




ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **Laser Quest**

 Risk	 Existing Controls	Likelihood 1 - 5	Severity 1 – 5	Risk Score L x S	 Further Action to Take
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.
Over Enthusiastic or boisterous Participants	Responsible person/s supervising at all times. Operator instructed to segregate groups into teams of 4	2	1	2	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
Jumping Over the Unit	A fully trained operator must be present with the equipment at all times, in the event that the operator is not in view – do not enter the equipment under any circumstances. If equipment is booked without ES Staff we recommend a responsible adult supervises the activity.	1	1	1	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
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	Players with the listed conditions who still wish to play <u>do so at their own risk</u> . However the operator has the right to refuse service to anyone they deem as a safety threat.
Overloading or tipping over	Operator will indicate when the Laser Quest is at maximum capacity. A one in, one out process will then take place – maximum 8 players at any one time.	1	4	4	The ES Promotions operator reserves the right to refuse service to anyone they deem as a safety threat.
Adverse weather conditions	The equipment will be switched off in heavy rain and is not permitted to run in strong winds as either of these can be deemed as unsafe weather.	Dependant on weather	Dependant on weather	Dependant on weather	None
Tripping over Anchorage Points, spare equipment, electrical cables	Anchor points used as per manufacturer’s instructions.	1	1	1	With Prior notice of large numbers of participants attending or large events, additional safety fencing can be erected on request;
Injury through lack of supervision	A fully trained operator must be present with the equipment at all times, in the event that the operator is not in view – do not enter the equipment under any	1	5	5	None

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	circumstances. If equipment is booked without ES Staff we recommend a responsible adult supervises the activity.				
Petrol blower & Generator – fire risk	Blowers & Generators filled with fuel before delivery.	1	3	3	All spare fuel is stored in a suitable marked container and in a safe location. Units must be switched off during refuelling.
Choking	No food drinks or chewing gum to be allowed on or near the inflatable.	1	4	4	None
Injury through 3 rd party items	All shoes, glasses, jewellery, badges etc MUST be removed before using the inflatable	1	5	5	None
Danger of Fire	No Smoking or Barbeques near the inflatable	1	5	5	None
Emergency	In the event that someone is seriously injured, DO NOT remove the individual, leave the inflatable switched on- DO NOT DEFLATE and dial 999 immediately.	N/A	N/A	N/A	N/A
Injury through 3 rd Party & Spectators	Always ensure the area surrounding the inflatable is not overcrowded	2	3	6	None
Injury through lack of inflatable pressure or suffocation	Do not allow anyone to be on the inflatable during inflation or deflation as this can be EXTREMELY DANGEROUS	1	2	2	None
Inflatable moving and causing injury.	When on grass, the laser quest is always staked down. If on concrete or similar, sandbags are used to hold the inflatable in place.	1	2	2	Ensure no overloading and make regular checks.
Injury caused by the headband cord	Operator to demonstrate fitting headband and ensure cord is tight enough not to fall off and drape around the neck. The cord to the gun must be at the users back.	1	5	5	Participants to keep checking the cords are in the right position.
Injury caused upon entry to inflatable	Teams of 4 will be allowed into inflatable through separate doors, initial team is told to move in the inflatable.	1	2	2	Operators will only open one zipped entrance point at a time, allowing one team to be fully in prior to letting in second team.

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 LASER QUEST

All measurements in 'ft'.

UNIT SIZE (W x D x H)	45 x 45 x 10	TBC
MIN. AREA REQ.	50 x 50 x 10	
POWER REQUIRED	2 x 13amp	
OPERATORS	2 (2 to build)	
ZIPS	2 (entrances)	
TIE POINTS	16	

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

2) The Set Up

- > Unroll inflatable, and place into position
- > Ensure blower hole is at the furthest point away from guests
- > Attach blower to blower hole, using the red strap
- > Check inflatable for any zips / openings, and ensure they are securely closed
- > Plug in extension lead to the nearest 13amp power point, or generator*
- > Use duct tape to tape down loose cabling across paths, or tape cable to perimeter of area if working indoors
- > Plug blower into extension lead and allow to fully inflate
- > If in position, secure with stakes if on grass, or with sandbags if on concrete or indoors
- > If not in position, turn off power, remove blower, drag into position before re-connecting blower and power
- > Once inflated, zip the two fronts up half way
- > Place the velcro LASER QUEST sign on the front of inflatable
- > Build the green table with tablecloth, and check all 12 guns are working by removing the pin in each one
- > Display all guns on table only 5 minutes before you're due to start - keep them in box until then

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If using petrol blowers or generators, ensure the area is well ventilated, and is barriered off

* *appropriately*

using the plastic fencing and metal stakes provided. Do not overfill with petrol; do not smoke near generators, and ensure fuel cap is securely tightened before use

3) The Operation

- > Do not leave the inflatable unattended at any point during the operating hours
- > If you both must leave, evacuate everyone out the inflatable, and turn power off
- > This unit is designed for 2 teams of 4 players. Ensure they put their headpiece on with the cable at the rear and reset all guns by placing the pin in each gun and removing it, so they have 9 lives, and 100 bullets
- > If you are witness to any behaviour that is deemed dangerous, call everyone out, and ask them to leave the inflatable
- > In the event of rain or snow, ensure extension leads and power points are suitably sheltered
- > The unit may be used in bad weather, but will be to the discretion of the event manager
- > Ensure shoes are removed before use

4) The Pack Down

- > Ensure the area is clear of guests before commencing the pack down
- > Turn off the power, remove the blower, wind up the extension lead, then remove all stakes / sandbags
- > Put all pins back into guns, and pack away into box, along with the velcro front
- > Pack down table, then walk the inflatable to remove excess air
- > Fold one half of inflatable over completely, always ensuring the blower hole is left sticking out
- > Fold over inflatable half once more, then half once more (3 times in total)
- > Walk the inflatable if necessary, then begin rolling toward the blower hole
- > Place metal end of strap under inflatable, and roll onto it, pull strap over and secure
- > Load van in a safe and secure manner, before checking area for equipment