

THE FUN EXPERTS

Santa's Christmas Grotto Meet and Greet - 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 Santa's Christmas Meet and Greet 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
Installation of Equipment on site	Operator / Spectator Participants	Injury whilst installing the equipment Damage to venue	a). The equipment is inspected before installation to ensure it is free from damage.	1	2	2	N/A	N/A	2	N/A	N/A

THE FUN EXPERTS

Installation of Equipment on site (Cont.)	Operator / Spectator Participants	Injury whilst installing the equipment Damage to venue	b). The Operators must have clear access to the setup area. c). The setup area must be level and free from any debris. d). The equipment should not be installed near any low level, fixtures, fittings, displays, ornaments etc. that pose a risk of falling. e). The operator must be notified of any underground services, cables, weight limits or any external factors that may hinder installation of equipment.								
Ground Type	Operator / Spectator Participants	Injury to Participant	a). The equipment is to be installed on hard standing. b). The equipment is suitable for indoor use only.	1	1	1	N/A	N/A	1	N/A	N/A
Electricity & Cabling	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). Item requires access to a 13amp plug socket. b). Power source should be no further than 25m away from equipment. c). All cabling to be covered where required and routed	1	2	2	N/A	N/A	2	N/A	N/A

THE FUN EXPERTS

Electricity & Cabling (Cont.)	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	away from walkways etc. d). All electrical components are inspected for wear and that they are covered by the 6 month PAT test.								
Operation of Equipment on site	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). Once installed the equipment is freestanding and should not be moved by unauthorised persons.	1	1	1	1. Spectators are to be a minimum of 2m distance away from the equipment and not allowed to sit / rest or interfere with the equipment at any time. 2. Equipment is to be cleaned after use and using approved cleaning materials.	N/A	1	N/A	N/A
User Safety	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). Participants should form a queue in front of the theming and not touch or interfere with it in any way. b). The equipment must be used in accordance with the Manufacturers guidelines.	1	1	1	1. The Fun Experts hold no liability for the onset of any medical condition or injury sustained from partaking in this activity.	N/A	1	N/A	N/A
Heat	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). The equipment must not be set up in an area that has any naked flames or direct sources of heat.	1	1	1	N/A	N/A	1	N/A	N/A
Weather	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants (slip / trip/ falls)	a). The equipment is suitable for indoor use only.	1	1	1	N/A	N/A	1	N/A	N/A

THE FUN EXPERTS

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)

Action Level Table

Risk Rating	Risk Level	Actions to be taken	
20 – 25	Very High Risk	STOP!	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	Urgent Action!	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	Action	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	Monitor	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	No Action	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'.