

EXAMPLE RISK ASSESSMENT FOR A CULTURE+ POPUP SHOP

Risk assessment for XXXXXXXX EVENT NAME, EVENT VENUE, DATE

Risk assessment completed by YOUR NAME, YOUR ORGANISATION, YOUR CONTACT DETAILS

Level of risk:

1 = very low risk, easily manageable

2 = some risk identified, manageable

3 = medium risk requires careful management or alternative planning

4 = high risk requiring careful management or alternative planning

5 = high risk, may require contingency or cancellation as a result

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?	Level of risk
Trip hazards	Anyone who comes into the space	Keeping any potential trip hazards out of public walk routes and clearly identifying where trip hazards are	Monitor any potential new trip hazards during trading hours and when staff are present and address when need be	All staff	2
Stand-alone shelving or interactive displays	Anyone who comes into the space	Ensuring the displays are secure so they don't fall over and are in clear line of sight for security reasons	Not currently but will keep abreast of any developments.	All staff	3
Overhead displays	Anyone who comes into the space	Ensured all displays are secured properly and checked half yearly.	Not currently but will keep abreast of any developments.	All staff	2
Selling sharp objects or breakables like ceramics or glass	Anyone who comes into the space	Keeping sharp objects out of reach of young children and/or behind a glass case	Not currently but will keep abreast of any developments.	All staff	2