VENUE PACK

Venue Information & Safety Pack

Everything your venue's events and safety teams need from us, in one place: our risk assessment, method statement, and public liability insurance.

PUBLIC LIABILITY

£5,000,000

each and every claim

DOCUMENTS

RAMS

Risk assessment & method statement

REVIEWED

Annually

Next review 8th July 2027

THE DOCUMENTS

01 **Public Liability Insurance**

Certificate of public and products liability insurance to a limit of £5,000,000 each and every claim.

02 **Risk Assessment**

Our full risk assessment for fun casino events: the hazards, their severity and likelihood, and the controls we put in place.

03 **Method Statement**

How we set up, run, and break down safely on the day, from load-in to venue clearance.

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Royale Events Ltd
Trading as Royale Casino Hire

Company no. 15359555 · **VAT** GB504290225

Registered office
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Risk Assessment

Our assessment of the hazards present at a fun casino event, the people and areas affected, and the controls we put in place to keep guests, staff, and the venue safe.

PREPARED BY	DATE	NEXT REVIEW	SCOPE
George Bentley	29th June 2026	29th June 2027	All fun casino events

1 Scale of Risk

SEVERITY ACROSS THE TOP · LIKELIHOOD DOWN THE SIDE

	Acceptable	Tolerable	Generally unacceptable
Not likely	Low	Medium	High
Possible	Low	Medium	High
Probable	Medium	High	High

Life-safety hazards, such as fire and electrical faults, are rated High even where the likelihood is low. This is a precaution: we never downgrade the severity because something is unlikely to happen.

2 Risk Assessment List

Risk	Area affected	Severity	Likelihood	Impact	Controls
Manual handling injuries from lifting or moving heavy equipment.	Setup / breakdown areas	Tolerable	Possible	Medium	Train staff in manual handling; use trolleys or aids for moving heavy items.
Tripping over wires, cables, or table legs.	Around tables and equipment	Tolerable	Possible	Medium	Secure all cables with tape; clear signage; maintain compact layouts.
Faulty or unsafe electrical equipment causing harm.	Setup / power supply area	Generally unacceptable	Not likely	High	Regular PAT testing; inspect equipment before each event. Current electrical inventory is new.
Overcrowding at tables causing discomfort or accidents.	Around the tables	Tolerable	Possible	Medium	Limit to 13 players per table; maintain clear walkways; space tables adequately.
Blocked fire exits or flammable materials posing a fire risk.	Venue exits, props	Generally unacceptable	Not likely	High	Keep fire exits clear; use fire-retardant props; confirm venue fire procedures.

Slips caused by spilled drinks near tables.	Around the tables	Tolerable	Possible	Medium	No drinks on tables; clean spills immediately; provide spill signage if needed.
Loud environments affecting communication or game enjoyment.	Venue floor	Acceptable	Not likely	Low	Signage for game rules; avoid obstructing venue sound systems.
Props falling or collapsing, posing injury risk.	Venue floor	Tolerable	Possible	Medium	Secure all props; check stability during setup; avoid overcrowding near props.
Guests or staff bumping into casino table edges.	Around the tables	Acceptable	Not likely	Low	Inspect tables for sharp edges; padded cushions cover table edges.
Germs spreading through shared items like fun money or cards.	Fun money, cards, surfaces	Tolerable	Possible	Medium	Fun money, cards, and tables are sanitised before and after events.
Guest behaviour: guests behaving disruptively, intoxicated, or aggressively.	Around the tables	Tolerable	Possible	Medium	Clear house rules; train staff in de-escalation; liaise with venue security.
Lighting issues: poor lighting affecting visibility and creating hazards.	Casino and venue area	Acceptable	Possible	Low	Provide adequate lighting around tables; add portable lights if venue lighting is insufficient.
Overheating or ventilation problems from overcrowding.	Venue floor	Tolerable	Possible	Medium	Keep the room properly ventilated; monitor occupancy; liaise with venue staff for climate control.
Equipment damage: tables or props damaged by misuse or accidents.	Around the tables	Tolerable	Possible	Medium	Inspect equipment before and after events; supervise responsible use; have spares available.
Weather-related risks: outdoor events disrupted by rain, wind, or heat.	Outdoor event areas	Tolerable	Possible	Medium	Provide cover for outdoor events; secure tables and props against wind.

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	DATE	NEXT REVIEW
George Bentley	29th June 2026	29th June 2027

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.

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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.

Certificate of public and products liability insurance

Royale Events Ltd

Certificate of public and products liability insurance

Insured name:	Royale Events Ltd
Address:	81 Tierney Road LONDON
Postcode:	SW2 4QH
Policy number:	PL-PSC10003986210/00
Insurer:	Hiscox Insurance Company Limited
Period of insurance:	From 09/07/2026 to 08/07/2027 both days inclusive.
	This policy is a Continuing cover policy
Limit of indemnity:	£5,000,000 each and every claim or loss, excluding defence costs and representation costs

Signed on behalf of Hiscox Underwriting Limited as agent for the insurers

Jon Dye
CEO, Hiscox UK

Note: this certificate is for information purposes only and does not contain the full terms, conditions and exclusions of the insurance cover and does not constitute a contract of insurance.