

RISK ASSESSMENT

Event	e.g. Wedding ____ & ____ ____
Date	Date of the event
Location	Venue name and address where the event is taking place
Description	

Responsible Person: <your name>, business owner

Who might be harmed:

Operator (<your name>)

Event client and guests

Venue staff

Other vendors if present (e.g. photographers)

The general public if they have access to the event

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?
Slips	Myself – sprains and fractures.	Be careful walking especially when carrying equipment. Inform venue staff of spilled drinks.	To be assessed when on premises at the event.
Trips	Myself and others may suffer injuries such as sprains and fractures if they trip over objects etc.	Setup before guests arrive to minimise presence of people around the working area. Keep all equipment together whilst assembling and disassembling. Be observant when carrying equipment that the route is clear. White scrim used on speaker stands to aid visibility. Cables to/from speakers/lights to be protected by e.g. running against wall edges and taping down to avoid movement.	To be assessed when on premises at the event.

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?
Manual Handling	Myself – back pain from carrying equipment.	Use advised lifting techniques. Minimise distance of carrying loads. Only carry loads that are manageable. Make adjustments for environmental factors e.g. lighting and flooring.	To be assessed when on premises at the event.
Fall from Height	Myself, injuries from falls.	Awareness of drops at the edges when working on stages.	To be assessed when on premises at the event.
Noise	Myself, continuous exposure.	Position speakers to reduce direct exposure. Personal hearing protection utilised during peak performance.	To be assessed when on premises at the event.
Electricity	Myself and others. Portable electrical equipment could cause an electric shock or burn, or fire due to damage, wear or misuse.	HSG107 " <i>Maintaining portable electrical equipment</i> " published by the Health and Safety Executive (3rd edition, 2013) is to be followed. A register is to be maintained of all equipment including dates and details of formal visual inspections and combined inspection and test (PAT) All equipment is to be checked for signs of damage before use. Formal visual inspections to be completed quarterly and documented. Combined inspection and test (PAT) to be completed annually and documented	To be assessed when on premises at the event.

SAMPLE TEMPLATE

This document is an example of a risk assessment for a mobile DJ at a generic event.

As a business owner you are legally obliged to conduct a risk assessment. Venues may require this in advance but it also acts as a possible defence should anything go wrong.

You must make changes to the above to match your reality with how you operate and consider factors unique to the actual event and venue location.