

Risk assessment

Company name: Kent Kids Parties **Assessment carried out by:** James Hailes

Date of next review: 24/01/24 **Date assessment was carried out:** 24/01/23

Summary:

The law does not expect me to eliminate all risk, but I am required to protect people as far as 'reasonably practicable'. Therefore, we follow the Health and Safety Executive's guide on risk assessment.

Because we operate a mobile service, we have a combined approach of having a general policy (below) and assessing any extra risks when we arrive at the setting.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Loading and Unloading	Myself and members of the public	Due care and attention taken when driving on to and off settings/sites. Also making sure equipment taken in to a venue on a trolley is loaded safely.	Look at every venue on an individual basis to identify any new risks	James Hailes	Ongoing	Ongoing

Setting up	Myself and members of the public	<p>Identify a space to set the show up that will minimise audience members being too close to performance equipment.</p> <p>Avoid blocking fire escapes.</p>	Look at every venue on an individual basis to identify any new risks	James Hailes	Ongoing	Ongoing
General Equipment	Myself and members of the public	Position equipment and prop boxes so they can't fall off tables/stands and injure people	Look at every venue on an individual basis to identify any new risks	James Hailes	Ongoing	Ongoing
Electrical Equipment	Myself and members of the public	<p>Where possible use battery speakers/lighting.</p> <p>Where electrical equipment has to be used ensure it's subject to thorough annual testing (PAT) and regular visual checks.</p> <p>Place electrical equipment where children can't inadvertently play/touch wires.</p>	Look at every venue on an individual basis to identify any new risks	James Hailes and also a qualified person to carry out annual PAT testing (DC PAT Testing Company)	Ongoing	Ongoing

Prizes and giveaways	Members of the public, especially children	<p>Sweets/medals etc. We expect the booker to flag up any special diets so we don't inadvertently give sweets that aren't appropriate.</p> <p>Other toys like medals have CE markings which means they meet minimum legal standards</p>	Continue to assess new prizes and giveaways for suitability.	James Hailes	Ongoing	Ongoing
Balloons	Children	<p>Modelling balloons will not be given directly to children that are or appear to be under 36 months due to choke risk.</p> <p>At the end of our show we look for broken balloon pieces on the floor and remove them</p>	Ongoing	James Hailes	Ongoing	Ongoing
On-site facilities	Myself	<p>On site or adjacent parking.</p> <p>Toilet facilities separate from children's facilities.</p> <p>Protected mains power supply.</p>	Venue by venue basis	James Hailes	Ongoing	Ongoing