

## ES PROMOTIONS RISK ASSESSMENT



Risk Assessment of: **Theming Equipment**

Risk	Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	Further Action to Take
<b>All Theming Equipment</b>					
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.
Risk of Fire	Installers never to set up equipment near naked flame. NO SMOKING is tolerated near the equipment. Installer must ensure that no equipment blocks fire exits.	1	4	4	Please ensure the no smoking near equipment rule is enforced when no ES Promotions staff are nearby.
<b>Walkways</b>					
Injury from Unit Collapsing	Walkways are only to be set up by fully trained installers and on flat, level surfaces. Installer to check screws prior to event.	1	3	3	Please ensure guests avoid touching or leaning on walkway.
<b>Backdrops &amp; Star cloth</b>					
Injury from Unit Collapsing	Backdrops and star cloths are only to be set up by fully trained installers and on flat, level surfaces. Installer to check drapes are suitably clipped on .	1	3	3	Please ensure guests avoid touching or leaning on the backdrops or star cloths.
Injury from tripping over equipment	Installers are to fold fabric from the star cloth safely under rigging. Backdrops must not cause obstruction to guest's walkways.	1	2	2	None
<b>Carpet, Rope &amp; Posts</b>					
Injury from tripping over equipment	Installer must ensure the carpet is flat with no edges sticking up, edges must be taped down or sides blocked off with ropes and posts to restrict access. Ropes must not obstruct guest's walkways.	1	2	2	None
Injury from post	Posts have a heavy base making it difficult to tip over.	1	1	1	None

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falling on guest	Guests must avoid touching or leaning on them.				
<b>Props</b>					
Injury from prop falling on guest	All props have a heavy base making it difficult to tip over. Guests must avoid touching or leaning on them.	1	1	1	If used outdoors- in strong winds equipment must be brought inside.
Injury from tripping over equipment	Installer must ensure the prop is not in a public walkway or partially hidden to ensure guests are immediately aware of its location.	1	2	2	None
<b>Image Boards</b>					
Injury from unit collapsing	Image boards are only to be set up by fully trained installers and on flat, level surfaces. Installer to check screws prior to event.	1	2	2	Please ensure guests avoid touching or leaning on the image boards
<b>Statues</b>					
Injury from the statue falling over.	Statues are designed with a heavy base so that they will not fall over unaided. Please ensure the statues are not leaned on by guests. Installers will ensure they are on a flat surface. ES Promotions recommend indoor use, and if set up outdoors, extreme weather will result in statues being brought inside.	1	3	3	Please do not try to move the statues alone. They are easily carried by two people.

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.