

UEA STREET MARKET RISK ASSESSMENT TEMPLATE 2026

Activity assessed / title of risk assessment:	Market stalls along The Street and in The Square		
Detailed description of activities covered by this assessment: <i>(Include numbers of persons involved, equipment used etc.)</i>	Stall holders arriving, unloading, setting up and trading through the day; loading back to car at end of event		
Location of Activity:	Street and Square / Checkerboard	School / Department:	
Risk Assessment reference number / local identifier:		Risk Assessor: (Full Name)	
Date of Risk Assessment:		Date Risk Assessment is Due for Review:	

Identify Who Might be Harmed

Consider all types of people who may be affected by the hazard(s)

Select all that apply						
<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Contractors / other workers	<input checked="" type="checkbox"/> Public / visitors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Young persons	<input checked="" type="checkbox"/> New / expectant mothers	<input checked="" type="checkbox"/> Disabled persons

Documented Assessment of Risk

Guidance

Hazard	Something that has the potential to cause harm
Hazardous Event	How can someone be harmed if the hazard is not controlled
Existing Controls	Measures that are already in place to manage the risk of harm occurring
Additional Controls	Measures that need to be implemented to further reduce the risk to an acceptable level, by lowering the likelihood of the hazardous event occurring and / or the consequence of harm
Person(s) Responsible for Implementing & by When?	The individual(s), group, or type of person* responsible for implementing and ensure the controls are in place before work starts.

* Senior Manager = PVC / Head of... / Director, as applicable. Line Manager = Manager / PI / Supervisor / Co-ordinator etc, as appropriate.

MANUAL HANDLING	Hazardous Event	✦ Lifting and moving table and chairs, moving and unpacking stock etc.
	Existing Controls	1) Portering teams may be prebooked to set up UEA tables/gazebos/chairs when possible
	Additional Controls	a) Individual external stall holders should assess their own risks in addition to agreeing these UEA risks
	Person(s) Responsible for Implementing & by When?	a) Event Organiser; pre-event planning and throughout activity – ongoing

VEHICLES	Hazardous Event	✦ Unloading and parking vehicles
	Existing Controls	1) UEA Car Park safety procedures
	Additional Controls	a) Unloading at Suffolk Walk – time tabled and marshalled b) Unloading in the LCR turnaround - time tabled and marshalled
	Person(s) Responsible for Implementing & by When?	a) Event Organiser to ensure area is marshalled at time of event b) Event Organiser to ensure area is marshalled at time of event

SLIPS, TRIPS & FALLS	Hazardous Event	✦ Individuals tripping, slipping, and / or falling on a single level and / or downstairs (but not from height) suffering physical injuries
	Existing Controls	1) All near misses and accidents should be reported immediately to the Event Organiser 2) Use of UEA property which is well maintained and adheres to the required standards or clients own which they have checked carefully 3) All staff and student workers have SafeZone installed with the correct permissions to get assistance if required 4) Event Organiser to ensure all walkways/doorways/open spaces are clear from obstructions 5) Regular health and safety walk-arounds completed by the Event Organiser which may identify any slip / trip / fall hazards
	Additional Controls	a) All spillages must be cleaned immediately, and signage put out to warn others until it is rectified b) For serious injury, participants will be directed to A&E c) Safety briefing for staff assisting with set up/breakdown as necessary
	Person(s) Responsible for Implementing & by When?	a) The Event Organiser as necessary and EST, Security – as needed b) Event Organiser– pre-event c) Event Organiser – pre- or day-of event

FIRE	Hazardous Event	✦ Any property and / or item that is on fire results in injuries and / or death to any individuals exposed to smoke, high temperatures, explosions ✦ Damage to property and / or the environment
	Existing Controls	

		<ol style="list-style-type: none"> 1) For outdoor events, an assembly point for staff and key stall holders is identified pre-event, and staff should report to the Event Organiser to confirm they have safely exited 2) Keep routes for entry and egress clear. This includes not blocking any building egress points, especially along The Street 3) All UEA staff are made aware of the procedures to follow in the event of an emergency situation 4) All UEA staff will have SafeZone app downloaded with appropriate permissions
	Additional Controls	a) N/A
	Person(s) Responsible for Implementing & by When?	a) N/A

ELECTRICAL EQUIPMENT	Hazardous Event	✦ Faulty electrical equipment or electrical installation causing electric shock, skin burns, and / or other associated injuries to any individual in contact with the current
	Existing Controls	<ol style="list-style-type: none"> 1) Electrical installations will be overseen by UEA Estates to ensure compliance is satisfactory 2) All UEA equipment is advised to be PAT tested 3) All SU equipment is advised to be PAT tested 4) All loaned equipment is advised to be PAT tested
	Additional Controls	a) N/A
	Person(s) Responsible for Implementing & by When?	a) N/A

ACCIDENTS, ILLNESS, LACK OF IMMEDIATE FIRST AID	Hazardous Event	✦ Lack of immediate first aid given to sick or injured person which results in increased harm
	Existing Controls	<ol style="list-style-type: none"> 1) All UEA staff will be made aware of the procedures to follow in the event of an emergency 2) All UEA staff will have SafeZone app downloaded with appropriate permissions 3) UEA Security are made aware in advance of the events taking place 4) University-wide First Aid Rules are in place that defines the roles and responsibilities of staff and students, to manage the risk 5) H&S Requirements on First Aid provides guidance on management requirements, and the responsibilities of staff / students 6) UEA First Aiders are trained by competent providers
	Additional Controls	<ol style="list-style-type: none"> a) Outdoor events may require use of radio to maintain contact with Security b) For events with audiences > 500, an event First Aider must be present for the duration of the event
	Person(s) Responsible for Implementing & by When?	<ol style="list-style-type: none"> a) Event Organiser; Security – ongoing b) Event Organiser – pre-event

ADVERSE WEATHER	Hazardous Event	<ul style="list-style-type: none"> ✦ Heat, exposure to sun, dehydration, storms and high winds ✦ High wind speeds can potentially blow outdoor items over causing damage to property and people ✦ Travel conditions from staff / student workers' homes may not be suitable
	Existing Controls	<ol style="list-style-type: none"> 1) UEA staff are briefed to wear suitable clothing for the weather 2) UEA staff are encouraged to bring water bottles to avoid dehydration and to regularly refill these

		3) UEA staff are encouraged to bring sunscreen if appropriate 4) In cases of weather warnings for high winds or storms, gazebos and roll-up banners will be assessed
	Additional Controls	a) In the instance of adverse/unsafe weather conditions, the Event Organiser in consultation with Security, USS and the Public Events & Engagement Adviser will decide to close an outdoor event, putting into action a coordinated response to UEA staff and any third parties due to host an activity
	Person(s) Responsible for Implementing & by When?	a) Event Organiser, Public Events & Engagement Adviser – ongoing

EVENT PLANNING – LACK THEREOF	Hazardous Event	✦ Failure to plan, manage, and / or monitor events resulting in harm to individuals interacting with the event, and / or disruption of services e.g. power, water, communications
	Existing Controls	1) H&S Requirements on Event Organisation provides guidance on management requirements, and the responsibilities of staff / students 2) Event Organiser must be familiar with the HSE Guidance Event safety - Running an event safely
	Additional Controls	a) Outdoor events may require use of radio to maintain contact with Security
	Person(s) Responsible for Implementing & by When?	a) Event Organiser– ongoing

DISRUPTIVE BEHAVIOUR	Hazardous Event	✦ Attendees / staff / students / member of the public becomes violent or aggressive – verbal or physical
	Existing Controls	1) All staff and student workers have SafeZone installed with the correct permissions 2) Security are made aware of all events outside, particularly on The Street, The Square and Checkerboard 3) Staff managing the event have SafeZone installed with proper permissions
	Additional Controls	a) System of reporting any instances of verbal/physical violence is in place: all complaints/comments to be reported to the named Event Organiser b) Where an event has more attendees than usual (in excess of 350), where deemed necessary, and in agreement with the Security team, extra provisions will be put into place
	Person(s) Responsible for Implementing & by When?	a – b) Event Organiser – ongoing

THEFT	Hazardous Event	✦ Personal belongings being stolen
	Existing Controls	1.) All Stall Holders should keep handbags, money, coats phones etc on their person at all time 2) All stall holders must have Public Liability Insurance for £10 million
	Additional Controls	a) Recommend stall holders to set up next to a friend to keep an eye on their stall when they take comfort breaks
	Person(s) Responsible for Implementing & by When?	a) Event Organiser – pre-event; Stall Holders – during event