




ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **Surf Simulator**

 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	2	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 of tipping over	Only one person should use this inflatable at any one time.	1	5	5	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 circumstances. If equipment is booked without ES Staff we recommend a responsible adult supervises the activity.	1	5	5	None

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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 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	With prior notice of large numbers attending the event additional trained operators will be supplied.
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
Unruly Behaviour	The most important rule of all is that the operators 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
Danger of being struck by the board	Spectators are not permitted to lean over the inflatable bed at any time.	2	3	6	None
Injury through rider collisions	Please note that only one person may ride the board at any one time.	1	5	5	None
Twisted Ankles	Please ensure that all participants' legs are firmly planted and spaced at shoulder width apart, and ensure that legs never become crossed throughout the course of the day.	1	3	3	None
Injury through incorrect positioning	Do not move or try to reposition the inflatable under any circumstances and ensure that the anchors are in place at all times.	1	2	2	None
Injury through mechanisms	Hands must be kept well away from all moving parts and feet should be in contact with the surf board at all times.	1	5	5	None

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Danger of falling from height	A supervisor will be provided at all times to ensure the correct riding positions are observed, If the rider is not complying with the operators instructions the rider will be removed. Whilst all steps are taken to avoid unnecessary falling from the board, it is almost unavoidable and is the nature of the ride itself so must be accepted.	1	5	5	None
Injury through bouncing out of the inflatable ring	Ensure that an area of 6 feet (2mtrs) around the unit is completely clear and ensure the area in which the ring is inflated is completely swept of debris. Before our arrival if possible	1	3	3	

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 SURFBOARD SIMULATOR

Also suitable for snowboard simulator

All measurements in 'ft'.

UNIT SIZE (W x D x H)	12 X 13 X 13
MIN. AREA REQ.	12 X 21 X 13
POWER REQUIRED	2 x 13amp
OPERATORS	1
ZIPS	1
TIE POINTS	6

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

- > Place blue simulator unit into position
- > Put the 4 gold legs into the 4 square holes around the base, ensuring the black rubber is floor facing
- > Remove control box from green box, and connect red plug to simulator unit
- > Unroll the inflatable and place hole over top of the blue simulator unit; check the entrance is guest facing
- > Ensure blower hole is at the furthest point away from guests
- > Loosen the 2 bolts on the unit, until metal rectangular piece is very loose
- > Remove surfboard from blue velcro bag, and place on top of simulator unit
- > Match the triangular shaped slot on the surfboard to the triangular shaped metal bit on the simulator unit
Slot into position, ensuring the loose rectangular metal piece is holding the rear of the surfboard in position
- > Push surfboard towards the front while tightening bolts at rear, to ensure the triangle slot stays connected
- > Attach blower to blower hole, using the red strap
- > Check inflatable for any zips / openings, and ensure they are securely closed

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- > 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
- > Place 2 mats at the entrance of the inflatable
- * *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 time. If you must leave, turn emergency stop to OFF
This unit is designed for 1 person at a time. You are in manual control of the direction of the surfboard and speed at all times, so you need to be ready to let go when someone falls off
- > If you are witness to any behaviour that is deemed dangerous, you must tell that person 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 all shoes, glasses, and excessive jewellery 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 stakes / sandbags
- > Use the spanner to loosen all bolts underneath the surfboard; pull surfboard forward and up to release from unit
- > Place surfboard back into the blue velcro bag
- > Tighten all bolts
- > Remove the mats from the entrance
- > Remove inflatable, and put to one side
- > Remove all 4 gold legs
- > Remove the plug from the simulator unit and place control box and spanner back into green box

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- > 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