



DJ, PA, Lighting & Photo Booth Risk Assessment

Corabar Entertainment (aka Wedding DJ Hertfordshire)

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Risk Assessment Carried out by:	
Location:	
Date:	

KEY:

H	High risk of occurrence / injury / serious consequences
M	Moderate risk of occurrence / injury / serious consequences

L	Low risk of occurrence / injury / serious consequences
0	Zero risk / risk completely negated

Hazard	Hazard Details / Possible Effects	People at Risk	Pre-control Risk	Precautions / Controls	Done / N/A	Residual Risk
Manual Handling	Sprains, strains and crushing injuries caused as a result of pushing / pulling / lifting / carrying equipment	Staff	H	Observe HSE guidance for manual handling. Use trolley / dolly whenever possible.		L
Loading / Unloading	Risk of being hit by other vehicles whilst loading / unloading. Risk of trips, slips and falls transporting equipment from vehicle to performance area, and back.	Staff	H	Stop vehicles in a safe location as close to entry point to building as possible to unload and reload the equipment (moving to permanent parking space afterward, if necessary). Check route between vehicle and performance area is clear of obstructions, safe and properly lit.		L
Outdoor Work	Electric shock and fires due to wet weather / damp	Staff, Venue Staff, Event Guests	M	With the exception of lighting units and cabling specifically designed for the purpose of being used outdoors, do not set up / work unless sufficient protection / cover is provided – regardless of prevailing weather conditions, nor set up in any wet / damp area such as adjacent to a pool.		0

Hazard	Hazard Details / Possible Effects	People at Risk	Pre-control Risk	Precautions / Controls	Done / N/A	Residual Risk
Confined Spaces	Where insufficient space is provided for equipment set up, ingress and egress becomes difficult/impossible and other physical hazards are amplified	Staff	M	Minimise set up size as much as possible, but if insufficient work space is provided to work safely, do not set up.		0
Electricity or Electrical Equipment	Electric shock and / or fires caused by electrical faults or overloading.	Staff, Venue Staff, Event Guests	H	Carry out Portable Appliance Testing at least once a year. Carry out visual inspection of all items before each use. Regular maintenance and immediate repair of any faults / frayed cables. Ensure reasonable access to sufficient 13amp plug sockets. Test electrical sockets with socket tester. Insert an RCD plug into each socket used. Carry fire extinguisher suitable for electrical fires. Identify the location of fire extinguishers and emergency exits at the venue.		L
Temporary Workplace Structures	Accidents caused as a direct result of the erection and use of temporary structures such as stands, tripods, truss and photo booth – eg breaking or collapsing	Staff, Venue Staff, Event Guests	M	Only erect on level surface. Erect in accordance with manufacturer's instructions and training and never exceed maximum load weights. Test stability of erection prior to loading with equipment. Ensure lighting bars / truss are erected high enough so that ingress and egress to work area is clear and without danger of head impact when lighting is hung.		L
Fall of Person from Height	Sprains, strains and broken bones caused as a result of falling whilst erecting temporary structures; hanging lighting equipment or whilst setting up equipment on a stage	Staff	H	Use steps / platform to reach anything above head-height – eg: erecting top section and roof of photo booth or hanging lighting effects on truss / lighting bar.		L

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Fall of Object from Height	Impact injuries including severe bruising, broken bones and head injuries caused as a result of lighting or other effects falling from the overhead rig or truss	Staff, Venue Staff, Event Guests	H	Secure all effects hung on any lighting bar / truss by clamps and double check. Also ensure the use of safety bonds on all effects flown.		L
Trip Hazards	Trailing wires and tripod legs present a trip hazard – especially in the normal low light operating conditions of an event and exacerbated by the prevalence of alcohol consumption in such situations	Staff, Venue Staff, Event Guests	H	Ensure performance area location is clear of fire doors / emergency routes / traffic of guests & staff. Place all tripod legs so that no leading leg is protruding in to the performance area. Run wires and cables along framework of rig and along physical features such as skirting as much as possible to minimize loose cabling. Secure all wires on the rig using Velcro cable ties. Secure all wires running across the floor using cloth tape.		M
Noise	Damage to hearing caused as a result to long-term exposure to high levels of noise	Staff	M	Do not use excessive volumes for music. Wherever possible, ensure DJ work station is located behind speakers where noise is minimised. Wear headphones and / or earplugs – especially during long performances / loud events.		L
Chemicals or Substances - Handling of Smoke or Haze Fluid - Handling of Bubble Fluid - Inhalation of Smoke or Haze	Skin irritation from mineral oils or glycols. Toxic substances in smoke or vapour. Smoke or vapour obscuring visibility, increasing the risk of slips, trips or falls. Slips due to spilt liquids.	Staff, Venue Staff, Event Guests	M	Only use non-toxic, water-based fluids. COSHH data sheets available upon request. Use effects sparingly during event. Fill and empty machines carefully in a safe environment. Only use bubble machines on non-slip flooring.		L

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Lasers	Lasers with radiant powers greater than 5 milli-watts are capable of damaging a person's sight if viewing is uncontrolled	Venue Staff, Event Guests	M	Affix lasers on lighting bars / trussing so that the beams do not project in to crowd – aim a good distance over the heads of the audience (taking account access to any mezzanine / balcony) and always following the 3m Health & Safety guidelines		L
Strobe Lighting	Strobe lighting carries a slight risk of triggering photo-sensitive epilepsy in sensitive persons	Venue Staff, Event Guests	M	No specific strobe lighting used – only lighting with short strobing programs used very sparingly (if at all), and, even then, at the recommended rate to eliminate issues for approximately 98% of photosensitive epileptics. Customers asked to confirm if any known issues, in which case no strobe effects used.		L
Excessive working hours	Accidents occurring due to fatigue of the operator resulting in lack of concentration	Staff, Venue Staff, Event Guests	M	During long events, ensure periodic breaks are taken.		L
Liquids Near Equipment	Risk of damage to equipment, electrical shock and fire if liquids spill on to equipment	Staff, Venue Staff, Event Guests	H	No drinks or other liquid to be stored or left on or adjacent to equipment, or taken in to photo booth		L
Dance Floor Injuries	Accidents occurring on the dance floor as a result of event guests bringing drinks, glasses and bottles on to the dance floor including impact injuries, cuts and slippages due to liquid spillage on to floor	Event Guests	H	Make regular announcements asking guests not to bring drinks on to the dance floor. Refer issues to venue staff if necessary. In extreme cases, temporarily cease performance until all drinks removed.		M
Contact with Excessively Hot Surfaces	Risk of burns when changing lamps in lighting fixtures	Staff	M	If possible, wait for lamp to cool before changing. If speedy replacement necessary, use a cloth to handle the fixture and the lamp.		L

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Access to DJ	Other risks are amplified by difficult access to the DJ for event guests making requests	Staff, Venue Staff, Event Guests	M	Place equipment taking access in to consideration. Take all reasonable steps to prevent and deter any other person from entering work space.		L
Photo Booth Crowds	Slips, trips and falls occurring as a result of too many people loitering around the photo booth, or attempting to enter the photo booth	Event Guests	M	Staff to act as photo booth attendants to keep flow of people moving efficiently and limit the number of people entering the photo booth at any one time		L
Exposure to Personal Violence or Aggression	Possible intimidation of staff by event guests through threats of personal violence or aggression exacerbated by prevalence of alcohol consumption	Staff	H	Deal politely with any encounter. If problem continues, speak privately with event organisers. , If member of staff feels in imminent danger – cease performance to draw attention of event organisers and venue staff to situation.		M

Additional COVID-19 Risks						
Hazard	Hazard Details / Possible Effects	People at Risk	Pre-control Risk	Precautions / Controls	Done / N/A	Residual Risk
Transmission by Touching Equipment in General	Minimal risk of transmission through touching of equipment (as should only be handled by member of staff operating said equipment)	Staff, Event Guests	L	Wipe down and clean all equipment before and after each event		0
Enclosed Spaces	Increased possibility of transmission of COVID-19 as a result of build up of particles in enclosed spaces	Staff, Other Suppliers, Venue Staff, Event Guests	H	Ensure there is as much ventilation as possible - particularly close to / adjacent to the dance floor area		M

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Crowded Dance Floor	Increased possibility of transmission of COVID-19 as a result close proximity of people undertaking activity	Staff, Other Suppliers, Venue Staff, Event Guests	H	Encourage people to dance over a wider area or outside		M
Microphone Use By Event Guests	Increased possibility of transmission of COVID-19 as a result of handling equipment and the high possibility of saliva entering the microphone bulb	Staff, Event Guests	H	1. Ensure microphone is sanitised before event using either:- a) Microphone Sanitizing and Deodorizing Spray, or, b) UVC radiation ViolaWave Bullet Microphone Sterilizer . 2. Ensure microphone isn't passed from one speaker/singer to the next, and that each speaker/singer receives a sanitised microphone. 3. Staff should ensure their own hands are sanitised before and after passing and receiving back microphones from event guests.		L
Guests Making Requests	Increased possibility of transmission of COVID-19 by guests coming up to the DJ booth to make song requests.	Staff	H	Implement a 'text request' system by utilizing a dedicated mobile phone and slips on tables around venue giving event guests the details. Create a more substantial barrier to ensure that event guests maintain social distancing if they do approach the DJ		0
Photo Booth Use	Increased possibility of transmission of COVID-19 as a result close proximity of people within booth and handling of props by numerous people	Staff, Event Guests	H	1. Limit the number of people in the booth to four; 2. Sanitise props between uses; 3. Staff to wear masks		M
General	Increased possibility of transmission of COVID-19 mixing with other staff and guests	Staff, Other Suppliers, Venue Staff, Event Guest	H	Staff to:- 1. Maintain social distancing wherever possible; 2. To wear a mask if at all practical when social distancing isn't possible; and 3. To frequently wash or sanitise their hands.		L