

# THE FUN EXPERTS

## Prize Packages - Risk Assessment

Company:	The Fun Experts	Location (Site / Building / Room):	Events
Assessment Date:	21 March 2025	Review Date:	31 March 2026 (or if changes to the risk)
Assessor's Name:	James Hindle	Job Title:	Logistics Co-Ordinator (IOSH)
Description of Task:	Transportation, Assembly and Use of Prize Packages Equipment		

Description of the hazard (or hazardous event)	Who might be at risk?	What is the risk?	Evaluation and Control Measures	Current risk rating*			Identify any additional controls that may be needed	Timescale for additional controls and responsible person	Risk Rating		
				L	C	R			L (Low)	M (Medium)	H (High)
Loading, Handling and Transportation of Equipment	Operator / Spectator	Injury whilst handling equipment	a). Equipment must be handled in the correct manner. b). Manual handling should be reduced to a minimum by using available trolleys / trucks. c). Ramps / Lifts to be used when required and available. d). Loads must be correctly secured. e). Individuals are not to undertake anything that puts themselves or anyone at risk.	1	2	2	1. Where required individuals can assist in handling the equipment and adhering to site Manual Handling measures. 2. Staff are to wear PPE at all times in accordance with the Clients requirements and site guidelines.	N/A	2	N/A	N/A
User Safety	Operator / Spectator Participants	Injury to Operator Injury to Spectator	a). Participants should stand in front of the props and not touch or interfere with it in any way. b). Prize packages contain various novelty items for pay and	1	1	1	N/A	N/A	1	N/A	N/A

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User Safety (Cont.)	Operator / Spectator Participants	Injury to Operator Injury to Spectator	display. These items may contain small parts and are not suitable for children under the age of 3 years of age. c). Adult supervision is required at all times. d). The Fun Experts are not responsible for inflating items or any damage or injury caused to persons or property from the use of any prize items.								
Heat	Operator / Spectator Participants	Injury to Spectator Injury to Participants	a). Prize package items should not be used near any food serving or preparation area. b). Prize package items should not be near any source of direct heat or open flame.	1	1	1	N/A	N/A	1	N/A	N/A

## Risk Rating Calculator

(Likelihood x Consequence = Risk)

Likelihood that hazardous event will occur		Consequence of hazardous event	
1	Very unlikely	1	Insignificant (no injury)
2	Unlikely	2	Minor (minor injury requiring first aid only)
3	Fairly likely	3	Moderate (Up to three days absence)
4	Likely	4	Major (More than seven days absence)
5	Very likely	5	Catastrophic (Permanent injury or death)

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## Action Level Table

Risk Rating	Risk Level	Actions to be taken	
20 – 25	Very High Risk	<b>STOP!</b>	Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before work commences or continues. Senior management should monitor the plan.
15 – 16	High Risk	<b>Urgent Action!</b>	Take immediate action and stop the activity if necessary, maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically.
8 – 12	Moderate Risk	<b>Action</b>	Moderate risks may be tolerated for short periods only while further control measures to reduce the risk are being planned and implemented. Improvements should be made within specified timescales.
3 – 6	Low Risk	<b>Monitor</b>	Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required.
1 – 2	Very Low Risk	<b>No Action</b>	No further action is usually required, but ensure that existing controls are maintained and reviewed regularly.

The above RA is based on guidelines and advice from Manufacturers and 'The Fun Experts' operating equipment within current HSE requirements and should be read in conjunction with 'The Fun Experts' Method Statement. The current Public Liability Insurance covers each item, for an amount of £10 million subject to our Terms and Conditions. If there are any questions relating to the use of the equipment please contact 'The Fun Experts'.