




ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: Start/Finish Walkway

 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 Participants	Responsible person supervising at all times	2	1	1	With prior notice of large numbers attending the event additional trained operators will be supplied.
Jumping Over the Unit	Responsible person supervising at all times	1	1	1	With prior notice of large numbers attending the event additional trained operators will be supplied.
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	None
Overloading or tipping over	This inflatable should be used as a static walkway only. It must not be pulled, pushed or hung on in any way.	1	5	5	Unit will be staked down
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	In the event of large numbers of participants attending or large events, additional safety fencing can be erected,
Injury through lack	A fully trained operator must be present	1	5	5	None

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of supervision	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.				
Petrol blower & Generator – fire risk	Blowers & Generators filled with fuel before delivery.	3	1	1	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
Danger of Fire	No Smoking 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

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 START & FINISH ARCHWAY

All measurements in 'ft'.

UNIT SIZE (W x D x H)	25 x 25 x 25	TBC
MIN. AREA REQ.	Approx	
POWER REQUIRED	1 x 13amp	
OPERATORS	0	
ZIPS	4	
TIE POINTS	8	

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
- 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

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3) The Operation

- > This unit is designed for display, as an archway to the event entrance or for a race
- > You do not need to stay with this equipment during operating hours, but you must be nearby and contactable should anything go wrong and you need to return to the event
- > 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

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 stakes / sandbags
- > 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
- > 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