

Risk Assessment and Method Statement for on site Events and Promotions at the Galleria

Date of activity:

Assessor: Carl Morris

Event: Charity Pool Event for Against Breast Cancer (Charity #1121258)

Location:


Method statement – please detail all relevant tasks that will be undertaken during the build up. Include details of equipment to be used i.e. power tools or working at height etc. Also detail control measures and PPE to be used (where applicable)	<p>Pool Table, weighing 215kg, will be transported from the van to the site using out pool table trolley which supports the weigh and only lifts the table a few inches off the ground. Other equipment comes in their own cases which can be wheeled along. Equipment that do not come in cases are placed on the pool table safely and wheeled to the site.</p> <p>15 minutes is needed to unload the van. Set-up generally takes 45 minutes, depending on how far the site is from the location given to unload the van.</p> <p>Signing in and out is upon request by the centre.</p>
Time of arrival and duration of set up	For venues more than 60 miles from Stoke on Trent, we will arrive the evening before the first day of our event at the centre’s closing time to set up. Set up generally takes 1 hour.

Activity	Hazard	Who may be harmed	Control measures	Risk Grading	Additional measures required
Set up During Break down	Slips, trips & falls	Public & Staff	Keeping area tidy and in the event of liquid spillages, the site will be cordoned off and the spillage reported and cleaned before allowing anyone back in the site.	1	
During Setup and Breakdown	Manual handling	Staff	Only item over the recommended weight is the pool table, at 215kg. However, a procedure we use to get the table off the van and onto the trolley is safe and secure. The table is then pushed to the site. Help may be needed to push it up steep inclines.	1	
During	Fire/Arson	Public & Staff	Ensuring that we do not have a fire hazard around the site.	1	
During	Pool Balls being used for inappropriate actions	Public & Staff	Member of staff always in attendance during the event. Ability to stop a member of the public from using the balls for inappropriate actions instantly is limited.	2	
During	Hitting members of the public with the cue as cueing up	Public & Staff	Perimeter Barrier ensures members of the public are not in range of the maximum cueing distance needed, hence our space requirements	1	
During	TV & Stand falling over	Public & Staff	Placing the TV and stand just inside the perimeter stand unless your electrical sockets require it be placed just outside.	2	

Risk Grading Table;

Likelihood	x	Severity	Risk Rating
1 Very unlikely		1 First aid injury	1 - 5 Low risk
2 Unlikely		2 Minor injury	6 - 14 Medium risk
3 Likely		3 three day Injury	15 -25 High risk
4 Very Likely		4 Major injury	
5 Almost certain		5 Fatality	

The information given in the assessment has been communicated to all my team and it will be ensured that the control measures highlighted are implemented to ensure that the event holds minimal risk.

Signature: 

Date of assessment: 01/03/2011

Re-assessed on (date):

Signature:

Re-assessed on (date):

Signature: