



Helping Youth & Community from Start to Finish

### OnTrak Bike Giveaway Risk Assessment

This is a standard risk assessment for our Bike Giveaways covering all of the usual risks. If your site requires any additional points or identifiable risks, please add them to this document.

<p><b>Stall Holder Name:</b> ONTRAK COMMUNITY INITIATIVE</p> <p><b>Address:</b> OnTrak Community Initiative, St Enoch’s Road, Wibsey, Bradford. BD6 3BU</p> <p><b>Contact Details:</b> <a href="mailto:admin@ontrakcommunity.org.uk">admin@ontrakcommunity.org.uk</a></p> <p>Adrian - 07949068833</p>	<p>OnTrak will bring:</p> <ul style="list-style-type: none"> <li>• Vehicles (van)</li> <li>• Folding Tables</li> <li>• Gazebo</li> <li>• Hand Tools</li> <li>• Generator</li> <li>• Tea / Coffee making facilities if none available</li> <li>• First Aid Box</li> <li>• Bike maintenance equipment</li> </ul> <p>There are usually around 12 people on the stall.</p>
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HAZARD	RISK LEVEL	CONTROL MEASURES REQUIRED
1. Falling objects from stall	LOW	Ensure all items cannot fall. Ensure stall is stable.
2. Collapse of stall/Gazebo	LOW	Ensure Gazebo is erected safely and is stable.
3. Collapse of stall	LOW	Ensure tables are erected safely and are not overloaded.

4. Sharp edges and protruding objects	LOW	Identify sharp edges and cover if easily accessed by customers.
5. Moving parts and trapped fingers	LOW	If selling items with moving parts ensure they are demonstrated to the customer.
6. Slips, trips/falls uneven surface	LOW	Be aware of trip hazards, wear suitable footwear.
7. Adverse weather, high winds etc	LOW	Check weather forecast. Ensure items and the stall/Gazebo cannot blow away in high winds. Fasten down the Gazebo.
8. Restricted space	LOW	Check area and raise any issues with the organiser.
9. Flammable liquids	LOW	Ensure petrol is in an appropriate container away from the public in the back of the van.

Record any additional hazards.

A small box van will be parked on site at the back of the marquee for storage of bicycles.

Signature of person completing the Risk Assessment:

Print Name.....

Signature.....

Date.....