




ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **Giant Nintendo Wii**

 Risk	 Existing Controls	Liklihood 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.
Screen Collapse	Screen is set up a safe distance from guests and is set up by a trained member of staff.	2	2	4	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
Loose Controllers	Please ensure the wrist strap is worn at all times. Participants to be given adequate space to play by spectators.	2	3	6	None
Tripping over spare equipment or electrical cables	Spare equipment stowed away and where possible, electric cables will not cross public pathway.	1	1	1	In the event of large numbers of participants attending or large events, electrical cables will be erected overhead or covered and suitably marked
Unruly Behaviour	When hired with an operator - The most important rule of all is that 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	If hired without an operator, we advise the client to nominate a supervisor to oversee the use of Wii.
Danger of unnecessary Injury	We advise that no one uses the equipment 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 do so at their own risk. 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 WII, PROJECTOR & SCREEN

All measurements in 'ft'.

UNIT SIZE (W x H x D)	6 x 7 x 6
MIN. AREA REQ. (W x D)	8 x 12
POWER REQUIRED	1 x 13amp
OPERATORS	1

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

- > Set up table, and place tablecloth over it
- > Unload wii console and dock, and place on table, and place console and all 4 controllers into dock
- > Plug sensor, power lead, and the non-coloured end of the AV cable into back of dock
- > Place projector next to the wii & dock
- > Plug in power lead, and YELLOW connector on the AV cable into back of projector
- > Take out speakers, and place one either side of the table; connecting one of the speakers into the main speaker
- > Connect power lead, and plug the 3.5mm jack into the silver connector already attached to the end of the AV cable; the RED and WHITE AV cable ends, should already be plugged into the silver connector
- > Connect all 3 mains plugs into a 4 gang extension lead
- > Open the screen box, and take out the pole; attach the square end into the base, and loosen the middle and raise the upper pole to around 7ft; then tighten

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- > Pull up the screen, hooking the silver metal hook onto the protruding black holder, at the top of the pole; place into one of the grooves
- > Turn on the wii, and the dock; ensuring the dock lights up blue
- > Velcro / tape the sensor guest facing on the table or above pull-up screen if space allows
- > Ensure the lens cap is REMOVED before turning on projector
- > Press and hold power on projector for 2 SECONDS, and release
- > Turn on speakers, and adjust volume accordingly
- > You may need to adjust the positioning of the screen and table, and the focus / zoom on the projector, to get central, large picture on the screen
- > Hide cables appropriately, and use duct tape to hide any floor cables; ensure cables are NOT left next to the projector fan; the heat can cause damage to them

3) **The Operation**

- > Stand by equipment at all times, ensuring only you change the games each time
- > This unit is designed for up to 4 players maximum
- > Ensure players always use the wrist strap provided
- > Ensure players DO NOT place drinks on the table, or hold them in the other hand during play

4) **The Pack Down**

- > Ensure the area is clear of guests before commencing the pack down
- > Turn off wii & dock, then projector by pressing the power button TWICE, then the speakers - LET PROJECTOR COOL DOWN FOR 20 MINS BEFORE PACKING AWAY
- > Remove all cables and place back in appropriate bags / boxes
- > Pack away all controllers & nunchuks
- > Pack away all games, and check that each game box has it's relevant disc
- > Pack away the speakers, then the wii and dock ; KEEP THE METAL CONNECTOR ON THE RED/WHITE END OF AV CABLE AT ALL TIMES
- > Let down screen, loosen the pole, and remove from the base, and place in box

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- > Ensure everything else is packed away before checking the projector has cooled down; if so, replace the lens hood, and pack away
- > Load van in a safe and secure manner, before checking area for equipment

