

Trowbridge Lions Club Risk Assessment – May Fayre

Risk Assessment No: TLC/FR-5

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Marking out pitches	1. Grazed knuckles 2. Access by Emergency Services	A. Marking-out Team B. Public	1A 1B 2A 2B	2 1 1 2	2 1 1 3	4 1 1 6	<ul style="list-style-type: none"> Ensure that care is taken when 'chalking-out' the pitch location markings Ensure that sufficient access is available to ensure timely access by Emergency Services Ensure that sufficient access/egress is allowed for normal 'business activity' in the locality of the pitches 	Marking-out Team (Team Leader)
Display / Presentation	1. Slips / Trips / Falls 2. Access by Emergency Services	A. Display Team B. Public	1A 1B 2A 2B	2 2 2 2	2 2 1 3	4 4 2 6	<ul style="list-style-type: none"> Ensure that access for Emergency Services is not jeopardised Area to be cordoned off whilst the 'display' is in progress 	Event Team Leader, Display Team(s) Leader
Stall Operation	1. Collapse of stall/stand 2. Items 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 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
Clearing away	1. Cuts / Trips	A. Stall Operators B. Public	1A 1B	2 2	2 2	4 4	<ul style="list-style-type: none"> Ensure that all arisings are cleared away in a safe and considerate manner 	Stall Operators

Notes:

- Comply with instructions given by the Event Sponsor and/or Local Authority H&S Advisor
- Copy of the event Risk Assessment is to be available with the Event Lead POC 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