SOUND • BATTERY • INDOOR AND OUTDOOR USE

Risk Assessment - Portable Speaker

RI-RA-003 | Version 2.2 | APPROVED

Document Ref	Version	Status	Issue Date	Review	Owner
RI-RA-003	2.2	APPROVED	02 October 2026	By 02 October 2027*	Rugby Inflatables

Purpose and scope

Transport, positioning, charging, supervised use and collection of Rugby Inflatables portable speaker equipment, supplied alone or with other hire items. Covers indoor venues and suitable outdoor locations. Model reference: JBL PartyBox 110; confirm the supplied unit label and manual before applying model-specific controls. People at risk: staff, hirers, children, other guests, venue occupants and nearby members of the public.

Operating boundaries and responsibilities

RI checks the equipment and demonstrates safe use. A named responsible hirer/event operator controls volume, positioning and access throughout the hire. Prefer a charged battery for public-area use. RI operating policy in this assessment: mains operation/charging only in a suitable dry indoor location; no wet outdoor charging. The speaker is not emergency communications equipment. Stands and wired accessories apply only when supplied and assessed.

Risk scoring

Scale	1	3	5
Likelihood	Unlikely	Possible	Likely / expected
Severity	Minor injury / first aid	Serious injury / hospital treatment	Fatality / permanent disabling injury

Scores 1-3: maintain controls. Score 5: verify every critical control for a potentially fatal or permanently disabling hazard. Scores 9-15: do not start; reduce risk and reassess. Score 25: unacceptable - stop. These are RI planning bands, not statutory thresholds. Initial ratings precede controls; residual L / S / score apply only after verification. Missing critical controls override any score. Records: Use the existing online handover checklist to record unit/accessories, condition, safe location, power arrangement, responsible person and instructions on volume, lights, faults and emergencies. Keep maintenance and electrical checks under existing procedures. No separate paper handover or approval page is included. *Review annually or sooner after an incident, defect, equipment change or failed control. Revision 2.2 expands supplied v2.1. Approved 02 October 2026. Owner verified the equipment, accessories and operating arrangements for controlled issue; update the master register.

Assessment table

Condition, power and safe charging | RI and the named responsible person to verify controls for each hire.

Hazard	Potential harm / at risk	Required controls	Initial	L	S	Score	Responsibility / action
01 / Damaged or unsuitable equipment	Shock, fire, sharp edges or equipment failure. Staff, hirer and guests.	Identify the unit and use its instructions. Check casing, handle, feet, sockets, protective covers and supplied mains lead before and after hire. Look for impact damage, heat marks, loose parts and abnormal operation. Maintain appropriate electrical inspection/testing. A test label does not override a current defect.	3 x 5 = 15	1	5	5	RI checks and records condition. Withdraw damaged or suspect items; no taped repairs, opening the casing or user battery replacement.
02 / Wrong lead, supply or electrical connection	Electric shock, overheating or fire. Staff, hirer and occupants.	For the PartyBox 110 use the supplied AC lead and built-in charging system, not an improvised external charger. Confirm supply compatibility and sound socket condition. Do not overload adaptors or extensions; use appropriate RCD protection for the arrangement. Connect with dry hands; inspect before energising.	3 x 5 = 15	1	5	5	RI demonstrates the approved connection. Hirer must contact RI for supply faults or replacement leads; generator supply requires its separate assessment.
03 / Unsafe charging location or unattended charging	Fire spreads to combustibles or blocks escape. Staff and occupants.	Charge on a stable dry surface with ventilation and clearance from combustible materials. Keep away from bedding, curtains, heat sources, exits and stairs. Do not cover the unit or lead. Keep charging under a responsible person's oversight; no charging while asleep or leaving it charging in an unattended vehicle.	3 x 5 = 15	1	5	5	RI/hirer plans charging before use and disconnects when complete. Stop for unusual heat, smell, swelling or noise; do not continue to meet a booking deadline.
04 / Liquid, condensation or wet connectors	Shock, short circuit, battery damage or fire. Staff and users.	Keep drinks, cleaning sprays and wet hands away from mains connections. Allow a cold speaker to acclimatise naturally in a dry area; ensure ports and lead are dry before connecting power. Do not rapidly heat it to dry it. Suspected internal water ingress requires withdrawal, not simply wiping the casing.	3 x 5 = 15	1	5	5	Hirer stops use and contacts RI. Isolate power only from a safe dry point. RI obtains competent assessment before reuse if liquid may have entered.

Residual ratings apply only when every listed control is in place. Stop for any missing critical control, regardless of the score.

Assessment table

Positioning, stability and movement | RI and the named responsible person to verify controls for each hire.

Hazard	Potential harm / at risk	Required controls	Initial	L	S	Score	Responsibility / action
05 / Tip-over or placement near children	Impact or crush injury from falling speaker. Children, guests and staff.	Position on a firm level surface in a manufacturer-approved orientation. The PartyBox 110 rests on its rubber feet. Keep away from edges, steps, door swings and vigorous play. Never put it on an inflatable, entrance mat or unstable furniture. Keep children from leaning, sitting or climbing on it.	3 x 5 = 15	1	5	5	RI agrees position at handover. Responsible person checks it remains stable and moves people away before any approved repositioning.
06 / Stand or elevated mounting - if used	Speaker or stand falls from height. Staff and public.	Ground-level placement is preferred. Elevated installation must use compatible rated mounting hardware, adequate capacity, fully deployed stable legs and correct locks. PartyBox pole mounting requires a qualified installer. Isolate the footprint from guests; assess wind and pulling on leads. No improvised shelf, chair, stack or hanging arrangement.	3 x 5 = 15	1	5	5	RI approves and checks the complete arrangement before use. Hirer must not alter height, move the stand or add loads. Stop if stability cannot be assured.
07 / Cable trips or snagging	Falls, pulled-over speaker or cable damage. Staff and public.	Prefer battery/Bluetooth where practical. Keep mains, audio and accessory leads outside walkways and landing areas. Protect unavoidable crossings with suitable cable ramps; avoid loose mat edges and trailing loops. Provide slack without creating a snag; do not trap leads in doors or allow vehicle traffic to crush them.	3 x 3 = 9	1	3	3	RI/hirer checks routes after layout changes. Remove unused leads; isolate before replacing a damaged cable. Do not stretch a lead to reach a new position.
08 / Manual handling and transport	Strain, dropped equipment, crush injury or moving load. Staff and occupants.	Plan route and grip; switch off and disconnect every lead before moving. Use the carrying handle, suitable aids and help where needed. Do not lift by grille, controls or attached cables. Secure the speaker and accessories against vehicle movement; protect from sharp/heavy equipment, moisture and excessive heat.	3 x 5 = 15	1	5	5	RI follows RI-HS-002 and RI-RA-005. Inspect after a drop or impact; suspected battery damage requires withdrawal and competent advice before further handling/transport.

Residual ratings apply only when every listed control is in place. Stop for any missing critical control, regardless of the score.

Assessment table

Sound, lighting and user control | RI and the named responsible person to verify controls for each hire.

Hazard	Potential harm / at risk	Required controls	Initial	L	S	Score	Responsibility / action
09 / Excessive sound and prolonged exposure	Permanent hearing damage, tinnitus or distress. Children, guests and staff.	Begin at low volume and use the lowest level needed for the activity. Keep listeners away from the speaker face and avoid directing sound at nearby children. Reduce duration and provide quiet breaks/areas. Assess cumulative staff noise exposure at staffed events; obtain competent measurement where levels/duration create concern.	3 x 5 = 15	1	5	5	Responsible operator checks levels throughout. Do not use volume percentage, speaker wattage or absence of complaints as proof of safe exposure. Reduce or stop if anyone reports discomfort or ringing.
10 / Sudden loud playback or microphone feedback	Acoustic shock, hearing injury or startled movement. Users and guests.	Set source and speaker volume low before pairing, changing tracks/inputs or connecting accessories. Control notifications and prevent unexpected reconnection from other devices. If a microphone is supplied, keep it away from and pointing away from the speaker; raise gain gradually and stop feedback immediately.	3 x 5 = 15	1	5	5	Named operator controls the source device and volume. Only approved accessories are connected; reset to low level after interruption or reconnection.
11 / Sound masks instructions or alarms	Missed evacuation signal or unsafe inflatable behaviour. All persons.	Position and set volume so inflatable supervisors can give effective instructions and venue alarms remain recognisable. Agree a quick music-stop signal at staffed events. Keep supervision duties free from music-control distractions. Provide an independent way to communicate emergencies; do not rely on Bluetooth playback or this speaker alone.	3 x 5 = 15	1	5	5	Responsible person stops music immediately for an incident or instruction. Reduce volume or change location if speech, alarms or supervision are compromised.
12 / Flashing/strobe effects and glare	Distress, photosensitive reaction, disorientation or fall. Susceptible users and guests.	RI default for children's hires: disable strobe/flashing effects unless a suitable arrangement is agreed with the organiser. Explain light controls and prevent unauthorised changes. Consider disclosed sensory/photosensitivity needs; turn effects off if unsuitable. Do not encourage close staring into LEDs or use speaker lights as room safety lighting.	3 x 5 = 15	1	5	5	RI demonstrates how to disable effects. Responsible person stops lights at any concern, supports the affected person and seeks emergency help where needed.

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Assessment table

Indoor surroundings and outdoor conditions | RI and the named responsible person to verify controls for each hire.

Hazard	Potential harm / at risk	Required controls	Initial	L	S	Score	Responsibility / action
13 / Blocked exits, crowding or nearby activities	Trips, collision or delayed evacuation. Guests and venue occupants.	Keep speaker, stand and cables out of exits, corridors, firefighting access and accessible routes. Allow for queues, dancing and moving furniture. Separate from inflatable entrances and blower/anchor zones. Keep away from cooking, candles, heaters and combustible decorations. Do not use as a table or storage surface.	3 x 5 = 15	1	5	5	RI/hirer agrees layout with venue. Reassess if crowd or furniture positions change; relocate safely before continuing.
14 / Rain, splashes, pooling or outdoor charging	Water ingress, shock, battery fault or loss of service. Users and staff.	PartyBox 110 is IPX4 splash-resistant with protective covers securely closed; it is not waterproof. RI policy: outdoor use on battery only in suitable dry conditions, with a safe dry relocation plan. Keep clear of pools, sprinklers and puddles. Stop before rain or spray threatens the setup; never wrap it in a heat-trapping cover.	3 x 5 = 15	1	5	5	Hirer protects the unit before conditions worsen. No outdoor mains use/charging under this assessment. After significant wetting, isolate from service and contact RI before charging.
15 / Heat, cold or obstructed ventilation	Battery overheating, fire or unreliable operation. Staff, hirer and occupants.	Follow manufacturer operating/charging temperature limits. Keep out of prolonged direct sun, hot parked vehicles and near heaters; maintain ventilation around the unit. Do not charge a very cold or overheated battery. Allow natural return to suitable conditions, checking for condensation before connection.	3 x 5 = 15	1	5	5	Responsible person stops for abnormal temperature or performance. RI assesses suspected damage; moving into shade alone does not make a damaged battery safe.
16 / Tampering, misuse or unsupervised changes	Excess volume, instability or unsafe reconnection. Children and other guests.	Appoint a responsible person aged 18+ to control the speaker and source device. Keep controls and connectors away from casual interference without raising the unit unsafely. No opening the casing, objects in ports, climbing, unauthorised relocation, substitute leads or unassessed extra equipment.	3 x 5 = 15	1	5	5	RI explains restrictions at handover. Hirer stops use if control cannot be maintained; contact RI instead of attempting a repair.

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Assessment table

Battery faults, emergencies and return | RI and the named responsible person to verify controls for each hire.

Hazard	Potential harm / at risk	Required controls	Initial	L	S	Score	Responsibility / action
17 / Battery damage or abnormal heat	Thermal failure, burns, toxic smoke or fire. All persons nearby.	Stop use/charging for swelling, deformation, unusual heat, chemical smell, hissing, smoke or suspected impact/water damage. Disconnect mains only if safe without approaching a failing unit. Unplugging does not de-energise the internal battery. Do not puncture, dismantle, squeeze or try to cool it with improvised methods.	3 x 5 = 15	1	5	5	Hirer keeps people clear and contacts RI; smoke/fire requires evacuation and 999. RI arranges manufacturer/competent advice and safe isolation; do not return to ordinary storage or a vehicle while unsafe.
18 / Fire, smoke or serious injury	Burns, inhalation injury or secondary casualties. Staff, guests and occupants.	Raise alarm, move people away and follow RI-EP-001 and venue evacuation arrangements. Call 999 for fire or immediate danger. Do not carry a smoking/hissing speaker through a crowd or block your escape to unplug it. Keep clear of fumes; do not open the enclosure or attempt a battery repair.	3 x 5 = 15	1	5	5	Responsible person gives location and battery involvement to responders. Keep the area closed until made safe; report incident to RI and preserve records without handling unsafe equipment.
19 / Battery depletion or connection loss	Unsafe troubleshooting or loss of relied-on announcements. Hirer and guests.	Check charge before supply and plan realistic use time; volume, lights and battery condition affect runtime. For sound loss, reduce volume before checking normal controls or Bluetooth. Do not substitute leads or move to an unsafe charging point. Entertainment can pause; emergency communication must remain independent.	3 x 3 = 9	1	3	3	Hirer follows supplied instructions and calls RI if unresolved. Recheck volume and light settings before resuming; no forced repeated charging of a suspect battery.
20 / Cleaning, return checks and defects	Liquid ingress, contamination or unsafe next hire. Staff and future users.	Switch off and disconnect mains before cleaning. Use manufacturer-suitable methods; no spraying into ports, immersion or pressure washing. Dry fully before charging. Check case, feet, handle, covers and leads on return; record drops, wetting, battery symptoms and repairs. Store dry, ventilated and away from escape routes.	3 x 5 = 15	1	5	5	RI quarantines suspect units under RI-EQ-004 and arranges competent servicing. Follow manufacturer/local authorised arrangements for battery disposal; never put damaged batteries into general waste.

Residual ratings apply only when every listed control is in place. Stop for any missing critical control, regardless of the score.