

**Bures Joint Sports Ground Committee  
Risk Assessment - Food Vendors**

**Likelihood:**

1. A very real danger requiring immediate action.
2. Could happen and plans should be made to avoid.
3. Unlikely to happen, but must be aware.

**Scale:**

1. Affects the operation of the committee in a minor way. Insufficient parking for other events. Loss of income
2. Inconvenience to those accessing the field
3. Lives may be in danger

	<b>Risk</b>	<b>Likelihood</b>	<b>Scale</b>	<b>Prevention</b>	<b>Action</b>
<b>1</b>	<b>Operational</b>				
A	Public Right of Way 20 must be kept clear for pedestrians	2	2	Food vendor to park in the allocated position to the left of the recycling area if possible	Where the prevention is not possible signs asking other car park users not to use the space to the left of the gate to be used.
	Vehicle obstructs the access to the field for emergency vehicles	2	3	Where the vehicle is not in the allocated space, food vendor to be with their vehicle at all times	Risk assessment to be agreed with food vendors.
				Food vendor to be aware that they must move their vehicle immediately if an ambulance or fire engine requires access	As above
				Food vendor to always park in such a way as to allow a police car to access the gate.	As above
B	Danger to pedestrians whilst parking	2	3	Vendors to alert pedestrians to their intended movements before parking	Reversing indicators to be in use Where these are not fitted a member of the vendor's team must ensure that pedestrians are safely out of the way when the

					vehicle is moving.
<b>2</b>	<b>Administrative</b>				
A	Contract not in place	2	1	Committee to agree contract.	Clerk/chair to contact vendor and put signed copy on file
B	Food hygiene certificate not in place	2	3	Vendor to provide copy	Clerk/chair to contact vendor and put copy on file
C	Inadequate insurance	2	3	Vendor to provide copy	Clerk/chair to contact vendor and put copy on file
<b>3</b>	<b>Financial</b>				
A	Food vendor fails to pay invoice	2	1	System of invoicing to be agreed with vendor	Clerk/chair to follow up non-payment  Contract to be terminated if vendor fails to pay invoices after 2 months

November 2025  
Review November 2026