

Rob Wall's Simply White Disco

Risk Assessment Form

Date of assessment

Venue

Task, Activity, Hazard, or Potential Risk	Measures to Minimise Risk	Actions taken by Whom?	Done
Manual handling of equipment	<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>	Disco	
Electric shocks, Burns	<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>	Disco	
Trip hazards	<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 have limited access.</li><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 high visibility hazard tape for projecting tripod stands, legs, bars or rods.</li></ol>	Disco, Venue	
Falling objects	<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 manufacturers specifications.</li><li>3. Use of safety cables, wires or chains as a secondary safety measure.</li></ol>	Disco	

Task, Activity, Hazard, or Potential Risk	Measures to Minimise Risk	Actions taken by Whom?	Done
Stairs	<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> </ol>	Disco	
Fire	<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>	Disco, Venue	
Security	Check with Venue that security is there if requested.	Venue	