



Normal Operating Procedure (inc. Risk Assessment) Laser Tag

This document should be read in conjunction with the Laser Tag ACOP

Risk Profile

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

The following risks have been identified through PGL's risk assessment process:

- a. Extreme Weather
- b. Slips/trips/falls – wet and uneven ground
- c. Injury from participation/physical exertion
- d. Fatigue/exhaustion/dehydration
- e. Falls into open bodies of water and vegetation
- f. Collisions – guests with guest, guests with static object, guests with moving objects.
- g. Vegetation & Wildlife – foliage, guest specific allergies, stings & bites.
- h. Entrapment of hair or jewellery in equipment

Control Measures

Deployment Requirements

Instructor Qualifications: Trained and Assessed in accordance with PGL Laser Tag assessment Criteria.

AIGL to Participant ratio: 1:30 (1:20 Active participation)

1. Equipment Requirements:

Required for staff

- Whistle
- 1 x master controller
- Costume- if age appropriate

Required for Guests

- Water bottle
- Medication (if required)
- 1 x Tagger including sensors
- Bandana if required

2. Specific Clothing Requirements:

- Comfortable clothing appropriate for weather
- Appropriate Footwear
- Students own hat

3. Per Activity Base:

- Medic Box per team (Red and Blue)
- Games Box (Battle Box)
- Repeater box (if larger area required)
- Boundary markers
- Waiting area for resting team

Date of Issue	Issued By	Authorised By	Page Total
December 2021	Eimear Flynn	Stuart Davie	Page 1 of 2



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4. Activity: Preparation

- a. Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- b. Structure of activity has been organised and planned in accordance with the area/room given and specifics of group.
- c. Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- d. Check the area which to ensure it is useable and appropriate for the delivery of laser tag. Area set up in line with ACOP.
- e. All equipment collected and checked to ensure it is appropriate for the group and activity being delivered. Taggers are required to be turned on using the appropriate method.

5. Activity: Instruction

- a. A safe and suitable warm up must be given.
- b. Guests are split into teams and the aims/objectives are explained.
- c. Guests given outline of the plan, safety rules, including boundaries and hazards, explanation of activity and how to use taggers, emergency procedure, desired outcomes (how to win/get points).
- d. An Introduction game of Team Elimination is conducted and reviewed as a group with safety points highlighted where necessary.
- e. Each section of the activity, where necessary is demonstrated and practiced.
- f. Use of equipment is supervised.
- g. Points to be given out after games have been completed.
- h. Suitable developments for the group can be added into the activity. Timings can be adjusted where applicable.
- i. Ensure that the area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

6. Activity: Conclusion

- a. Cool-down and Winning team highlighted.
- b. Ensure the activity is reviewed against objectives at a relevant level for the age and ability of the guests.
- c. Ensure guests are aware of what to do next.
- d. Ensure all areas that have been used are left clear, tidy and in a safe condition.
- e. Report and remove any broken, damaged, or faulty equipment.
- f. Ensure Taggers are replaced on charge at end of day.
- g. Log any incidents.

FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE

Date of Issue	Issued By	Authorised By	Page Total
December 2021	Eimear Flynn	Stuart Davie	Page 2 of 2