

## ES PROMOTIONS RISK ASSESSMENT & MATHEOD STATEMENT



Risk Assessment of: **Bingo Machine**

<b>Risk</b>	<b>Existing Controls</b>	<b>Likelihood 1 - 5</b>	<b>Severity 1 - 5</b>	<b>Risk Score L x S</b>	<b>Further Action to Take</b>
Over Enthusiastic Participants	Responsible person supervising at all times	1	1	1	Please ensure your nominated supervisor adheres to this rule if ES Promotions staff not attending the event.
Electrocution	Electrical units are visually inspected for obvious faults. All equipment is PAT tested once a year, cables are covered and only trained and insured staff should have access.	1	3	3	If sockets are used at the venue, we ask the client to check these prior to event.
Injury from unit falling over/ collapsing.	The machine is sturdily built and is very unlikely to collapse. The machine must be place on a hard, flat surface and isn't to be leant on.	1	1	1	None

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. We 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 BINGO MACHINE

All measurements in 'ft'.

UNIT SIZE (L x H x D )	2 x 1 x 1
MIN. AREA REQ. (L x D)	N/A
POWER REQUIRED	1 x 13amp
OPERATORS	1

- 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
  - > Allow a minimum of 2ft (0.6m) clearance around unit
- 2) **The Set Up**
  - > **Place on table**
  - > **Plug in Kettle Lead and turn in**
- 3) **The Operation**
  - > Use the machine to select random numbers.
  - > Get caller to announce numbers for players
- 4) **The Pack Down**
  - > Ensure the area is clear of guests before commencing the pack down
  - > Load van in a safe and secure manner, before checking area for equipment