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## Risk Assessment

Date of Assessment: **22.06.23**

Carried Out By: **Kim Saunders-Cook**

Please note, due to the nature of our business and the minimal changes made to our service in any one year, we review our risk assessment periodically and make updates when new changes are made, or new risks are made apparent.

What are the hazards?	Who might be harmed and why?	What are you doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<b>Slips and trips</b>	Staff and members of the public may be injured if they trip over objects or slip on any spillages.	<ul style="list-style-type: none"><li>• Provide appropriate safe wiring, equipment and machine use training.</li><li>• Apply due diligence and carry out good housekeeping.</li><li>• Ensure there are no trailing leads or cables.</li><li>• Keep work area clear, no boxes, party/sports props or disco equipment left in the operating area or areas where members of the public reside.</li><li>• Clean any spillages immediately.</li><li>• Report any incidents to management.</li></ul>	Continue to apply due diligence and take action wherever necessary.	Performing Staff	On-going

<p><b>Snow, smoke and bubble machine fluid</b></p>	<p>Staff and members of the public may be harmed by ingesting machine fluids or by getting fluid in their eyes.</p> <p>Any fluid spillages may become a slip hazard - see slips and trips above for risks.</p>	<ul style="list-style-type: none"> <li>• Provide appropriate safe machine and fluid use training.</li> <li>• Only use regulated fluids that have been safety tested to British Standards.</li> <li>• Keep labels on fluid bottles so aware of contents.</li> <li>• Use fluids as per bottle instructions.</li> <li>• Seek immediate medical assistance in the event of ingestion or fluid in the eyes.</li> <li>• Report any incidents to management.</li> </ul>	<p>Continue to apply due diligence and take action wherever necessary.</p>	<p>Performing Staff</p>	<p>On-going</p>
<p><b>Manual handling</b></p>	<p>Staff may injure their backs through manual handling and lifting party/sports props and/or disco equipment.</p>	<ul style="list-style-type: none"> <li>• Provide appropriate manual handling training.</li> <li>• Apply correct lifting techniques.</li> <li>• Seek assistance with any heavier items.</li> <li>• Report any incidents or injuries to management.</li> <li>• Review manual handling training periodically.</li> </ul>	<p>Continue to follow company manual handling guidelines and apply the correct lifting techniques.</p>	<p>Performing Staff</p>	<p>On-going</p>
<p><b>Child safety and wellbeing</b></p>	<p>Children attending our events and activities.</p>	<ul style="list-style-type: none"> <li>• Undertake DBS checks for performance-based staff members.</li> <li>• Provide comprehensive training with regard to working safely with</li> </ul>	<p>Continue to apply due diligence and take action wherever necessary.</p>	<p>Performing Staff Event Organiser</p>	<p>On-going</p>

		<p>children.</p> <ul style="list-style-type: none"> <li>• Monitor and mitigate where possible, any unexpected risk to a child at an event.</li> <li>• Bring any child safety or welfare concerns to the attention of the event organiser (where applicable).</li> <li>• Report any incidents or concerns to management.</li> </ul>			
<p><b>Electrical equipment</b></p>	<p>Staff and members of the public may incur an electric shock if any electrical equipment wires have any breaks in them, exposed wires or plugs have come loose.</p> <p>Faulty electrical equipment could cause a fire potentially damaging a building in which we are operating and putting staff and members of the public at risk.</p> <p>Electrical equipment and leads can become a shock hazard to staff and members of the public if being used in a wet outdoors setting.</p>	<ul style="list-style-type: none"> <li>• All electrical equipment is Portable Appliance Tested (PAT) annually be a qualified electrician.</li> <li>• Provide comprehensive training with regard electrical equipment use, safety, fault finding and repair or replace procedures.</li> <li>• Regularly inspect leads and other electrical equipment and make good, have professionally repaired or discard and replace where necessary.</li> <li>• Bring any faulty electrics in a venue to the attention of the event organiser or venue management.</li> </ul>	<p>Continue to apply due diligence and take action wherever necessary.</p>	<p>Performing Staff</p> <p>Event Organiser</p>	<p>On-going</p>

		<ul style="list-style-type: none"> <li>• Request an alternative fall-back option in the event of rain from the event</li> <li>• organiser. This may include the event organiser providing the use of a marquee, gazebo or hosting the party in an indoor setting, such as a house or outbuilding.</li> <li>• Report any incidents or injuries to management.</li> </ul>			
<b>Overcrowding at an event</b>	Staff or members of the public may become harmed through trampling or suffocation in the event of an emergency or general overcrowding.	<ul style="list-style-type: none"> <li>• Guidance is provided to the Event Organiser with regards to the maximum children's attendance numbers of our events.</li> <li>• The Event Organiser must follow the maximum attendance number guidance for the event type, unless the Event Organiser has agreed with us in advance of any additional attendance numbers and carried out their own risk assessment.</li> </ul>	Continue to advise Event Organisers of our maximum attendance numbers and not permit an event to go ahead if necessary. Beyond this is the Event Organiser's responsibility.	Office Staff Event Organiser	On-going