

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: Fairground Mirrors

Risk	Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	Further Action to Take
Risk of Fire	Installers never to set up equipment near naked flame. NO SMOKING is tolerated near the equipment. Installer must ensure that no equipment blocks fire exits.	1	4	4	Please ensure the no smoking near equipment rule is enforced when no ES Promotions staff are present.
Injury from Unit Collapsing	Mirrors are only to be set up on flat, level surfaces. Installer to check screws from feet to mirrors prior to event.	1	3	3	Please ensure guests avoid touching or leaning on Mirrors.
Injury from tripping over equipment	Installers must not cause obstruction to guest's walkways.	1	2	2	None
Injury from the Mirrors falling over.	Mirrors are designed with a flat base so that they will not fall over unaided. Please ensure the Mirrors are not leaned on by guests. Installers will ensure they are on a flat surface. ES Promotions recommend indoor use and if set up outdoors, extreme weather will result in Mirrors being brought inside – by the client.	1	3	3	Mirrors can easily be repositioned by two people. Ideally the mirrors should be backed by a solid wall.

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 FAIRGROUND MIRRORS

All measurements in 'ft'.

UNIT SIZE (W x H x D)	2 x 7 x 0.6
MIN. AREA REQ. (W x D)	Various
POWER REQUIRED	None
OPERATORS	0

- 1) **Arrival on site**
 - > Find a safe and practical entrance point to unload kit
 - > Confirm location is suitable for equipment
 - > Ensure ground is flat and free from obstructions
- 2) **The Set Up**
 - > Using the allen key and bolts in the toolbox, attach the feet on to each mirror
 - > Stand upright and ensure they are stable in the location they're in
 - > Give the mirrors a polish
- 3) **The Operation**
 - > Stay nearby throughout the event, should anything go wrong
- 4) **The Pack Down**
 - > Ensure the area is clear of guests before commencing the pack down
 - > Flip the mirrors upside down and remove feet, then place feet and fixings in toolbox
 - > Carefully stack until you're ready to load van
 - > Load van in a safe and secure manner, before checking area for equipment