

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: Casino Tables- Wheel of Fortune

Risk	Existing Controls	Likelihood 1 - 5	Severity 1 – 5	Risk Score L x S	Further Action to Take
Over Enthusiastic Participants	Responsible person supervising at all times	2	1	2	With prior notice of large numbers attending the event additional trained operators can be supplied for an extra fee.
Injury through lack of supervision	A fully trained croupier must be present with the equipment at all times, in the event that the operator is not in view, please do not use the equipment.	1	2	2	None
Unruly Behaviour	The most important rule of all is that the croupier decision is final, refusal to abide by the croupier's guidance will result in play refusal & in extreme circumstances closure of the table.	1	2	2	None
Injury due to over stretching	Croupier to collect fun money in from lost bets and pay out winning tickets. There is no need for players to over stretch themselves.	1	1	1	None.
Injury from bolts on wheel.	The wheel must always be situated behind the playing table and a trained croupier should be the only person with access to the wheel. The protruding bolts are necessary to catch the arrow. The croupier must spin the wheel and stand well clear of the wheel once in motion and not return to touch it until completely stopped.	2	3	6	If croupier is scheduled to have a break – please ensure there is no access to the wheel- either wheel is supervised, barriers in place or room is shut.
Risk of table collapsing	Table will be built with 6 x bolted supports	1	2	2	Players will be asked not to lean or sit on table.

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

ES-Promotions, Unit 24 Larkwood Close, Kettering, Northants. NN16 9NQ
 Telephone: 01536 310 520 Fax: 01536 358 113 email: sales@es-promotions.com
www.es-promotions.com

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT

METHOD STATEMENT FOR CASINO TABLES

All measurements in 'ft'.

UNIT SIZE (L x H x D)	Various	(Bandits only)
MIN. AREA REQ. (L x D)	Various	
POWER REQUIRED	2 x 13amp	
OPERATORS	1 (per table)	

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 (BANDITS ONLY)
- > Ensure ground is flat and free from obstructions
- > Allow a minimum of 2ft (0.6m) clearance around unit

2)

The Set Up

*BLACKJACK
(GREEN BEIZE)*

- > The coloured middles need to match the colour of the leg tops
- > Take all bolts out, and bolt on the 2 end cross bars
- > Bolt on lower middle cross bar
- > Place table top on to frame, ensuring the white plastic markers fit comfortably around leg tops
- > Place wooden chip box into rectangular hole
- > Also place card shoe and tray on table, one either side of chip box
- > Stack chips in 10's - game is now ready for play

*BLACKJACK
(BLUE BEIZE)*

- > Slot the large cross bar into each leg so it looks this from above



- > Carefully lift the table top onto the frame, ensuring the metal hooks are

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT

- snug with the table frame
- > Place metal chip box into position, unlock it, and keep key in safe place
- > Place cards and stack chips as per GREEN BEIZE table.
- ROULETTE*
 - > The coloured middles need to match the colour of the leg tops
 - > Take all bolts out, and bolt on the 2 end cross bars
 - > Bolt on lower middle cross bar
 - > Place heavier table top on first, ensuring white plastic markers fit comfortably around leg tops
 - > Slot other half of table top into other one, guide the wooden slot into the gap on the other half, guiding it onto the leg tops
 - > If you get the velcro table, bolt the velcro crossbar onto the middle of the frame, and then ensure the two table top halves meet in the middle, on the velcro
- CRAPS*
 - > Lift the table top gently onto it's side, and screw on all 4 legs
 - > Lift up, and down onto the legs, and place into position
 - > Place Craps chip tray & dice onto table
- POKER (CARIBBEAN STUD)*
 - > Follow same build rules as BLACKJACK (GREEN BEIZE)
- POKER (TEXAS HOLD'EM)*
 - > Fold out table and legs, and place into position
 - > Ensure clips are on legs to increase stability
- WHEEL OF FORTUNE*
 - > For table, follow same build as BLACKJACK (GREEN BEIZE)
 - > Place the perspex top into position on table top
 - > Fold out the legs on the black pole and tighten bolt to hold in place
 - > Unscrew main upright pole, and adjust to correct height
 - > Remove one bolt off the wheel, and place long bolt through black stand
 - > Replace bolt to keep the wheel on, and adjust accordingly so

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT

the red flapper doesn't brush against the board, and the wheel rotates smoothly

BANDITS

- > Set up table(s), place into position, then cover with tablecloth
- > Place first bandit on table, and remove key from duct tape
- > Open up bandit, and remove power cables
- > Carefully plug white end into back of bandit
- > Plug bandit into power source
- > Use duct tape to secure down any loose cabling on the floor
- > As you face the bandit, with the door open, at the bottom left corner there is a metal silver switch, and a key. Turn the key to the right, then flick the switch ON. The game should light up and be ready for play.
- > If this doesn't work, and a red '1' is displayed on the left side of the door; then flick the switch off, and retry. It is sometimes the case that you need to try different combinations of turning the key and flicking the switch ON until it works. If it continues to not work, keep trying, it will eventually.
- > Repeat for other bandit machine
- > Put out the small plastic pots with the silver coins in, now ready for play

3) The Operation

- > Please refer to laminated rule cards for individual game rules
- > If croupiering, you must be presentable at all times in a tuxedo / suit and black bow tie
- > Your table, your rules. Some croupiers are more experienced than others, so play the rules you're comfortable with; it is a FUN casino, not to be taken too seriously
- > If you receive any kind of abuse while dealing, due to experience, then kindly ask the player to leave the table

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT

4) **The Pack Down**

- > Ensure the area is clear of guests before commencing the pack down
- > For all tables, simply reverse the steps in The Set Up
- > For bandits; unplug power lead, and remove white clip end, by pinching either side gently to release from socket
- > Pull out coin tray and empty loose coins back into the tub
- > Replace coin tray, and place the power cable inside the bandit
- > Shut the door, and ensure it is locked properly
- > Tape the key to the bottom tray with duct tape.
- > Load van in a safe and secure manner, before checking area for equipment