

# Bbc Hire

## RISK ASSESSMENT

<b>RISK ASSESSMENT NO:</b>	BBC 1/2012	<b>DATE:</b>	January 2024
<b>LOCATION:</b>	Various Locations		
<b>OPERATION/PROCESS:</b>	Safe installation and dismantling of inflatables		
<b>EQUIPMENT USED:</b>	Inflatable units, Electric blowers and cables, Small hand tools, Metal stakes.		
<b>HAZARDS IDENTIFIED:</b>	Minor crush injuries from rolled up units, Manual handling injuries, Impact from erection of inflatables, Impact with tools, tools falling, and slip/trip/fall hazards.		
<b>SECONDARY HAZARDS:</b>	Other people, Vehicles, Weather		
<b>EXPOSED PERSONS:</b>	BBC Staff, Passers by		
<b>FREQUENCY OF EXPOSURE:</b>	Only on the event date/s	<b>DURATION OF EXPOSURE:</b>	2 hours at start and end
<b>CONTROL MEASURES</b>	<ol style="list-style-type: none"> <li>1. Ensure all members of BBC Staff moving rolled inflatables are fit and capable of moving them under controlled conditions.</li> <li>2. Ensure Manual Handling is kept to a minimum and lifting aids/ trolleys are used at all times.</li> <li>3. All BBC staff are to be trained/ briefed on the correct approach to lifting.</li> <li>4. Ensure all tools and equipment are safe and correct for the job</li> <li>5. Ensure all electrical equipment has been PAT tested and records kept.</li> <li>6. Ensure the blower is connected and all staff and passers by are clear of the inflatable whilst being inflated.</li> <li>7. Ensure that once the blower is connected all staff are clear of the inflatable while being inflated.</li> <li>8. Ensure all corners of the inflatable are safely secured to the ground and regular checks are carried out to ensure they stay in place.</li> <li>9. Ensure cables are kept to a minimum and set out safely to minimise any trip/ fall hazards. Any areas where cables are protruding across walkways MUST be covered and signage prominently displayed.</li> <li>10. On completion of the installation all tools and non-required equipment is to be returned to the vehicle and stored correctly.</li> <li>11. When carrying out the dismantling of the play area ensure everyone is off/ out of the inflatable/s before switching off the electricity.</li> <li>12. Ensure that Vehicles are parked in a predetermined area and do not cause obstruction to the public or the emergency services.</li> <li>13. While driving across the area ensure the vehicle speed is kept to a minimum (5mph maximum)</li> <li>14. All BBC staff are to be briefed on the risk assessments for the event procedures.</li> </ol>		
<b>MONITORING RESULTS:</b>	The BBC Manager is to ensure all staff are fully aware of their roles and responsibilities.		
<b>REVIEW DATE:</b>	January 2029		
<b>RESIDUAL RISK RATING:</b>	LOW		
<b>RISK ASSESSMENT:</b>	If the above is adhered to; Risk is acceptable.		
<b>ASSESSOR:</b>	Clyde Thompson	<b>POSITION:</b> Director	