



Method Statement

How we set up, run, and break down a fun casino event safely and efficiently. This statement supports our risk assessment by explaining, step by step, how each risk is controlled on the day.

PREPARED BY

George Bentley

DATE

3rd September 2025

NEXT REVIEW

2nd September 2026

1 Purpose

This method statement sets out the processes and measures we take for the safe and efficient setup, operation, and breakdown of fun casino events. It supports the risk assessment by providing a detailed explanation of how risks are mitigated.

2 Scope

This method statement applies to all fun casino events, including setup, event operation, and breakdown. It covers activities involving the handling of casino tables, props, electrical equipment, and interaction with clients and guests.

3 Roles and Responsibilities

- **Event Manager.** Oversees the entire event, holds responsibility for compliance with safety standards, and coordinates the team.
- **Setup Team.** Responsible for the safe transport, unloading, and setup of equipment.
- **Croupiers and operators.** Run the casino tables safely and professionally during the event.
- **Breakdown Team.** Handles the dismantling and loading of equipment after the event.

4 Procedure

4.1 Pre-event preparation

- **Venue assessment.** Conduct a pre-event visit (where possible) to assess access, layout, power availability, and potential hazards. Confirm clear access for loading and unloading, and that fire exits are unobstructed.

- **Equipment checks.** Inspect casino tables, props, and electrical equipment to confirm they are in good working order. Perform PAT testing on all electrical items (projectors, lights, and similar).
- **Team briefing.** Brief staff on the event schedule, safety procedures, and assigned responsibilities. Review the risk assessment and highlight key risks specific to the venue.

4.2 Setup procedure

- **Transport and unloading.** Use trolleys or mechanical aids to safely unload equipment. Team members follow manual handling guidelines to prevent injuries.
- **Table setup.** Position casino tables to allow adequate spacing for guest movement and croupier operation. Secure all table legs and check tables are level and stable.
- **Electrical installation.** Use appropriate cable covers and tape to secure wires, minimising trip hazards. Test all electrical items for functionality and safety.
- **Final checks.** Keep fire exits clear. Confirm props and decorative items are stable and securely fixed.

4.3 Event operation

- **Guest safety.** Advise guests not to place drinks on casino tables to prevent spills. Monitor guest behaviour and address any disruptive actions immediately.
- **Equipment monitoring.** Use all equipment as intended. Address any faults or hazards promptly.
- **Hygiene measures.** Provide hand sanitiser near tables. Sanitise fun money, cards, and table surfaces before and after use.

4.4 Breakdown procedure

- **Dismantling equipment.** Disassemble tables and props carefully, in the reverse order of setup. Inspect equipment for damage and report any issues to the Event Manager.
- **Loading and transport.** Use trolleys or aids to load equipment back into vehicles safely. Secure all items to prevent damage in transit.
- **Venue clearance.** Leave the venue clean and free of debris. Conduct a final walk-through to confirm all equipment is accounted for.



5 Control Measures

- **Manual handling.** Use trolleys and train staff in proper techniques to prevent injuries.
- **Trip hazards.** Secure cables and maintain clear walkways.
- **Electrical safety.** Regular PAT testing and visual inspections of all equipment.
- **Guest safety.** Limit the number of players per table and maintain clear signage for safety rules.
- **Fire safety.** Keep fire exits clear and use fire-retardant props.
- **Hygiene.** Sanitise equipment and provide hand sanitiser.

6 Insurance and Competence

Royale Events Ltd holds public and products liability insurance to a limit of £5,000,000 each and every claim. A current certificate is included in our venue pack and available on request. Our croupiers are experienced, and every team member is

briefed on the risk assessment and the venue's own procedures before the event begins.

7 Emergency Procedures

Event lead on the day: George Bentley · 07707 014055. The event lead holds a copy of this statement and the risk assessment on site.

- **Fire.** Evacuate guests via the designated fire exits. Liaise with venue staff to follow the venue's fire safety protocols.
- **First aid.** Provide immediate assistance to anyone injured and call the emergency services if needed. Record all incidents in an event log.
- **Equipment failure.** Remove faulty equipment and replace with spares where available. Notify the client of any disruption and provide alternatives.

8 Review and Monitoring

- Review and update this method statement regularly to reflect changes in operations or new hazards.
- Conduct post-event reviews to assess how well the risk controls worked.

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