

Hillsborough Village Centre – Birthday Party Package Risk Assessment

May 2023

Severity/Hazard			Probability/Risk			Outcome (Severity x Likelihood)		Further Action
Death	5		Imminent	5		Unacceptable	20-25	Immediately
Severe illness or injury	4		Very Likely	4		Very High	15-19	Within a week
Significant Injury	3		Likely	3		High	10-14	Within a month
Minor injury	2		Possible	2		Normal	4-9	If possible
Insignificant	1		Unlikely	1		Low	1-3	Manage

No.	Hazard	Who is at Risk	Risk			Existing Controls	Residual Risk			Are Further Controls Necessary? (9+) Yes / No (If "Yes" complete Section 3 below)
			Severity	Likelihood	Risk		Severity	Likelihood	Risk	
1	Bouncy Castle: Loss of pressure, failure of fabric, power to blower	mop	3	3	9	<ul style="list-style-type: none"> Annual service in place, castle visually checked during set up. Blower PAT tested. Castle positioned & chairs/benches in place to protect blower form being easily accessed by public. Mats around entrance/exit Number & max users to be determined from manual & inspection certificate 	3	2	6	NO

2	Slips, trips, falls	mop	3	3	9	<ul style="list-style-type: none"> • Food/drink in one area only. • Hall checked during set up and throughout 	3	2	6	NO
3	Inadequate segregation, inappropriate behaviour	mop	3	3	9	<ul style="list-style-type: none"> • Written confirmation & instruction given to parents informing them supervision at parties is their responsibility at all times – via terms and conditions. • ONLY SIX SMALL CHILDREN TO USE BOUNCY CASTLE AT ANY ONE TIME – this must be enforced by the party organiser/user rep. • Food must be kept at tables/food area 	3	2	6	NO
5	Manual handling	emp	3	3	9	<ul style="list-style-type: none"> • Staff aware of party set up & take down safety and trained in manual handling • Staff aware of storage of party equipment 	3	2	6	NO
6	Fire	mop & emp	3	3	9	<ul style="list-style-type: none"> • Blower PAT tested • Fire checks in place and all exits kept clear • No smoking policy in place 	3	2	6	NO