

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