



## CORPORATE AMUSEMENT SERVICES

Unit 10, Newbury Trade Park, Hambridge Road, Newbury, Berkshire, RG14 5PF, UK

### Generic Risk Assessment: Installations of Arcade Games (Three plus Person to Carry in)

<b>RESPONSIBLE PERSON FOR HEALTH &amp; SAFETY</b>		<i>Dave Field</i>	
<b>CLIENT:</b>		<b>VENUE:</b>	
<b>START DATE:</b>		<b>FINISH DATE:</b>	
<b>PERSONNEL INVOLVED</b>	<b>NAME</b>	<b>ROLE/TRADE</b>	<b>TRAINING</b>
		Installer	Health & Safety in the Workplace, Manual Handling, Fire Safety Award, Principles of Risk Assessment.
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		Contractor	Specialised in moving heavy or large items.
<p><b>WELFARE/FIRST AID</b> Welfare facilities provided at venue.</p> <p><b>PPE</b> Safety footwear and high visibility clothing to be worn at all times. Gloves to be worn on tasks identified in risk assessment. Hard hats are provided.</p>			
<b>First Aiders</b>		All our staff have been trained in Emergency First Aid. First Aid kits are carried on company vehicles.	



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SIGNIFICANT HAZARDS		Who Might be Harmed & How?	Control Measures	Risk with Controls in Place	Further Actions Needed	Action Completed*	Actioned By:
1.	<b>Fire</b>	Installers and others in the vicinity.  Burns, smoke inhalation, fatality	The hirer has a responsibility to ensure there is a fire risk assessment for the venue and provide appropriate firefighting precautions and equipment. Firefighting precautions for the venue should include extinguishers for electrical fires.  Powder fire extinguishers are carried on vehicles. Vents on machines should not be obstructed.  Electrical appliances (games and booths) are tested before they leave the depot).  We will not obstruct any escape routes and safety equipment (isolation switches, gas cut off, alarms, extinguishers etc.) with the installation.	<b>Low</b>  Ignition and fuel sources are limited.	Installers to make themselves familiar with emergency procedures and location of fire extinguishers on arrival at site.  Fire extinguishers should only be used if there is no risk to safety and user has been trained in use of extinguisher.		
2.	<b>Manual Handling</b> of games and tables when offloading and loading. Possible crush	Employees (Installers).  Injuries to back and limbs (Strains/Sprains/ Abrasions/Bruises, Crush Injuries)	Based on the access details provided by the hirer regarding the physical and environmental conditions -stairs, lifts, floor and ground surfaces etc., two or three installers and a specialist removal contractor are needed to transport the game(s) from the vehicle to the point of use.  Once on site, the installer will report to the hirer or representative and check the route to confirm the task, taking into account the individual / load factors and confirm the access and environmental factors	<b>Medium</b>	Monitor and provide refresher training as necessary.  Installers to report any symptoms or injuries to management.		



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	injuries when winding down feet and placing games on wooden blocks.		<p>prior to installation. <b>If, on arrival on site, it is found we cannot safely negotiate the route, particularly stairs, installers are instructed to return the game to the depot.</b></p> <p>Games are on castors and are delivered to site on vehicles with tail lifts. Ramps are used where necessary. Mechanical aids can be provided and used at all times e.g. sack trolleys, dollies, stairwalkers.</p> <p>All installers have been trained in manual handling.</p> <p>Once installed, no attempt should be made to move the game by an unauthorised person.</p> <p>Installers wear gloves &amp; safety footwear.</p> <p>All lifting equipment is inspected annually by a competent person.</p>				
3.	<p><b>Use of Electrical Equipment</b></p> <p>Connecting cables and power supply when installing equipment</p>	<p>Installers.</p> <p>Possible risk of electrocution/ electric shock/burns.</p>	<p>All games undergo planned maintenance and PAT testing in line with manufacturers' instructions.</p> <p>All games are installed by trained fitters and are tested and visually inspected for damage to cables and connectors prior to leaving the depot and on installation.</p> <p>No unauthorised person should tamper with the game or try to access the internal workings. If there is a fault, the hirer should contact the installer.</p> <p>Electrical hazard signs are posted where an electrical hazard exists.</p>				



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			<p>As far as possible, the location should be dry. RCDs will be used for installations in marquees and other external venues.</p> <p>The hirer should supply a standard 240V power supply to within 2 meters of the intended installation point.</p> <p>Powder fire extinguishers are carried on vehicles. Firefighting precautions for the venue should include extinguishers for electrical fires.</p>				
4.	<b>Slips, Trips and Falls</b>	<p>Installers</p> <p>Sprains or fractures if they trip over cables or slip.</p>	<p>Installers are instructed to maintain good housekeeping. They walk around the site prior to offloading to observe any potential hazards. All cables are kept tidy and installers maintain a safe route to work areas. Cables to be used where they are not a trip hazard, e.g. not across access routes etc. Trailing cables are taped down or cover with cable protector.</p> <p>Safety footwear is worn.</p> <p>Cones are used when vehicle tail lift is operational to keep members of the public away from hazards.</p>	<b>Medium</b>	Monitor housekeeping and be observant.		
5.	<b>Vehicle Movement on Site</b>	<p>Installers and others.</p> <p>Injuries from collisions of vehicles with</p>	<p>Installers observe site speed limits and one-way systems.</p> <p>High visibility clothing is worn.</p> <p>Barriers should be used to segregate pedestrians and vehicles.</p> <p>Driver's to be observant for unexpected movements</p>	<b>Low</b>			



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		vehicles and vehicles and pedestrians.	of pedestrians. Drivers to follow specified route. Vehicles should be fitted with a reversing alarm. A banksman must always be present. Employees are instructed to report any observed unsafe behaviour.				
6.	<b>Personal injury</b> from sharp edges, nips, strobe lighting, movement of game.	Installers  Cuts and bruises.	A physical inspection of the game is carried out prior to dispatch in the workshop and after installation. Damaged equipment will not be sent out.  Gloves to be worn when handling abrasive edges. These must give protection against abrasive materials and have a high tear/cut resistance. Installers should cover all cuts and abrasions with a waterproof dressing before work or as they occur.  The installer will brief the hirer in the safe operation of the equipment as part of the commissioning process. Where space is required around the machine, a physical barrier will also be installed with appropriate signage.  Where the manufacturer has observed a risk to the user resulting from physical exertion or strobe like graphics, appropriate signage will be displayed detailing the risk to the user.  Other appropriate warning signs are displayed as necessary.	<b>Low</b>			



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7.	<b>Driving</b>	Vehicle occupants— injuries from collisions, musculoskeletal complaints from long journeys	<p>Sufficient time is planned for drivers' journeys so that rest breaks can be taken to relieve tiredness and allow time to check phone calls whilst parked.</p> <p>Drivers are instructed to switch off mobile phones whilst driving or set them to answer phone. Only hands free phones are to be used in vehicles unless the vehicle is parked.</p> <p>Safety equipment on company vehicles is maintained in good order, e.g. seat belts and head restraints, so that they function properly. Drivers are provided with guidance on good posture and, where appropriate, on how to set their seat and head restraints correctly.</p> <p>Routine inspections are carried out on company vehicles to ensure they are maintained in good working order.</p>	<b>Medium</b>	Consider ergonomic features when purchasing new vehicles.		
8.	<b>Working Outdoors</b>	<p>Installers</p> <p>In Sun - Heat stress, exposure to UV light causes sun burn and cancer.</p> <p>Cold Weather – discomfort, cold, numb fingers</p>	<p>Tops must not be removed in sunny weather.</p> <p>Use sun screen and wear hats in sun.</p> <p>Avoid working in sunny areas if possible.</p> <p>Take regular breaks in the shade in hot weather.</p> <p>Consume plenty of cold drinks (preferably water).</p> <p>Installers are instructed to check skin regularly for unusual moles or spots and see GP if they find any.</p> <p>Cold, waterproof clothing is provided.</p>	<b>Low</b>			



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	may cause tendency to drop items or grip them too tightly.					
Date: Nov 2016 <i>Janice Armstrong</i>			Review made by: Review Date: Nov 2017			
Briefing on Site Specific Issues Delivered By:			Date:			
<p><i>Installers must review this generic assessment and make a note of any circumstances or significant environment factors that need to be taken into account when making this assessment site specific, then sign below to acknowledge they have read and understood the risk assessment and will comply with the specified requirements and control measures. If the work activity changes, they will seek further advice and ask for a revised method statement and risk assessment.</i></p>						
Name		Signature		Date		