



Risk Assessment Form for (Workshop/Event)

Task, Activity, Hazard or Potential Risk	Risk			Measures to Minimize Risk	Outcome High/Med/Low
	High	Med	Low		
Manual handling of equipment			X	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 setup and de-rigging. 4. Use of winch stands or steps for higher level lifting.	Low
Electric shocks, Burns		X		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.	Med
Trip hazards		X		1. During setup and dismantling, equipment to be kept in one area to which members of the public & other staff do not have access. 2. Avoiding cable runs on pedestrian walkways and across doorways at floor	Med



				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	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.	Med
Stairs			X	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		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.	Med



Fire			X	1. Ensuring no equipment blocks fire escape routes. 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.	Low
Strobe lighting		X		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.	Med
Laser lighting		X		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.	Med
Pyrotechnics		X		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.	Med



				3. Additional & specific Liability Insurance to be carried.	
Ultra Violet (Blacklight)			X	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	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		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.	Med
Generator		X		1. Unit to be a fair enough distance, which is deemed as safe. 2. Cables to be tucked away to minimize the risk of a trip 3. Lifting the unit in a safe manner. 4. Vent must be open at all times and not covered	Med



Gazebo		X		1. Gazebo must be anchored using pegs on all 4 legs 2. Cables to be tucked around the ceiling to minimize the risk of a trip 3. Named person on booking form to agree location of Gazebo on the day of an event 4. Not to block any fire exits, doors, windows, buildings, public paths	Med
Online Zoom		X		1. Named person on booking form or dedicated staff member to attend workshop to monitor chat/video for inappropriate language / explicit images 2. Latest version of Zoom must be installed when using the platform 3. Access link to be given to named person on booking form and DJ staff team only	Med
Air Dancer		X		1. Named person on booking form to confirm safe location for the air dancer 2. Barrier to be placed around the air dancer to avoid any potential injury 3. Cables to be covered	Med



Silent Disco		X		1. It's the user/named person on booking form responsibility to control the headphones volume of output to prevent hearing damage 2. Users are able to adjust the size of the headphones 3. All headphones will be cleaned at the end of the event.	Med
Inflatable Night Club		X		1. The Inflatable must be fixed or anchored securely before use 2. Named person on booking form to confirm safe location for the inflatable night club 3. In the event of an evacuation, the users will need to exit through the main entrance as quickly as possible. 4. This inflatable night club cannot be used in wind speeds of 24mph and over	Med
Henna Tattoo		X		1. Only natural skin-safe henna products used 2. No application on broken, irritated, or infected skin 3. Applicator tools kept clean and hygienic at all times 4. Clear aftercare advice provided to participants 5. Seating and workspace kept tidy to avoid trip hazards 6. Children supervised by parents/carers where appropriate 7. Waste materials disposed of safely after use	Med