



AEH GROUP - Risk Assessment & Method Statement

Company Name: Ann Events Hire Ltd

| Hazard | Who is at risk? | What is the risk? | Control measured required | Risk Rating | Controls Adequate |
|-----------------------|---|--|---|-------------|-------------------|
| Dangerous equipment | Participants Spectators Operators | Not correctly set-up Not in perfect order Electric shock | The equipment is inspected before being packed away from the last event and as it arrives on site for any signs of wear which can be rectified in good time. | Low | Yes |
| Dangerous site | Participants Operators Spectators | Falls and slips Moving objects | Equipment must be kept in a designated area which allows for a zone around the equipment. Equipment must be set up following the manufacturer's instructions. Equipment is to be set up on a sound and level area with no objects causing potential for trips during play. | Low | Yes |
| Users Safety | Participants | Too many users Falls & slips Moving objects | The number of users specified by the manufacturer is not to be exceeded. The equipment must be used in accordance with the manufacturer's Guidelines. Users must be of an appropriate age and dressed suitably for the equipment. A trained operator will be in control of the equipment at all times who is briefed in safe running of the equipment. | Low | Yes |
| Unsupervised children | Participants | Accidents | All children to be with a supervising adult. | Low | Yes |

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| Manual Handling | Operators | Person may be seriously injured if struck by falling heavy objects during loading, movement or setup. | <p>Where possible the movement of any equipment will be carried out by the crew who has received moving and handling training.</p> <p>Ensure assistance is sought if there is any doubt about moving equipment and to assist with doors, steps, ramps and busy traffic routes.</p> <p>Ensure lifting aids are available (trollets, barrows) are used</p> <p>Ensure when equipment is positioned in trolleys, wheels are locked.</p> <p>Ensure that loads are stable before moving.</p> <p>The movement of equipment and furniture should be planned so that corridors and staircases are busy.</p> <p>Ensure objects can be held correctly, if gloves are required to improve grip, they should be made available.</p> | Low | Yes |
| | Participants | Stability of staging and fixtures collapsing. | Multiple stage and fixture checks have been completed to ensure that it is well-built. | High | Yes |
| Equipment and Electrical Failure | Operators | Person may be injured | Crew member to carry out pre-event checks. | Medium | Yes |
| | Participants | | <p>Ensure equipment is well maintained and in a good state of repair.</p> <p>Ensure inspections have been carried out.</p> | | |
| Work at height | Operator | Falls from any height can cause bruising and fractures | <p>Strong stepladder, in good condition, provided.</p> <p>Only trained, authorised staff allowed to work at height.</p> <p>Condition of stepladder to be checked periodically</p> | Low | Yes |

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| Vehicles | Operator | Staff may suffer injuries if struck by vehicle such as tail lift. | <p>Fork-lift truck maintained and inspected as per lease contract.</p> <p>Lift truck operated only by staff who have been trained to use it.</p> <p>Pedestrian walkways marked.</p> <p>Only authorised people allowed in yard for deliveries/dispatch</p> | Low | Yes |
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