

Open Studios, West Berkshire and North Hampshire Generic Risk Assessment – Marketing Activities

Activity description: The fixing and subsequent removal of signs, manning market stalls and pop-up 'shops', distribution of leaflets and directories

Hazard	To Whom	Likelihood	Severity	Risk Rating	Existing Controls	Action Required	By Whom and When	
Activity/Equipment /Process	Possible Injury/Harm							
Fixing and later removing signs	Risk of falling, traffic hazard	All committee members or participating artists involved in sign erection	2	6	12	Alertness, common sense, avoiding placing signs in hazardous locations	Avoid placing signs where the use of ladders is required, or where it is necessary to stand close to road traffic. Where necessary have an assistant to ensure safety.	The person fixing/removing the sign
Signs distracting drivers	Potential serious car accident	Drivers passing signs	1	6	6	Avoiding placing signs at hazardous traffic locations (e.g complex or busy traffic junctions)	For each potential sign location consider this risk. Remove sign when no longer relevant	The person fixing/removing the sign
Signs becoming loose and hitting passers by	Cuts, grazes, bruises	Passers by	2	2	4	Secure fixings	Take care to fix sign securely in place. Check signs after exceptionally windy weather. Remove sign when no longer relevant	The person fixing the sign
Trips, slips, falls, knocks, sharp edges	Cuts, grazes, bruises, strains, broken bones	All people involved in marketing activities	3	3	9	Alertness, common sense	Avoid hazardous situations when undertaking marketing activities. Ensure market stall secure in windy weather.	The person undertaking the marketing activity
Collection of directories	Strains	Committee and participating artists	3	2	6	Provision of trolley to aid loading/unloading onto car for those taking many directories. Small boxes	Identify those requiring assistance. Use trolley to carry loads. Take appropriate precautions.	Committee and participating artists

Approved (Chairman) Date