




ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **Fun Fair Side Stalls**

 Risk	 Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	 Further Action to Take
Injury caused by stall or equipment tipping over	Ensure units are strapped together and set up by a trained operator. If possible outdoors on grass units should be staked down.	1	3	3	Extra precaution, checks and strapping in windy conditions. If weather is too extreme, operator has the right to stop the stall activities.
Stall collapsing	All sides and tops are Velcroed securely on and strapped together with toggles. Steel work should be slotted in together.	1	3	3	Extra precaution, checks and strapping in windy conditions. If weather is too extreme, operator has the right to stop the stall activities.
Guests or operator being hit by activities – dependant on stall	All guests must throw/shoot from behind the bunted area. The operator will stand to the side of the activity and manages the queue to ensure no one is in a dangerous position. Operator will instruct the player on where to throw. Players are advised that most games are tests of accuracy, not strength.	2	3	6	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
Guests being injured by falling over the barriers	Operator has good queue management and recognises unruly behaviour.	1	2	2	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
Operator may suffer strains or bruises from carrying heavy/bulky objects	Loads are kept light and small, if the equipment is too heavy for one person, a second member of staff will be provided to help set up.	1	1	1	None
Over Enthusiastic Participants	Responsible person supervising at all times. Operator holds the right to refuse service to players who seem 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 fee.
Tripping over Anchorage Points, spare equipment, electrical cables	Anchor points used as per manufacturer's instructions and spare equipment erected safely or stowed away. Where possible, electric cables will not cross public pathway. Equipment must not block public walkways or fire exits.	1	1	1	In the event of large numbers of participants attending or large events, additional safety fencing can be erected, with prior notice..

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Injury through lack of supervision	A fully trained operator must be present with the stall at all times, in the event that the operator is not in view – do not use the stall.	1	5	5	None
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 or 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.

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 SIDE STALLS

All measurements in 'ft'.

UNIT SIZE (W x H x D)	9 x 12 x 9
MIN. AREA REQ. (W x D)	10 x 15
POWER REQUIRED	None
OPERATORS	1 (2 to build)

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
- > Allow a minimum of 2ft (0.6m) clearance around unit

2)

The Set Up

- > The following set up of the actual side stall itself, is standard across all 7 different stall games
- > Follow the drawing attached on how to set the side stall up
- > Use a stepladder to put the roof on
- > Place the back, and the 2 sides on using the hooks; ensure the piece with the 2 velcro edges is the back piece; so the sides can be velcro'd to it
- > Use the small bungee loops provided to secure the front of sides to the frame
- > Velcro the inside of the walls and roof to the frame
- > Place the named banner across the front of the stall
- > Use either baseplate and poles, or duct tape to mark out a playing area on the floor

COCONUT SHY

- > Insert the 3 green poles into the dark green base, and put a coconut on each stand
- > Place at back of the stall

HOOPLA

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- > Build the green table, and put the tablecloth on it
- > Place the 4 green uprights on to the table, and place the 12 hoops on the table

DART A CARD

- > Place a baseplate in each of the back corners of the stall, and place an upright on each one
- > Put the crossbar on and connect the two uprights
- > Lift the board onto the crossbar, then heighten / lower as required
- > Ensure the board is as close to the back of the stall as possible

ROLL A COIN

- > Build the green table
- > Place the roll a coin board on the table, and bring to the front of stall, so the edge is flush with the front cross bar
- > Place 3 wooden ramps along the front, ready for play

BALL IN BUCKET

- > Place the two small wooden supports behind the panel that holds the buckets, and place to back of stall
- > Place the 3 buckets into the holes, and ensure it is stable enough to take a hit with a ball

CORK SHOOT / TIN CAN ALLEY

- > Place a baseplate in each of the back corners of the stall, and place an upright on each one
- > Put the crossbar on and connect the two uprights
- > Lift the board onto the crossbar, then heighten / lower as required
- > Ensure the board is as close to the back of the stall as possible
- > Place the ducks / cans onto the shelves, and test the guns

HOOK A DUCK

- > Use the orange buckets provided to fill the blue ponds with water; 2 buckets full in each

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pond will be enough for the ducks to float on

- > Each duck has either a 3 or 4 written on the underside of it; place 3 x No. 3 and 1 x No. 4 in each pond; the idea is for the player to hook 2 ducks that up to 7
- > Arrange the plastic foliage around the edge of the ponds, and ensure the rods are in working order, and not tangled up

3) **The Operation**

- > With all side stall games, never leave the stall unattended during operating hours. If you must leave, ensure accessible items on view, such as prizes, are put away out of reach

COCONUT SHY

- > Give 3 balls to the player, they must hit 2 out of 3 for a prize

HOOPLA

- > Give 3 hoops to the player, they must hoop 2 poles out of 3 for a prize

DART A CARD

- > Give 5 darts to the player, you can create your own game. E.g. Hit 3 black cards out of 5, hit 3 Kings, etc.

ROLL A COIN

- > Give 3 coins to each player, they must roll each coin down the wooden ramp onto the board, and the coin must land and fall within 2 lines

BALL IN BUCKET

- > Give 3 balls to the player, they must score 2 balls in any 2 buckets for a prize
- > You can allow 1 bounce, or just a direct throw, depending on player ability

CORK SHOOT / TIN CAN ALLEY

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- > Give the gun to the player, readily cocked and loaded with 1 cork
- > Replace with a further 2 corks, and they must knock off 2 out of 3 ducks/cans

HOOK A DUCK

- > The idea of the game is to hook 2 ducks that add up to 7
- > Replace with a further 2 corks, and they must knock off 2 out of 3 ducks/cans

4) The Pack Down

- > Ensure the area is clear of guests before commencing the pack down
- > Remove all side stall innards first, and then remove the front banner, and 3 sides
- > Fold into thirds, then fold along the panel, folding about 1ft width
- > Remove the roof, and fold to the same size as the other panels
- > Dismantle the frame, reverse the steps shown in The Set Up
- > Place the 7 STRAIGHT POLES into one of the green bags
- > Place ALL OTHER PIECES into the other green bag
- > Ensure everything from each side stall is packed away in the relevant boxes
- > If Hook a Duck, ensure water is drained in a suitable area
- > Load van in a safe and secure manner, before checking area for equipment