

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT

WINTER FESTIVAL - 2015

REF	ITEM	DETAILS	ACTIONS	RISK
1	STREET MARKET	Street market both sides of main road through shopping centre.	Stalls to be opening towards pavements, to be put together with no gaps to ensure safety.	LOW
2	TRAFFIC CONTROL	Traffic speeds and two lanes of traffic causing hazards.	Single lane of traffic to be implemented to slow down traffic and aid crossing the road by pedestrians.	LOW
3	PEDESTRIAN SAFETY	Pedestrians crossing the main road between stalls without clear vision.	Set crossing points for pedestrians clearly marked and with clear visibility.	LOW
4	TOWN HALL CRAFT FAIR	Craft stalls in both the Corn Exchange and Assembly Rooms.	To be administered in line with the Town Council risk assessments for the Town Hall.	LOW
5	FIRST AID	Accidents and emergencies to any person attending.	Several First Aid members of staff are to be on duty all day.	LOW
6	INSURANCES	Actions against organisers and damage to stalls etc.	All insurances to be in place with proof from the traders. The Council holds all risks insurance.	LOW
7	FILMS IN COUNCIL CHAMBER	Films in the Council Chamber aimed at Children.	Children attending should be with a parent if under 11 years old. The person in attendance at the film to be DBS checked.	LOW
8	CABLES	Cables to provide power to various activities.	All cables to be protected and all trip hazards removed.	LOW
9	INFORMATION	Sound system and announcements system for public information.	There is a sound system for announcements. All staff have radios to ensure efficient contact.	LOW
10	LIFTS IN TOWN HALL	People getting stuck in inoperative lift.	A member of staff to be available to release anyone in the lift.	LOW