

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **Air Hockey Table**

Risk	Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	Further Action to Take
Danger of over Enthusiastic Participants	If the game is booked without an operator, ES Promotions advises that the client provide their own responsible adult to supervise. Children should not be left to use this equipment unsupervised.	2	1	2	Ensure there is only one puck in play at a time.
Danger of unnecessary Injury	Ensure that no one uses the equipment who suffers from neck or back problems, heart complaints, is feeling unwell, suffering effects of alcohol of drugs or pregnant.	1	5	5	Please enforce this rule with your own supervisor if an ES operator is not attending.
Injury from table tipping over	Table is sturdily designed with 4 legs screwed to table top.	1	2	2	Players must not sit or lean heavily on the table.
Injury from equipment collapsing	When set up, the screws are all checked as well as the complete structure being regularly checked for faults.	1	1	1	Players must not sit or lean heavily on the table.
Injury from spectators being hit by disc.	When set up, the ES Promotions installer (or nominated supervisor) will inform guests that they must stand a safe distance away from players.	2	1	2	Please enforce this rule with your own supervisor if an ES operator is not attending.

L=Likelihood S=Severity L X S = Risk Score with 1 = Lowest Risk and 25 = Highest

Risk and likelihood are worked out using numbers 1-5. These are then multiplied to give the risk score. ES Promotions recommend that clients undertake their own risk assessment to suit individual needs.

We strive to have no risk score over 10 and anything over 20 would result in ES Promotions not running the kit.

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METHOD STATEMENT FOR AIR HOCKEY

All measurements in 'ft'.

UNIT SIZE (L x H x W)	6 x 3 x 3
MIN. AREA REQ. (L x W)	10 x 6
POWER REQUIRED	1 x 13amp
OPERATORS	1 (2 to build)

1)

Arrival on site

- > Find a safe and practical entrance point to unload kit
Confirm location is suitable for equipment
- > Confirm where power is available from
- > Ensure ground is flat and free from obstructions and sharp objects
- > Allow a minimum of 2ft (0.6m) clearance around unit

2)

The Set Up

- > Gently place the unit on it's side
- > Attach the first 2 legs by holding them in place, using the round head bolts provided
One of you lift up the other end, allowing room for the other person to carefully get underneath and attach the other 2 legs; then lower down gently
- > Both lift either end of the table, and move into position
- > Place the metal score arch onto the unit, and place into position where the bolt holes are
- > Ensure the electrical strip slots down the hole before bolting on
- > Bolt the score arch on using the bolts provided
- > Under the unit, along the side with the switches, are some cables with 4 white connectors; these are pairs. Connect 2 together, then the other 2, ensuring they slot comfortably inside

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each other, and have not been forced. A small click should indicate this is correct
YELLOW TO YELLOW; RED TO RED

- > Find a nearby plug socket, and plug the unit in
- > Use duct tape where necessary to secure loose cabling
- > Ensure power is switched on; the score arch should come on, and the air will be flowing from the unit
- > Place the puck and pushers on to the unit and test the flow of air
- > Use the switches on the side of the unit to start the timer, to ensure that works
- > If needed, use polish to clean before start of event

3) **The Operation**

- > This unit is designed for use with 2 people at any one time
- > Ensure you are in control of the switch to reset after each game
Ensure no food or drink is placed on the table, or table edge
- > Occasionally, the puck might get stuck in the goal - usually hitting another puck into the goal will dislodge it, and play can be resumed

4) **The Pack Down**

- > Ensure the area is clear of guests before commencing the pack down
- > Unplug all power, then undo the white clips underneath and remove the metal score arch
- > Put pucks and pushers back into small flight case provided
- > Lift and turn unit on it's side to remove all legs
- > Use small trolley provided to wheel unit to van, if possible
- > Load van in a safe and secure manner, before checking area for equipment