

Risk Assessment - 2017

Hazard	Who is at risk	What is the risk	Control measures required	Risk rating	Controls adequate
Dangerous equipment	Participants Spectators Operators	Not correctly set-up Not in perfect order Electric shock	The equipment is inspected before being packed away from the last event and as it arrives on site for any signs of wear which can be rectified in good time. All electrical components are inspected for wear and have a current PAT test.	Low	Yes
Dangerous site	Participants Operators Spectators	Falls and slips Moving objects	Equipment must be kept in a designated area which allows for a zone around the equipment. Equipment must be set up following the manufacturer’s instructions. Equipment is to be set up on a sound and level area with no objects causing potential for trips during play.	Low	Yes
Users safety	Participants	Too many users Falls and slips Moving objects	The number of users specified by the manufacturer is not to be exceeded. The equipment must be used in accordance with the manufacturer’s guidelines. Users must be of an appropriate age and dressed suitably for the equipment. A trained operator will be in control of the equipment at all times who is briefed in safe running of the equipment.	Low	Yes
Unsupervised children	Participants	Accidents	All children to be with a supervising adult.	Low	Yes

Method Statement – Magic Selfie Mirror

Prepared by Make It Stand Out LTD

Before the event

Ensure that all relevant paperwork and risk assessments are in place and understood by all team members on site
And that safety equipment is available and used as necessary. Staff need to understand their roles and responsibilities.

Installation

On arrival at the site ensure that vehicle access is clear that minimum movement is made. Vehicles should use Hazard warning lights and be careful when reversing.

The ground should be checked for suitability for the equipment being used. It must be clear from debris and reasonably Level.

Members of the public should be kept away from the area being set-up for their own safety and cordoned off as necessary.

All equipment should be placed at its location in the safest manner possible either direct from the van or by moving by trolleys. Manual handling procedures should be observed at all times.

The equipment should be erected or built up as quickly as possible in order to keep the area safe and disruption to a minimum.

Walk round by senior member of team to check all equipment, test it without participants and that staff are in place.

Operation

Staff are to be made aware of their roles and responsibilities for operation. Instructions are per the risk assessments prepared for each individual task or activity.

The equipment must be used in accordance with the manufacturer's guidelines..

A trained operator will be in control of the equipment at all times who is briefed in safe running of the equipment.

They receive annual training and updates on the equipment operation.

All incidents are to be reported to the senior member of staff and the event organiser.

Removal

The event must be completed and all participants must be clear of the equipment.

The method for installation is to be followed in reverse.

Equipment must be checked for damage and wear and tear.

The site must be left as found, secured as necessary and the client informed that we are leaving.

Health & Safety Policy – Magic Selfie Mirror

The policy applies in respect of any person to whom Make It Stand Out owes a duty of care.

Make It Stand Out is a provider of mobile entertainment, and fully accepts, its statutory and moral responsibilities to provide the highest standard of health and safety protection for its staff and for other people on or about the premises or sites for which it has responsibility.

Make It Stand Out is dedicated to ensuring;

- The health, safety and welfare of all our staff and others who work under our control
- The safety of the general public who use or have access to premises under our control or attend our events The way in which we develop our undertaking contributes to the well-being of the community at large.

In order to meet these aims we shall:

- Keep up to date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance
- Ensure, so far as is reasonably practicable, those who undertake work on our behalf apply the highest standards of health and safety for their employees and the community in general
- Co-operate actively with local authorities, statutory bodies and public services in the interest of public safety and the safeguarding of the environment
- Give a high priority to health and safety in all our operations
- Develop, implement and monitor health and safety regimes appropriate to our work
- Co-operate with, and monitor, the performance of contractors who work for us
- Provide the necessary resources to implement our policies and keep them up to date
- Consult with, and involve, our staff in matters affecting their health and safety
- Provide the necessary equipment and training for the tasks to be performed
- Where necessary supplement our in-house resources with external resource

We require the full and active participation of all our employees in order that the principles outlined in this policy statement may be achieved.

The statutory duties placed on Make It Stand Out and all their employees, and providers of services, are to be regarded as minimum standards. We aim to achieve best practice in terms of health and safety in all that we do.

