

QUORPORATE GAMES RISK ASSESSMENT

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EQUIPMENT USED FOR and DEMARCATION/PROTECTION OF ACTIVITY ZONES

CROQUET

Outdoor lawns: high quality Jaques hoops, mallets, balls and sequence posts; each lawn is marked with corner flags.

Indoor microquet: if pre-booked, 2 lanes of artificial grass each with a hoop and concealed base plate; and as outdoor equipment is used, the area is protected with perimeter edging where needed.

Indoor croquet lawn: 8 pieces of artificial grass laid together and secured with non-residue tape at the exterior edges; 1 central sequence post and 6 hoops each with a concealed base plate; as outdoor equipment is used, the lawn is protected on all four sides with perimeter edging and demarcated with corner flags. The indoor croquet lawn must be pre-booked and is therefore not available as back-up for outdoor activities.

PETANQUE

Outdoor lanes: proper petanque balls of the correct weight and diameter as played in France; each lane will be marked with football cones and corner flags.

Indoor lanes: indoor soft petanque balls hard enough for play but soft enough not to do any damage; 2 lanes of artificial grass with sufficient spacing to avoid the need for demarcation or perimeter edging; if used as back-up for outdoors, the artificial grass will not be available so the petanque is played on the venue's floor or carpet and the lanes demarcated with football cones.

QUOITS

Outdoor lanes: steel-reinforced rope quoits; hula hoops as target circles; wooden stakes which if ringed double the score; lanes marked with cones and corner flags.

Outdoor boards: steel-reinforced rope quoits: wooden boards with 1 target area and 5 stakes which if ringed double the score; throwing area clearly marked.

Indoor use: the outdoor equipment can be used indoors; 2 lanes of artificial grass with sufficient spacing to avoid the need for demarcation or perimeter edging; or quoits boards with the throwing area clearly marked; if used as back-up for outdoors, the artificial grass will not be available so the quoits are played on the venue's floor or carpet with the area clearly with football cones.

QUORNHOLE (U.S. CORNHOLE)

Outdoor lanes: full-size cornhole boards and all-weather bags made to exact U.S. specifications – weights, materials, dimensions etc; lanes marked with cones and corner flags.

Indoor lanes: the outdoor equipment can be used indoors only if pre-booked – 2 lanes of artificial grass with sufficient spacing to avoid the need for demarcation or perimeter edging; quornhole is not available as back-up for outdoor events and must be pre-booked if it is to be used indoors and then only with a minimum ceiling clearance of 12 feet.

STANDARD ACTIVITY RISKS

<u>FORESEEABLE HAZARDS</u>	<u>WHO MIGHT BE HARMED AND HOW?</u>	<u>INHERENT RISK</u>	<u>CONTROLS</u>	<u>RESIDUAL RISK</u>
<p>=====</p> <p>Risk of running the activity/ies in an inappropriate location affecting the safe running of the event</p> <p>=====</p>	<p>=====</p> <p>Clients and staff could be injured if the location is compromised with non-participants and other distractions, or by dangerous play and unruly behaviour</p> <p>=====</p>	<p>=====</p> <p>Medium</p> <p>=====</p>	<p>On arrival the instructor(s) will confirm the activity location(s) with the agency, venue or client booking the event and will advise all those nearby if there are any safety concerns</p> <p>=====</p> <p>The instructor(s) will ensure the area(s) within which each activity is to take place is/are clearly demarcated and suitable for the purpose, and that any spectators keep off the area of play</p> <p>The instructor(s) will supervise each activity throughout and will discourage dangerous play and any behaviour likely to lead to injury or damage. We reserve the right to ask a participant to leave the activity if necessary</p> <p>=====</p>	<p>=====</p> <p>Low</p> <p>=====</p>

STANDARD ACTIVITY RISKS

<u>FORESEEABLE HAZARDS</u>	<u>WHO MIGHT BE HARMED AND HOW?</u>	<u>INHERENT RISK</u>	<u>CONTROLS</u>	<u>RESIDUAL RISK</u>
Risk of inadequate or unsuitable activity zone being allocated	Clients and staff could be injured if the zone allocated for the activity is not large enough or is otherwise unsuited to the group activity	Medium	<p>As far as possible we will check in advance with the agency, client or venue booking the event, or by using online resources and any prior venue knowledge, that sufficient and appropriate space is available for the safe running of the activity/ies</p> <p>If needed we can make a site visit though this would be subject to a charge</p>	Low
=====	=====	=====	=====	=====
Risk to clients from participating in the activity	Clients through lack of knowledge on how to participate in the activity	Medium	<p>Each instructor is experienced in how to run the activity and has good knowledge of safe working practices with team-building and group activities</p> <p>A short activity and safety briefing is given before clients take part – this to include a demonstration of how to play safely when it is their go</p> <p>If the space is insufficient or inappropriate for the safe running of the activity, the activity will not take place</p>	Low

QUORPORATE GAMES: ACTIVITY SPECIFIC RISKS

RISKS BY ACTIVITY, ALL LOW TO MEDIUM: WITH MEASURES OUTLINED BELOW, ALL RISKS REDUCED TO LOW

CROQUET

OUTDOOR RISKS: Being hit by a ball or mallet – the briefing to stress the need for players to look both ahead and behind when swinging the mallet, warning others if they plan to hit the ball hard; and when not taking their stroke, stand away from the direction of play and keep their eye on the balls - and get out of the way if necessary!

INDOOR MICROQUET RISKS: As above for outdoors – plus the briefing to stress that only 1 player should be on each lane at a time. **Risk of damage to venue fixtures and fittings etc** – the rules discourage players to hit the ball hard; if pre-booked the artificial grass lanes used clearly demarcate the area of play and the perimeter edging will stop a ball even if hit hard.

INDOOR CROQUET LAWN RISKS: As above for outdoors – plus, if 2 games are to be played at the same time, the briefing to stress that each player needs to be aware of and take account of the players in the other game. **Risk of damage to venue fixtures and fittings etc** – the artificial grass clearly demarcates the area of play, there is a dead ball zone between the edge of the lawn and the outer perimeter, and the perimeter edging will stop a ball even if hit hard; moreover, the rules have been adapted to penalize players who overhit the ball, and in particular if they hit any of their team's balls off the lawn.

PETANQUE

OUTDOOR RISKS: Being hit by a ball – the briefing to stress the need for the player about to throw and all others in the game to ensure no one is standing in the lane; minimum spacing between lanes 2m.

INDOOR RISKS: As above for outdoors -- though less concerning as the indoor petanque balls are soft; if pre-booked the two lanes of artificial grass clearly demarcate the area of play; if used as back-up for outdoors, the artificial grass will not be available so the petanque is played on the venue's floor or carpet and the lanes indicated with football cones. **Risk of damage to venue fixtures and fittings etc** – we ask that anything likely to be damaged or knocked over is removed from the likely arcs of throw before the activity starts.

QUOITS and QUORNHOLE (U.S. CORNHOLE)

OUTDOOR RISKS: Being hit by a quoit or quornhole bag – this is of less concern than with a croquet or petanque ball; the rope quoits are reinforced with a steel core but they are not heavy and are not likely to cause injury; the quornhole bags are similarly not heavy and are not likely to cause injury; nevertheless, the briefing to stress the need for the player about to throw and all others in the game to ensure that no one is standing in the likely direction and arc of throw; minimum spacing between lanes 1m.

INDOOR RISKS: As above for outdoors -- if quoits or quornhole are pre-booked the 2 lanes of artificial grass clearly demarcate the area of play. If quoits are used as back-up for outdoors, the artificial grass will not be available so the quoits are played on the venue's floor or carpet and the lanes indicated with football cones; quornhole is not available as back-up for outdoor events and must be pre-booked if it is to be played indoors. **Risk of damage to venue fixtures and fittings etc** – we ask that anything likely to be damaged or knocked over is removed from the likely directions and arcs of throw before the activity starts. For quornhole minimum ceiling clearance to lowest obstruction required is 12 feet.