

Risk Assessment	Live 9 Events Ltd
Activity	Interactive Booths & Prize Machines This risk assessment applies to interactive booths and prize-based machines including, but not limited to, Cash Grabbers, Ballnado Grabbers, Prize Cranes, Gashapon Machines, Prize Wheels and similar equipment.

Assessor	Molly Huthwaite	Location of Assessment	NG12 3UL
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Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)		HIGH (H)	MEDIUM (M)	LOW (L)
Other Injury or illness (Low)		MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Loading, handling and transportation of equipment (Injuries caused by: heavy lifting, unacceptable access)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> All equipment must be handled correctly in line with manual handling. Only our staff should move the equipment. Manual handling should be reduced to a minimum by using the trolleys. Ramps & lifts to be used where required and available. All loads must be properly secured. Where required, multiple persons must handle equipment. Individuals should not undertake anything that puts themselves or anyone else at risk. Manual handling training is supplied to all staff annually. Under no circumstances shall anyone but our staff transport equipment. 	L	M	Low
Installation of equipment on site (Injury caused by: debris, tripping over equipment, related injury)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> The operator must have clear access to the setup area. The setup area must be level and free from any rubbish, debris and sharp objects, etc. The equipment must be inspected before, during and after installation to ensure it is free from damage. Once installed, the item should not be moved by any unauthorised persons. The equipment should be set up away from any entrances or exits, ensuring it does not block any fire exits. Always follow the manufacturer's instructions for setup and break down. 	L	M	Low

		<ul style="list-style-type: none"> Any spare equipment must be tidied away and put in a safe place. 			
Electricity & cabling (Injuries caused by: trips, power cut-outs)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> The equipment requires access to a 13-amp plug socket or a 16-amp plug. The power socket ideally should be no further than 30- 40m away from equipment. All electrical components are inspected and PAT every 6 months. All cabling is to be routed away from walkways and any cables crossing footpaths or vehicle access routes are to be covered with cable ramps where possible If the power socket is more than 40m away then a generator is advised due to risks caused by trailing cables, however, the power can safely be up to 40m away should the cable be routed out of the way of footpaths and vehicle access. 	L	M	Low
Operation of equipment on site (Injuries caused by: overcrowding of the area, lack of supervision, not following operating rules)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> Always follow the user limitations for the item. Participants are to queue in front of the equipment in view of the operator, who will control the queue. Participants are not to overcrowd the area and keep a clear space around the item. Participants must follow operator instructions on safe interaction with moving items. Spectators should be away from the equipment and not allowed to interfere with the equipment in any way. Where our staff are present, the equipment will be operated and supervised by trained personnel at all times. In the absence of our staff, the control, supervision, and safe operation of the equipment becomes the responsibility of the hirer. A safety briefing and written operating guidance will be provided and must be adhered to at all times. 	L	L	Low
Injury through incorrect set up (Injury caused by: positioning)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> Equipment to be set up by trained staff only. A final visual check is carried out after installation to ensure the equipment is safe for use. 	L	L	Low
Weather	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> Equipment is designed primarily for indoor use. If used outdoors, it must be fully covered and protected from weather. Equipment must not be used in wet conditions. 	L	L	Low
Overcrowding	<ul style="list-style-type: none"> Customers Public 	<ul style="list-style-type: none"> Number of participants must be controlled based on the equipment design. Only active participants allowed within the immediate play area. Queue must be maintained at a safe distance. 	L	L	Low

Generator and risk of fire (Injuries caused by: fire, heat)	<ul style="list-style-type: none"> • Customers • Public • Employees/Staff 	<ul style="list-style-type: none"> • Where generators are used, they must be positioned a minimum of 5m away from equipment and secured. • Generators must only be operated by competent persons. • No smoking or ignition sources within 5m. • Equipment must be switched off during refuelling. 	L	M	Medium
Injury through equipment defect (Injuries caused by: equipment integrity)	<ul style="list-style-type: none"> • Customers • Public • Employees/Staff 	<ul style="list-style-type: none"> • All electrical equipment is inspected and PAT every 6 months. • All equipment has a visual inspection on set up and pack down, any dangerous defects are reported to the operator and equipment is taken out of action until required remedial works have been carried out. 	L	M	Low
Slips, Trips & Falls (Injuries caused by slippery floor or cabling)	<ul style="list-style-type: none"> • Customers • Public • Employees/Staff 	<ul style="list-style-type: none"> • All cabling must be routed away from walkways and protected where necessary using cable covers. • Where this is not possible, the area must be restricted to prevent access. • Surrounding area must be kept clear of obstructions. 	L	M	Low
Injury through general movement / use of equipment	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • Participants must use the equipment in a controlled manner and remain aware of surroundings. • Participants must not climb, lean excessively, or misuse the equipment. • Activity must be stopped if unsafe behaviour is observed. 	M	L	Low
Contact with equipment	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • Equipment designed for safe, low-impact interaction. • Participants must not strike or force components (e.g., panels, controls, grab mechanisms). • Hands must be kept within designated access areas only. 	L	M	Low
Enclosed booth (Cash Grabbers, Ballnado & the like etc.)	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • Participants must only enter booths when instructed. • Doors or openings must remain accessible at all times. • Participants must exit immediately if instructed or if they feel unwell or uncomfortable. • Booth must not be overcrowded and only one participant allowed at a time unless designed otherwise. 	L	M	Low
Flying items / loose objects (Cash Grabbers, Ballnado & the like etc.)	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • Only lightweight items (e.g., foam balls, tickets or faux money) are used within the equipment. • Participants must wear safety goggles at all times during use. • Participants must keep hands within the designated play area and avoid covering their face. • Equipment must not be tampered with or overloaded. 	L	M	Low
Overenthusiastic behaviour	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • Participants must use the equipment in a controlled manner. 	L	M	Low

		<ul style="list-style-type: none"> • No pushing, rocking, or aggressive interaction permitted. • Unsafe behaviour results in removal from the activity. 			
Unsupervised use	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • Equipment should be supervised by the hirer or a responsible adult at all times when not operated by our staff. 	L	H	Medium

Date of Assessment	13/05/2025	Status	Complete
Re-assessment Date	17/04/2026	<i>M.Huthwaite</i>	Molly Huthwaite