

Farnborough LIONS Club : 'FUN FEST – Sunday 24th June 2007'
Coconut-Shy; Plate Smash : Risk Assessment

Activity	Hazard	Risk	Action	Monitor
Locating Coconut Shy and Plate Smashing Stalls	'Projectiles' used in the games may find their way into public areas.	Risk to public of being hit and injured by projectiles.	Try and ensure that 'plots' allocated to these stalls back onto closed areas not accessed by and other personnel.	The Lion responsible for stall erection. Other Lions to help as necessary.
Erecting Screening Coconut Shy and Plate Smashing Stalls	Even if we successfully locate the stalls so that they back on to empty areas, this may still leave the sides of the stalls exposed to the public.	Risk to public of being hit and injured by projectiles.	Ensure that all necessary back and side screening materials are in place and securely fitted.	The Lion responsible for stall erection. Other Lions to help as necessary.
Erecting Screening Coconut Shy and Plate Smashing Stalls	Guy ropes and pegs may be obstacles to the public.	Risk of public tripping over ropes and pegs.	Locate pegs and ropes out of public areas. If this is not possible then erect warning signs or 'safe' obstacles to stop public accessing these areas.	The Lion responsible for stall erection. Other Lions to help as necessary.
Running Coconut Shy and Plate Smashing Stalls.	Public/customers straying into projectile area. (Bearing in mind that some of our customers may be handicapped in some way.)	Risk of customers being hit and injured by projectiles.	Monitor customers, and other members of the public, all the time to ensure that no one has access to the projectile area.	The Lion responsible for the stall. Other Lions to help as necessary.
Running Coconut Shy and Plate Smashing Stalls.	Customers throwing projectiles elsewhere than at the coconuts or plates.	Risk of public being hit and injured by projectiles.	Monitor customers to ensure that they aim projectiles only at the intended targets.	The Lion responsible for the stall. Other Lions to help as necessary.
Running Plate Smashing Stall specifically.	Broken crockery.	Customers and members of the public cutting themselves on shards of crockery.	Ensure that the operating area is kept clear of all shards, at appropriate intervals. On the completion of the event ensure that all shards are removed to the bins provided by the organisers. This includes any shards that have 'escaped' onto the surrounding grass areas.	The Lion responsible for the stall. Other Lions to help as necessary.

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Awarding prizes - coconuts.	Outdated coconuts, possibly having gone bad.	Food poisoning.	Purchase coconuts as near to the date of the event as possible, and ensure that each coconut has a 'Best Before' or 'Display Until' sticker. Only give out coconuts where this date is still valid for the event.	The Lion responsible for the stall. Other Lions to help as necessary.
Awarding prizes - any other food item.	Outdated product, possibly having gone bad.	Food poisoning.	Purchase items as near to the date of the event as possible, and ensure that each item has a 'Best Before' or 'Display Until' sticker. Only give out item where this date is still valid for the event.	The Lion responsible for the stall. Other Lions to help as necessary.
Erecting 'Non-Projectile' Stalls (i.e. Tin Raffle, Hook-a-Duck, Pick-a-Pin)	Guy ropes and pegs may be obstacles to the public.	Risk of public tripping over ropes and pegs.	Locate pegs and ropes out of public areas. If this is not possible then erect warning signs or 'safe' obstacles to stop public accessing these areas.	The Lion responsible for stall erection. Other Lions to help as necessary.
All stalls. Care of all types of customers	It is quite likely that some of our customers may be handicapped in some way.	A handicapped person may not be able to respond to situations in the way that a non-handicapped person could.	Discretely maintain an even closer watch on handicapped customers to minimise any risks.	All LIONS.

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Document History.

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Risk Analysis Finalised by:

Name: Signed:

Club Position: Date:

**Risk Analysis Reviewed and
Accepted by:**

Name: Signed:

Club Position: Date:

PLEASE MAKE SURE THAT **ALL** LIONS HELPING AT THE FUN FEST
HAVE READ AND UNDERSTOOD THIS RISK ASSESSMENT.