

**Risk Assessment Form for (Event)**

Task, Activity, Hazard or Potential Risk	Risk			Measures to Minimise Risk	Outcome High/Med/Low
	High	Med	Low		
Manual handling of equipment			X	<ol style="list-style-type: none"> <li>1. Use of correct lifting equipment, training of staff on correct lifting methods, adequate staff for heavy items.</li> <li>2. Check route prior to movement for potential hazards.</li> <li>3. Using personal safety equipment during set-up and de-rigging.</li> <li>4. Use of winch stands or steps for higher level lifting.</li> </ol>	Low
Electric shocks, Burns			X	<ol style="list-style-type: none"> <li>1. Each appliance and lead to be tested annually for safety (PAT).</li> <li>2. Each appliance and lead to be given a physical inspection for damage prior to use.</li> <li>3. Mains sockets not to be overloaded and where necessary portable Residual Current Devices to be used.</li> <li>4. Appliances which become hot in use to be kept away from public &amp; staff.</li> </ol>	Low
Trip hazards		X		<ol style="list-style-type: none"> <li>1. During set-up and dismantling, equipment to be kept in one area to which members of the public &amp; other staff do not have access. This must also include guests refraining from entering behind the DJ area where boxes and cable runs exist.</li> </ol>	Medium

				<ol style="list-style-type: none"> <li>2. Avoiding cable runs on pedestrian walkways and across doorways at floor level.</li> <li>3. Use of cable mats or cloth tape to secure cable runs on floors.</li> <li>4. Use of existing structure above head height for cable runs.</li> <li>5. Use of high visibility hazard tape for projecting tripod stands, legs, bars or rods.</li> </ol>	
Falling objects			X	<ol style="list-style-type: none"> <li>1. Use of recommended clamps for appliances.</li> <li>2. Ensuring load on trussing overhead bars does not exceed manufacturer's specifications.</li> <li>3. Use of safety cables, wires or chains as a secondary safety measure on lighting stands and trussing.</li> <li>4. Using fixed support points within existing structure of venue for additional security.</li> </ol>	Low
Stairs			X	<ol style="list-style-type: none"> <li>1. Use of existing lifts suitable for the load, where available.</li> <li>2. Use sufficient, trained personnel for loads carried up/down stairs.</li> <li>3. Obtain venue assistance where two person lifts are required.</li> </ol>	Low
Noise			X	<ol style="list-style-type: none"> <li>1. Volume to be monitored throughout the event to ensure it does not reach excessive levels.</li> <li>2. Speakers to be located away from audience and, where possible, above head height.</li> </ol>	Med

Fire			X	<ol style="list-style-type: none"> <li>1. Ensuring no equipment blocks fire escape routes.</li> <li>2. DJ staff to familiarise themselves with the venue fire &amp; emergency procedures.</li> <li>3. Assisting venue staff in the event of an evacuation with PA safety announcements.</li> </ol>	Low
Strobe lighting		X		<ol style="list-style-type: none"> <li>1. Strobe lighting only to be used for periods recommended by the manufacturer &amp; in accordance with current legislation.</li> <li>2. Ensuring a suitable rest period between each use.</li> <li>3. Excluding strobe lighting when requested by organiser or venue.</li> </ol>	Low
Laser lighting			X	<ol style="list-style-type: none"> <li>1. Laser lighting effects to only be used in accordance with manufacturer's instructions and current legislation.</li> <li>2. Checking security of defraction covers on cluster lasers prior to use.</li> <li>3. Ensuring that scanning lasers are directed away from the audience.</li> <li>4. Excluding laser lighting effects when requested by organiser or venue.</li> </ol>	Low
Pyrotechnics		X		<ol style="list-style-type: none"> <li>1. Only to be used with permission of relevant licensing authority, event organiser and venue management.</li> <li>2. Only stage pyrotechnics with could fall out to be used in accordance with manufacturer's instructions.</li> <li>3. Additional &amp; specific Liability Insurance to be carried.</li> </ol>	Med

Ultra Violet (Backlight)			X	<ol style="list-style-type: none"> <li>1. Mercury UV Backlights to be sited more than 600mm from eyes.</li> <li>2. Fluorescent UV Backlights do not present a hazard, even at close range</li> </ol>	Low
Smoke & Fog effects			X	<ol style="list-style-type: none"> <li>1. Only to be operated by personnel properly trained in usage.</li> <li>2. Only to be operated in accordance with manufacturer's instructions.</li> <li>3. Only to be used with permission of event organiser and venue management.</li> </ol>	Low
Bubble, Snow & Foam machines (inc slips and falls)		X		<ol style="list-style-type: none"> <li>1. Only to be operated by personnel properly trained in their use and aware of their effect on smooth floor surfaces.</li> <li>2. Only to be operated in accordance with manufacturer instructions.</li> <li>3. Only to be used for short periods.</li> <li>4. Directing onto 'soft' floors (eg carpet) only. Laminate or Wooden floors is forbidden due to reduced slip resistance.</li> <li>5. Only to be used with permission of event organiser and venue management.</li> </ol>	Med
Assessment by ..... Company ..... Signature ..... Date .....  Counter signed by ..... Venue ..... Signature ..... Date .....					