

Trowbridge Lions Club Risk Assessment – Supermarket Collection

Risk Assessment No: TLC/FR-7

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Setting-up Stall	1. Dropping of fittings 2. Trapped fingers 3. Electrical Shock	A. Assembler B. Store Staff C. Public	1A 1B 1C 2A 2B 2C 3A 3B 3C	2 1 1 2 1 2 5 5 5	2 1 2 2 2 2 5 5 5	4 1 2 4 2 2 5 5 5	<ul style="list-style-type: none"> Area to be cordoned off whilst assembly in progress. Electrical supply to be isolated before extension lead plugged in. Use RCD Adapter. Due care and diligence to be exercised whilst assembling the stall/stand components. Assembly instructions (where applicable) to be followed; assembly to be directed by experienced assembler. Extension cable to be routed away from public thoroughfare. 	Set-up Team (Team Leader)
Stall Operation	1. Collapse of stall/stand 2. Cuts from Sweet container / collection buckets 3. Electrical Shock	A. Stall Operators B. Public	1A 1B 2A 2B 3A 3B	2 1 1 2 5 5	2 2 2 2 5 5	4 2 2 2 5 5	<ul style="list-style-type: none"> Stall/stand will have been erected in the approved position, if necessary stabilisation 'stays' are to be used. Exclusion zone to be established around stall. Extension cable to be routed away from public thoroughfare. RCD adapter to be used. <i>(First Aid facilities close by!)</i> 	Stall Operators
Disassembly of stall	1. Dropping of fittings 2. Trapped fingers 3. Electrical Shock	A. Dissembler B. Store Staff C. Public	1A 1B 1C 2A 2B 2C 3A 3B 3C	2 1 2 1 1 2 5 5 5	2 1 2 2 2 2 5 5 5	4 1 4 2 2 2 5 5 5	<ul style="list-style-type: none"> Electrical supply to be isolated before unplugging extension lead Due care and diligence to be exercised whilst disassembling the stall components. Ensure all the stall/stand 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. Store Staff B. Public	1A 1B	1 1	2 2	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 Supermarket 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