

Ottershaw Village Fete

Saturday 28th June 2025 1-5pm

Ottershaw Memorial Playing Fields

Ottershaw KT16 0NQ.

**PITCH APPLICATION – RISK ASSESSMENT TEMPLATE**

**PLEASE COMPLETE THE RISK ASSESSMENT AND SUBMIT WITH YOUR APPLICATION. IF YOU HAVE YOUR OWN RISK ASSESMENT, YOU CAN SEND US THIS, AS LONG AS IT COVERS THE SAME TOPICS.**

Subjects that should be covered have been listed. You may have others specifically relating to your stall.

|  |  |  |  |
| --- | --- | --- | --- |
| Subject  | List of potential hazards  | Who might be harmed and how?  | Evaluate the risks and describe precautions  |
| Setting up / striking stall  |  |  |  |
| Layout of stall -stallholders safety  |  |  |  |
| Layout of stall – public safety  |  |  |  |
| Products on sale- risks  |  |  |  |
| Any activities  |  |  |  |
| Handling of money  |  |  |  |
| Health and welfare  |  |  |  |
| Other specific to your stall  |  |  |  |

**Name of stall or pitch activity:**

**Name of pitch applicant:**

**Signed by person conducting assessment:** **Date:**

**Please let us know as soon as possible if any changes need to be made to your assessment ahead of the fete.**