

<b>Risk Assessment</b>	Live 9 Events Ltd
<b>Activity</b>	Props & Static Displays This risk assessment applies to static props and display items including themed props, signage, decorative figures and similar non-interactive equipment.

<b>Assessor</b>	Molly Huthwaite	<b>Location of Assessment</b>	NG12 3UL
-----------------	-----------------	-------------------------------	----------

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"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Ramps &amp; lifts to be used where required and available.</li> <li>All loads must be properly secured.</li> <li>Where required, multiple persons must handle equipment. Individuals should not undertake anything that puts themselves or anyone else at risk.</li> <li>Manual handling training is supplied to all staff annually. Under no circumstances shall anyone but our staff transport equipment.</li> </ul>	M	M	Medium
Installation of equipment on site (Injury caused by: debris, tripping over equipment, related injury)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Equipment must be set up by trained staff only.</li> <li>A final visual check is carried out after installation to ensure items are stable and safe.</li> </ul>	L	M	Low
Operation of equipment on site (Injuries caused by: misuse,	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Props are for display purposes only and must not be climbed on or used as play equipment.</li> <li>Participants and spectators must not interfere with the items.</li> </ul>	L	M	Low

interference, lack of control)		<ul style="list-style-type: none"> <li>• A safe distance should be maintained where appropriate.</li> </ul>			
Injury through incorrect set up (Injury caused by: positioning)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to be set up by trained staff only.</li> <li>• Once all items are set up a walk-around of the item is conducted by the operator.</li> <li>• A final visual check is carried out after installation to ensure items are stable and safe.</li> </ul>	L	L	Low
Weather (if outdoors)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Props must be secured against wind where required.</li> <li>• Lightweight items must not be used in adverse weather conditions.</li> </ul>	L	M	Low
Overcrowding / use of props (Injuries caused by: overcrowding, instability, misuse)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Props are primarily for display purposes and must not be climbed on or misused.</li> <li>• Only designated seating or interactive props may be used as intended.</li> <li>• Number of users must be controlled where props are used for seating or interaction.</li> <li>• Users must sit in a controlled manner and not stand or lean excessively on the item.</li> </ul>	L	M	Low
Slips, Trips & Falls (Injuries caused by: positioning, surrounding area)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Props must be positioned to avoid creating trip hazards.</li> <li>• Surrounding area must be kept clear of obstructions.</li> <li>• Cables (if any) must be routed safely and protected.</li> </ul>	L	M	Low
Contact with equipment (Injuries caused by: sharp edges, falling items)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Props must be checked for sharp edges or damage before use.</li> <li>• Items must be stable and not able to tip or fall during normal use.</li> <li>• Damaged items must not be used.</li> </ul>	L	M	Low
Instability / toppling items	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Larger props must be secured or positioned to prevent movement.</li> <li>• Items must be placed on a flat, stable surface.</li> <li>• Seating props must be positioned on a stable surface and checked regularly during use.</li> </ul>	L	M	Low
Behaviour / misuse & unsupervised environment	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Participants must not climb, sit on or misuse props.</li> <li>• Unsafe behaviour must be stopped immediately.</li> <li>• Props must be monitored by the hirer or responsible person to prevent misuse.</li> </ul>	L	M	Low

<b>Date of Assessment</b>	05/06/2025	<b>Status</b>	<b>Complete</b>
<b>Re-assessment Date</b>	01/06/2026	<i>M.Huthwaite</i>	Molly Huthwaite