

<b>Risk Assessment</b>	Live 9 Events Ltd
<b>Activity</b>	Bean Bag

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

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<p>Loading, handling and transportation of equipment (Injuries caused by: heavy lifting, unacceptable access)</p>	<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>	L	M	Low
<p>Installation of equipment on site (Injury caused by: debris, tripping over equipment, related injury)</p>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Always follow the manufacturer's instructions for setup and break down. Ensure the safety deflation bar is fitted.</li> <li>• Any spare equipment must be tidied away and put in a safe place.</li> </ul>	L	M	Low

Weather	<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 should not be used outdoors in extreme weather conditions or if weather warnings are in place.</li> <li>• Equipment is suitable for indoor use only.</li> <li>• Equipment should be inside a suitable location providing adequate space.</li> </ul>	L	L	Low
Overcrowding	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Seating area monitored to prevent overcrowding. Adequate space maintained between seating.</li> <li>• Do not allow more than 1 user per bean bag.</li> </ul>	L	M	Low
Injury through equipment defect (Injuries caused by: equipment integrity)	<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 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.</li> </ul>	L	M	Low
Trips caused by movement of bean bags	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Bean bags placed away from main walkways and entrances. Staff may reposition seating if moved into walkways.</li> </ul>	L	M	Low
Slips, trips or falls around seating area	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Bean bags arranged in a designated seating area with clear walkways. Area kept tidy and free from obstacles.</li> </ul>	L	M	Low
Difficulty standing up from low seating	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bean bags positioned in suitable areas where participants can stand safely. Alternative seating available if required.</li> </ul>	L	L	Low
Equipment defect (split seams / filling leakage)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Bean bags visually inspected before and after use. Damaged items removed from use immediately.</li> </ul>	L	M	Low
Fire risk from soft furnishings	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Bean bags supplied are fire retardant where applicable and kept away from heaters, open flames, and smoking areas.</li> </ul>	L	H	Medium

<b>Date of Assessment</b>	05/06/2025	<b>Status</b>	<b>Complete</b>
<b>Re-assessment Date</b>	02/02/2026	<i>M.Huthwaite</i>	Molly Huthwaite