

Trowbridge Lions Club Risk Assessment – Bottle Stall

Event: _____

Risk Assessment No: TLC/FR-3

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Setting-up Stall	1. Dropping of fittings 2. Trapped fingers 3. Dropping of stock	A. Assembler B. Public	1A 1B 2A 2B 3A 3B	2 1 2 1 2 1	2 1 2 1 1 1	4 1 4 1 2 1	<ul style="list-style-type: none"> • Due care and diligence to be exercised whilst assembling the stall components. • Assembly instructions (where applicable) to be followed; stall assembly to be directed by experienced assembler. • Area to be cordoned off whilst assembly in progress. 	Set-up Team (Team Leader)
Stall Operation	1. Collapse of stall 2. Stock falling from shelves 3. Interference with stock 4. Alcohol being given to inappropriate customer 5. Cuts from broken / damaged stock container	A. Stall Operators B. Public	1A 1B 2A 2B 3A 3B 4A 4B 5A 5B	2 2 1 1 1 2 1 2 2 2	2 2 2 2 1 2 1 2 2 2	4 4 2 2 1 4 1 2 4 4	<ul style="list-style-type: none"> • Stall will have been erected in the approved position, if necessary stabilisation 'stays' /props are to be used. Shelves are not to be overloaded. • Exclusion zone to be established around stall. • Warning notices declaring that alcohol will not be given to inappropriate 'customers' (e.g. under 18's). • Damaged containers to be disposed off in safe and appropriate manner. <p>(First Aid facilities close by!)</p>	Stall Operators
Overnight	1. Collapse of stall 2. Interference with stock	A. Security Staff B. Public	1A 1B 2A 2B	1 1 1 1	2 2 2 2	2 2 2 2	<ul style="list-style-type: none"> • Stall area to be cordoned off • 'Top shelf' stock to be removed for safe keeping • No overnight access to members of the public 	Last 'shift of day' Stall Operators
Disassembly of stall	1. Dropping of fittings 2. Trapped fingers 3. Dropping of stock	A. Dissembler B. Public	1A 1B 2A 2B 3A 3B	2 1 2 1 2 1	2 1 2 1 1 1	4 1 4 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's 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 broken / damaged stock container or 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