

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"> 1. Use of correct lifting equipment, training of staff on correct lifting methods, adequate staff for heavy items. 2. Check route prior to movement for potential hazards. 3. Using personal safety equipment during set-up and de-rigging. 4. Use of winch stands or steps for higher level lifting. 	Low
Electric shocks, Burns		X		<ol style="list-style-type: none"> 1. Each appliance and lead to be tested annually for safety (PAT). 2. Each appliance and lead to be given a physical inspection for damage prior to use. 3. Mains sockets not to be overloaded and where necessary portable Residual Current Devices to be used. 4. Appliances which become hot in use to be kept away from public & staff. 	Low
Trip hazards		X		<ol style="list-style-type: none"> 1. During set-up and dismantling, equipment to be kept in one area to which members of the public & other staff do not have access. 	Low

				<ol style="list-style-type: none"> 2. Avoiding cable runs on pedestrian walkways and across doorways at floor level. 3. Use of cable mats or cloth tape to secure cable runs on floors. 4. Use of existing structure above head height for cable runs. 5. Use of high visibility hazard tape for projecting tripod stands, legs, bars or rods. 	
Falling objects			X	<ol style="list-style-type: none"> 1. Use of recommended clamps for appliances. 2. Ensuring load on trussing overhead bars does not exceed manufacturers specifications. 3. Use of safety cables, wires or chains as a secondary safety measure. 4. Using fixed support points within existing structure of venue for additional security. 	Low
Stairs		X		<ol style="list-style-type: none"> 1. Use of existing lifts suitable for the load, where available. 2. Use sufficient, trained personnel for loads carried up/down stairs. 	Low
Noise		X		<ol style="list-style-type: none"> 1. Volume to be monitored throughout the event to ensure it does not reach excessive levels. 2. Speakers to be located away from audience and, where possible, above head height. 	Low
Fire			X	<ol style="list-style-type: none"> 1. Ensuring no equipment blocks fire escape routes. 	Low

				<ol style="list-style-type: none"> 2. DJ staff to familiarise themselves with the venue fire & emergency procedures. 3. Assisting venue staff in the event of an evacuation with PA safety announcements. 	
Strobe lighting		X		<ol style="list-style-type: none"> 1. Strobe lighting only to be used for periods recommended by the manufacturer & in accordance with current legislation. 2. Ensuring a suitable rest period between each use. 3. Excluding strobe lighting when requested by organiser or venue. 	Low
Laser lighting		X		<ol style="list-style-type: none"> 1. Laser lighting effects to only be used in accordance with manufacturers instructions and current legislation. 2. Checking security of defraction covers on cluster lasers prior to use. 3. Ensuring that scanning lasers are directed away from the audience. 4. Excluding laser lighting effects when requested by organiser or venue. 	Low
Pyrotechnics	X			<ol style="list-style-type: none"> 1. Only to be used with permission of relevant licensing authority, event organiser and venue management. 2. Only stage pyrotechnics with cold fall out to be used in accordance with manufacturers instructions. 3. Additional & specific Liability Insurance to be carried. 	Med

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