

## ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **One Armed Bandit**

|  Risk |  Existing Controls  | Likelihood<br>1 - 5 | Severity<br>1 - 5 | Risk Score<br>L x S |  Further Action to Take  |
|--|--|---------------------|-------------------|---------------------|---|
| Electrocution  | 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. All machines are inspected and fitted by trained fitters prior to use. | 1                   | 2                 | 2                   | If sockets are used at the venue, we ask the client to check these prior to event. If a fault occurs during the event please contact us, UNDER NO CIRCUMSTANCES attempt to fix this yourself. |
| Injury from manual Handling  | There are a variety of mechanical aids to help move machines wherever possible, Access to the venue must be suitable for a sack barrow. Once installed, no attempt should be made by an unauthorised person to move the machine.           | 2                   | 3                 | 6                   | Discuss access route and plan carefully before event.   |
| Risk of Fire   | Please ensure a dry powder or carbon dioxide extinguisher is available at venue and an efficient fire safety route is highlighted. Vents on the machine should not be obstructed.  | 1                   | 3                 | 3                   | None  |
| Accidental injury from machine.  | Physical inspections of the machines are carried out both prior to delivery and after instalment. Units are usually placed on a table to allow guests play at a comfortable height.  | 1                   | 3                 | 3                   | 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.

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](http://www.es-promotions.com)

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### 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

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- 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

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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

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### 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