

Trowbridge Lions Club Risk Assessment – Book Stall

Event:

Risk Assessment No: TLC/FR-2

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Setting-up Stall	1. Dropping of fittings 2. Trapped fingers 3. Dropping of books 4. Damage from/to Gazebo	A. Assembler B. Public	1A 1B 2A 2B 3A 3B 4A 4B	2 1 2 1 2 1 2 1	2 1 2 1 1 1 2 1	4 1 4 1 2 1 2 1	<ul style="list-style-type: none"> Area to be cordoned off whilst assembly in progress. Due care and diligence to be exercised whilst assembling the stall/stand/gazebo components. Assembly instructions (where applicable) to be followed; assembly to be directed by experienced assembler. 	Set-up Team (Team Leader)
Stall Operation	1. Collapse of stall/stand/gazebo 2. Books falling from stand 3. Cuts from books/boxes	A. Stall Operators B. Public	1A 1B 2A 2B 3A 3B	2 2 1 1 1 2	2 2 2 2 1 2	4 4 2 2 1 4	<ul style="list-style-type: none"> Stall/stand/gazebo will have been erected in the approved position, if necessary stabilisation ‘stays’ are to be used. Exclusion zone to be established around stall. <p><i>(First Aid facilities close by!)</i></p>	Stall Operators
Disassembly of stall	1. Dropping of fittings 2. Trapped fingers 3. Dropping of books 4. Damage from/to Gazebo	A. Dissembler B. Public	1A 1B 2A 2B 3A 3B 4A 4B	2 1 2 1 2 1 2 1	2 1 2 1 1 1 2 1	4 1 4 1 2 1 2 1	<ul style="list-style-type: none"> Due care and diligence to be exercised whilst disassembling the stall components. Ensure all the stall/stand/gazebo components are packed away, ready for storage. Area to be cordoned off whilst disassembly in progress. 	Disassembly Team (Team Leader)
Cleanliness of ‘pitch’	1. Cuts from arisings	A. Public	1A	1	2	2	<ul style="list-style-type: none"> Ensure that all arisings are disposed of in a safe and appropriate manner. 	Disassembly Team Leader

Notes:

1. Comply with instructions given by the Event Sponsor and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available at the stall/stand for reference

Key: R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed