



Normal Operating Procedure (inc. Risk Assessment) Quiz Shows

#TEAMPGL

Risk Profile

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

- a. Hazards within venue
- b. Quality of equipment
- c. Injury from participation/physical exertion
- d. Fatigue/exhaustion/dehydration
- e. Injury from overcrowding
- f. Collisions – guests with guest, guests with static object, guests with moving objects.
- g. Misuse of equipment

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.

Control Measures

Deployment Requirements

Instructor Qualifications: Trained and Assessed in accordance with PGL Quiz Shows assessment criteria.

AIGL to participant ratio: 1:70

1. Equipment Requirements

Per Instructor:

- Costumes and props
- Score board and markers
- Bibs – different colour per team (optional)
- Read ACOP and plan equipment to appropriate quiz activity

Per Participant:

- Medication (if required)

2. Session Preparation

- The instructor must be aware of any local hazards around the site and take all steps to minimise the danger to participants.
- Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- Structure of activity has been organised and planned in accordance with the area/room given and specifics of group.
- Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- Check the area which you have been allocated to ensure it is useable and appropriate for the delivery of Quiz Shows.
- All equipment collected and checked to ensure it is appropriate for the group and activity being delivered.
- Other staff involved are briefed and given responsibilities.
- Physical and behavioural boundaries demonstrated, explained, reiterated and agreed.
- Any changes needed to be made, are to be passed through a member of the senior team.

3. Session Instruction

- a. A safe and suitable warm up session must be given.
- b. Guests are split into teams and the aims/objectives are explained.
- c. A safety briefing must be given.
- d. Rules of the activity to be explained to the group, including time limits, behavioural expectations and desired outcomes (how to get points).
- e. Ensure that the area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.
- f. Points are to be awarded after each round of the quiz.
- g. Suitable developments for the group can be added in to the activity/each round.

4. Session Conclusion

- a. Cool-down, reduce level of activity and encourage quieter behaviour.
 - b. A review of the session must take place, fitting the group's needs.
 - c. Winning team highlighted and prizes given out if appropriate.
 - d. Ensure guests are aware of what to do next.
 - e. Ensure all areas that have been used are left clear, tidy and in a safe condition.
 - f. Report and remove any broken, damaged or faulty equipment.
 - g. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook
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