

ES PROMOTIONS RISK ASSESSMENT



Risk Assessment of: Giant Scalextric

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. ES Promotions and our operators hold the right to refuse service to any player who seems to be a risk to themselves, others or the equipment.	2	1	2	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra f
Danger of unnecessary Injury	No one must use scalextric 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>at their own risk</u> . However the operator has the right to refuse service to anyone they deem as a safety threat.
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 use the equipment under any circumstances.	1	5	5	None
Unruly Behaviour	The operator’s decision is final, refusal to abide by the operators guidance will result in ride refusal & in extreme circumstances closure of the unit.	1	2	2	None
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.
Participants, spectators or operators being hit by cars leaving the track	Operators will check the track for obstructions and potential sections where cars may leave the track and instruct any spectators and participants to stand back. Cars are small and lightweight and are unlikely to cause any injury. Operator will give demonstrations where necessary.	1	1	1	Advise that participants stand safe distance away, especially younger guests as they are at head height with the track.
Injury caused by climbing on the tables	Operator instructs all guests not to climb on the table and will close the unit if repeatedly ignored.	1	2	2	None.
Injury through equipment collapsing	ES Promotions supply the supporting table to place the scalextric onto. It is sturdily designed with 4 legs securely fastened to the table top. Only when the operator/installer is happy with the set up should guests be allowed near the table.	1	3	3	Please advise ES Promotions on the room set up and access points prior to event.

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 GIANT SCALEXTRIC

All measurements in 'ft'.	2 Lane	4 Lane	6 & 8 Lane
UNIT SIZE (L x H x W)	8 x 3 x 4	12 x 3 x 6	16 x 3 x 8
MIN. AREA REQ. (L x W)	12 x 8	16 x 10	20 x 12
POWER REQUIRED	1 x 13amp	1 x 13amp	2 x 13amp
OPERATORS	1	2	2 (2 to build)

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

- > Carry boards in, fold legs out, and place into position
- > Ensure the controller ports are guest facing, and leave enough room all the way around for you to walk
- > Bolt the tables together (underneath each join about 1ft in)
- > Use a drill to remove the screws that hold the track down and place in the small plastic holder with orange lid
- > Take all track out the track box, and match the sticker number on the underside of each track to the number on the board
- > Connect each piece by slotting them together, ensuring the metal track is linked, and that there is a small click when you connect the track together
- > Screw in the two green controller holders, alongside each other
- > Connect 1 10m ext. Lead for the 4 lane, and 2 for the 8 lane, and plug two

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white 4 gang extensions into each 10m extension

- > Now plug 2 large black AC adaptors into each white 4 gang lead
- > Plug these into the controller ports
- > Place controllers 1-8, in numerical order, into each holder and feed the wire through to the power sockets on the track
- > Place a car onto track 1 and test it, taking the car round 2 or 3 laps
- > Check each track with the same car
- > Once every track works*, test all cars on 1 track, to ensure that the cars available are in good working order
- > Push the power cables underneath the tables, and velcro the black skirt to the outside, starting from the middle of the operator side
- > Place any additional theming and props on top, and the game is now ready for play

2b) **Ways of Getting the Track & Cars to work**

- > Track: if there is a dead spot, remove piece, and check the small metal bits that slot into the other track; if these are loose, use a flat screwdriver to push down on the folded over metal piece on the underside of the track, to hold the small bit in place tightly
- > Track: you may need to tack down some pieces of track that come loose when assembling; hold the tack in place with pliers, and use hammer, to secure the tacks in between the 2 metal strips of track (where the cars sit) on each piece
- > Track: check your controller; try another one in the same port, if it works, then you need to replace the controller, and put the other one away with a spot of duct tape on it so we know it needs repairing
- > Cars: Use the small screwdriver, take off chassis, and check the battery, and all other elements are in place; if still not working, remove from track and place upside down in box
- > Cars: check the braid hasn't come loose or fallen off during testing / play

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3) **The Operation**

- > This unit is for up to 2, 4 or 8 players at any one time (depending on size hired)
- > Do not allow drink on any part of the table at any time during operation
- > Depending on what the client has organised in terms of gameplay, the best option is to fill every space, give them 5 minutes practice, then do a race; they will usually leave after 2-3 races, so you can cycle through as many people as possible
- > You can allow just freeplay, but the cars tend to take a beating if there is a lot of people and if the event duration is more than 2-3 hours
- > There should be 1 operator at each end of the unit, putting cars back on track when they come off
- > If anyone is seen to be damaging the cars on purpose, spilling drinks, or causing inappropriate behaviour, politely ask them to leave the unit

4) **The Pack Down**

- > Ensure the area is clear of guests before commencing the pack down
- > Remove theming & decor, pack cars away, and remove all screws in track
- > Take out the pieces of track that fall on the table joins; any unnumbered pieces you take out, shouldn't be removed
- > Remove the skirt and disconnect controllers, and all power
- > Remove the 2 green controller holders
- > Place everything into relevant labelled green boxes
- > Remove bolts and put back into toolbox
- > Place a screw on every piece of track, through the black flaps that slot into each other; but not on the one of one of the middle boards, as they are meant to hang over the edge
- > Check everything has been packed away

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- > Load van in a safe and secure manner, before checking area for equipment
- > Ensure boards are loaded face to face, back to back, with the 1 board that has the overlapping track, facing to the roof
- > Strap in securely before placing all boxes in and around the boards

