

PLI policy seen:

Office use only

Stand location:

**HEALTH AND SAFETY RISK ASSESSMENT  
THE ALDERSHOT GARRISON ARMY FESTIVAL, 2013**

**1. Company name (trading title) and contact details**

Lions Club of Aldershot  
with Farnborough Lions Club

**2. Assessment Date: 24.06.13**

**Assessor: Janet Jones**

**3. Activity/Process:**

Charity Soft Toy Tombola fund raising stall and Lions Club information stand. Gazebo cover.

**4. No of Persons employed on stall** (Indicate with tick)

	<b>Adults</b>	<b>Under 16</b>
1	_____	_____
2-5	_____4_____	_____0_____
6-10	_____	_____
10 plus	_____	_____

**5. Hazards Involved with Activity/Process:**

Risk Table collapsing.  
Risk of Tombola Drum falling from table.  
Gazebo collapsing or moving in strong winds.

**6. Existing Safety Measures/Controls:**

Table to be examined before use for suitability and stability.  
Tombola Drum to be examined before setting up.  
Tombola drum can be placed on ground.  
Waste collection bag for losing tombola tickets.  
Toys can be placed on a ground sheet if table becomes unstable.  
Gazebo to be examined before use for suitability and stability.  
Gazebo to be tied down securely, with guy lines and pegs away from where public will be standing/walking.  
Dismantle Gazebo if very strong winds.

**7. The Risk(s) Remaining:** (After Existing Control Measures)

If there are none, or the residual risks are minimal write "Controls Adequate"

Controls adequate.

Signed and Appointment:  
Secretary Lions Club of Aldershot

# Please see overleaf for Guidance Notes

## THE ALDERSHOT GARRISON ARMY FESTIVAL, 2013 Risk Assessment Guidance Notes

### Section 1.

Company name (trading title) and contact details

Enter details of parent company or organisation if relevant and trading name if appropriate.  
or

Name and address of owner/proprietor or stall organiser.

N.B. These details should directly relate to details on Public Liability Insurance documentation.

### Section 2.

Date of assessment and details of person carrying out assessment.

### Section 3.

Detailed description of activity being carried out.

### Section 4.

Numbers of individuals involved in operating stand.

N.B. Traders must check with insurance providers that children are covered by PLI policy if they intend to employ them (paid or unpaid)

### Section 5.

List all hazards associated with activity

N.B. The technical definition of a hazard is; *"something that has the potential to cause harm"*

i.e.      Fire                      Slips/trips and falls      Sharp objects      Falls from height  
  
            Live animals      Inadequate food handling procedures      Collapse of structure  
  
            Electricity

### Section 6.

List all relevant control measures, these should reflect the hazards listed in section 5 with any relevant standards/professional qualifications detailed.

i.e.      *"All equipment used complies with BS\*\*\*\*\*"*

*"Stall holder is member of the National \*\*\*\*\* Association and all activities are carried out in accordance with recognised codes of practice"*

## **Section 7.**

Any hazards that the assessor feels are not completely or sufficiently mitigated by the control measures listed in section 6 should be detailed here.

i.e. If the assessor feels that there remains an acceptable risk then this must be detailed.

The assessment must be signed by the senior person in the organization.