons in vulnerable groups may be subject to abuse or harassment and be at greater risk of trips and falls | <p>Members are to be briefed to maintain vigilance in order to identify persons in such groups and monitor activity in their presence.</p> <p>Whilst the public may take photo's members should be briefed to be alert to anyone paying undue attention to photographing any member of a vulnerable group.</p> <p>Anyone suspected of belonging to a vulnerable group is not to be encouraged to over spend at the stalls.</p> | | At least one official DADCA volunteer appointed by DADCA Board and volunteers | During event | |
| 4) Financial Control of DADCA Monies only | Improper/poor accounting may result in loss of money on the day | <p>At least 2 members to be on duty throughout the event.</p> <p>Secure boxes to be provided which are to be kept in a position inaccessible to the public.</p> <p>Monies to be counted/checked by 2 people and handed to treasurer at earliest opportunity.</p> | | At least one official DADCA volunteer appointed by DADCA Board and volunteers | During event | |
| 5) Emergency First Aid | Personal accident or illness to volunteers and public. | <p>Any requirement for first aid is to be met initially by those present and if required the civilian emergency services.</p> <p>At all times there will be at least one DADCA Volunteer who is familiar with first aid and method of contacting any duty personnel.</p> <p>Market occurs during the day so nearby chemist and Doctors surgery is open.</p> | | At least one official DADCA volunteer appointed by DADCA Board and volunteers | During Event | |
| 6) Trip Hazards | Risk of trip/injury to attendees / volunteers/ public on guy ropes from gazebos | All guy ropes to be installed on non public paths | | At least one official DADCA volunteer appointed by DADCA Board, volunteers & participants | Prior and During event | * |
| 7) Parking | Public hindered from safe road crossing due to inappropriate parking | Time limit drop off/parking on Castle street. | | At least one official DADCA volunteer appointed by DADCA Board volunteers & participants | During Event | |