



Bounce & Party - Entertainment Risk Assessment

Putting up and taking down the entertainment equipment: This will be completed by Bounce & Party

What are the hazards?	Who might be harmed and how?	Likelihood 1 = Not likely 2 = Likely 3 = Very likely	Level of harm 1 = Minor injury 2 = Moderate injury 3 = Serious injury	Action that will be taken to prevent this hazard	Responsible person who will make sure that action is taken.
Area of setup	Those who are setting up the equipment and the other people within the venue.	2	3	<p>Ensure that the area of setup is large enough</p> <p>Ensure that the area of setup is suitable</p> <p>Ensure that the area of setup is free from any obstacles or objects / hazards being too close</p>	Rob - Bounce & Party
The equipment is very heavy to lift and manoeuvre	Those who are transporting the equipment, putting it up, or taking it down could injure their backs	2	1	<p>To move the equipment a suitable trolley will be used wherever possible</p> <p>Advice will be followed on correct lifting procedures to prevent injury (using guidance from www.hse.gov.uk or other sources).</p> <p>The equipment will be setup up as directed by the manufactures instructions, and secured as per the manufactures instructions</p>	Rob - Bounce & Party
Long electric power cable	Those who are setting up other companies at the event could trip on the cable	2	1	Secure the power cable to the ground as soon as it is laid down, and do not remove the tape until cable is due to be wound up	Rob - Bounce & Party

Damage to the electric power cable	Anybody who touches the damaged cable could be electrocuted	1	3	<p>Unroll the electric cable, and check the full length of the cable, plus any plugs or sockets</p> <p>Ensure that the power cable is plugged into power supply that has a trip switch OR use the power breaker supplied</p>	Rob - Bounce & Party
Risk of electrocution from equipment	Anyone who touches the equipment	1	3	<p>Every electrical appliance, plug and cable to have a yearly PAT test</p> <p>All cables and plugs to be stowed out of reach from children and other guests</p> <p>Disco lights to be operated by Bounce & Party who have the relevant training</p> <p>Bounce & Party to check equipment before use</p>	Rob - Bounce & Party
Trip hazards around the setup and in the venue	Anyone within the venue	2	1	<p>All cables are wrapped around an existing structure above head height if required</p> <p>Any cables to be stowed out of reach of the users</p> <p>A barrier will be put up around the equipment area to ensure users are at a safe distance if required / appropriate</p> <p>The hall is cleared prior to the start of the party or event of any hazards</p>	Rob - Bounce & Party
Equipment Failure, falling over due to pushing or pulling	Anyone within the venue	1	3	<p>The equipment is tested by the manufacturer to hold the weight of the equipment</p> <p>To ensure no contact with the area by the children or guests, a barrier is placed around the area if appropriate</p>	Rob - Bounce & Party

Hearing damage from loud music	Anyone in the venue	1	1	<p>Bounce & Party are aware of the acceptable levels of music</p> <p>The speakers are situated at a distance from the guests within the venue</p>	Rob - Bounce & Party
Setting off Epileptic Seizures	Anyone in the venue	1	1	<p>Bounce & Party are aware of the 20 second rule for strobe lighting. This is the maximum time a strobe can be used continuously and a gap of at least 60 seconds must exist between uses</p> <p>Guests are pre-warned that there will be flashing lights. Lights do not need to be used if it could be a problem</p>	Rob - Bounce & Party
injures due to lack of light	Anyone in the venue	1	1	<p>The lights from the disco provide adequate light to be able to see potential hazards</p>	Rob - Bounce & Party
Burns from equipment (lights)	Anyone in the venue	1	1	<p>The light to be put out of reach of participants or if not possible brief guests to stay clear of the lights.</p>	Rob - Bounce & Party
Poor guest behaviour	Anyone in the venue			<p>Bounce & Party to warn guest if they continue to misbehave the party will end</p> <p>Bounce & Party may stop the party if the group acts in manner that could cause harm.</p> <p>Party organiser to be within the room</p> <p>Party organiser to be advised</p>	Rob - Bounce & Party