**General Risk Assessment  
Matthew James t/a Speedy Sweets**

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| **Date of Assessment** | **Assessment carried out by** | **Location** | **Review Date** | **Reviewed by** |
| 13/06/2023 | Matthew James | Office | 13/06/2023 | Matthew James |

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| **Hazard** | **Who Might be Harmed** | **How can harm happen** | **Measures to control risk** | **Result** |
| Trailing Cables | Staff | Tripping | Use Orange cables so they can be seen | A |
| Gazebo Tie Down Ropes | Everyone | Tripping | Keep out of walk ways. Use Yellow tape or bright ropes. | A |
| Heavy Lifting | Staff | Poor lifting | Proper lifting technique | A |
| Grid Wall Slats | Staff | When carrying/moving fingers can get crushed | Move/carry 1 at a time | A |
| Rubbish | Staff | Tripping hazard | Use our bin & when full empty and place a new bag inside. | A |
| Gazebo moving due to weather | Everyone | Squashing/crushing | Make sure its weighed down with weights & heavy duty pegs. Where appropriate guy ropes to be added. | A |
| Setting up/packing away gazebo | Staff | Poor lifting/trapped fingers/crushing | Use proper techniques and follow instructions. | A |
| Working in Excess Heat 22c+ | Staff | Sunburn & Dehydration | Use Suncream & Drink Plenty and keep in the shade when possible. Take plenty of short breaks | A |
| Pre-Packaged Sweets | Customers | Allergies | Check labels are on the products and are clear | A |
| Pre-Packaged Sweets | Customers | Best before dates | Check dates are on the products and are clear, check proper stock rotation. | A |
| Pre-Packaged Sweets | Customers | Opened packaging, cross contamination. | If an item is found open, discard it. | A |
| Bottled Drinks | Everyone | Allergies | Check labels are on the products and are clear | A |
| Bottled Drinks | Customers | Best before dates | Check dates are on the products and are clear, check proper stock rotation. | A |
| Bottled Drinks | Customers | Opened packaging, cross contamination. | If an item is found open, discard it. | A |
| Canned Drinks | Everyone | Allergies | Check labels are on the products and are clear | A |
| Canned Drinks | Customers | Best before dates | Check dates are on the products and are clear, check proper stock rotation. | A |
| Canned Drinks | Customers | Opened packaging, cross contamination. | If an item is found open, discard it. | A |
| Loud Music | Staff | Loud Music from stages | Ear plugs available if needed | A |
| Under 16s | Our Daughter | Unsupervised on site | Must be accompanied/supervised at all times | A |
| Vehicles | Staff | Vehicle movement during setup/pack up | Wear hi-vis when required | A |

Result: T = trivial, A = adequately controlled, N = not adequately controlled, action required.