



Risk Assessment & Method Statement

Date of this document: May 2026

Latest date of next review: May 2027

INTRODUCTION:

- I provide a mobile DJ service to venues and/or their visiting customers, including the delivery, setup, operation and removal of sound and lighting equipment. This document is intended to serve as a record that I have assessed the potential risks to anyone in the vicinity as a result of my activities, and that I have acted to minimise or eliminate them. It does not refer to specific venues, as it would be impractical to complete a written document before each engagement, but it documents the control measures I perform beforehand, on arrival and throughout each engagement, and my work methods. It will be reviewed at least annually and more often if required.
- All work will be carried out in accordance with relevant health and safety legislation and good industry practice. As I am a sole trader, the term 'operator' as seen below refers to me only, and all actions listed below have been completed by me unless otherwise stated. A written record of equipment maintenance and related decision-making is kept by me.
- **The health and safety of my customers, their guests, venue staff, other visitors and myself is of paramount importance to me.** If anyone has any comments or concerns regarding the health and safety of anybody who might be affected by my operations, I would be very happy to be informed, verbally if necessary but as soon as possible thereafter by email to james@jamesdonnanmusic.co.uk.

PART ONE: RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What I have already done	What I do at each engagement
<p><u>Electrical safety:</u></p> <p>Safety of venue electrical supply</p>	<p>Operator, by electric shock or burns</p>	<p>-</p>	<p>Assess the sockets where I am to plug in by use of a socket tester and by visual inspection.</p>
<p>Safety of my equipment</p>	<p>Operator, by electric shock or burns</p> <p>All persons present, by burns</p> <p><i>(see note 1 below)</i></p>	<p>Equipment is stored / transported in protective cases and is only handled by the operator.</p> <p>All equipment is used only as per the manufacturer's instructions.</p> <p>All equipment inspected visually for damage during setup at EVERY engagement.</p> <p>Any equipment with visual signs of damage or showing a fault is swapped for a spare and repaired before reuse or replaced.</p> <p>Portable appliance tests (PAT) completed at least annually (by M60 PAT).</p>	<p>Use correct power source and voltage</p> <p>Ensure no overloading of sockets and all extension cables are fully unwound.</p> <p>Modern electrical equipment used. Total power draw less than 13 amps so the complete setup can be run safely from one mains socket.</p>

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<p><u>Working at height:</u></p> <p>Operator working at height</p>	<p>Operator, by falling. From minor injuries up to and including death.</p>	<p>The setup is designed to ensure that the operator does not have to work at height except when set up on a stage - set-up can be completed at floor level.</p>	<p>Ensure that I am familiar with any changes in level in my vicinity e.g. edges of raised stages, and take care to ensure that I do not fall off! If the stage edge in low light is a concern, mark temporarily with white or hazard tape.</p>
<p>Item falling from height</p>	<p>Operator and any passing person (customer, guest, venue staff)</p>	<p>All items secured at height are secured with secondary fixings.</p>	<p>All stands inspected visually before EVERY set-up to ensure they are secure.</p> <p>Equipment set up on stable, level surfaces.</p> <p>More physical aspects of set-up (e.g. lifting speakers onto stands or raising T-bars) is done with no other persons in the immediate area.</p> <p>Stand poles are all secured with both screw clamps and cross pins.</p>

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<p><u>Manual handling:</u></p> <p>Lifting & carrying of heavy items</p>	<p>Operator and others – back pain / strain, injuries from falling dropped objects</p>	<p>Carrying of heavy items minimised e.g. equipment trolley used wherever possible.</p>	<p>Adequate time allowed for loading in and out, to prevent rushing.</p> <p>Ensure correct lifting techniques are used.</p>
<p><u>Equipment set-up:</u></p> <p>Equipment falling</p>	<p>All persons present, either by them falling into equipment (possibly under the influence of alcohol and/or drugs) or by equipment falling onto them due to being knocked over.</p>	<p>Design set-up to minimise footprint.</p>	<p>Ensure all equipment is set up as securely as possible.</p> <p>Watch for people dancing too close and shepherd them away politely!</p> <p>If not on a separate stage area, set up against a wall. Point tripod stands forwards so the most likely direction of fall is towards the wall.</p>

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<p>Slips, trips and falls</p>	<p>Operator, customers & guests, venue staff & others present - trips caused by equipment or cabling. Slips due to environment e.g. spilled drinks.</p>	<p>Setup before guests arrive and wait till area is clear of guests before taking down, wherever possible</p>	<p>DJ setup positioned to limit public access.</p> <p>Keep all equipment together and tidy while setting up, and ensure work area is clear.</p> <p>Cable runs against walls where possible, and taped down wherever not possible.</p> <p>Encourage customers not to take drinks onto the dance floor and ensure that venue staff are aware of any spilled drinks.</p> <p>If necessary, e.g. in low light, mark edges of equipment with white or hazard tape to ensure they are visible.</p>

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<p>Noise</p>	<p>All persons present, from discomfort caused to potential damage to hearing.</p> <p><i>(see note 2 below)</i></p>	<p>Regular hearing tests</p>	<p>Position speakers to minimise exposure to myself and others</p> <p>Sound levels kept at appropriate levels for the venue and event type. Volume adjusted in line with venue sound limiters (if installed) and/or instructions from venue staff.</p> <p>Continuous monitoring of sound output throughout the event.</p> <p>Immediate reduction of volume if requested.</p>
<p>Strobe lighting</p>	<p>Certain persons only (approx. 5%) with epilepsy may suffer a seizure if exposed.</p> <p><i>(see note 3 below)</i></p>		<p>If I am made aware of any possible concerns by any persons present, I do not use strobe lighting.</p> <p>If I am not made aware of any possible concerns, I minimise the use of strobe lighting to short bursts (a few seconds).</p>

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<p>Venue health and safety</p>	<p>All persons present, in the event of any emergency at the venue.</p>	<p>-</p>	<p>Check fire escape routes and ensure no obstructions</p> <p>Establish contact with responsible person at venue to liaise with in the event of any emergency.</p> <p>Ask staff to inform me immediately of any issues that require the cessation of music and/or an announcement to vacate the premises.</p> <p>Operator to follow all staff instructions for his safety.</p>

Notes:

1. No other person is ever given, or implied to be given, permission to touch any part of my equipment except when they are handed a microphone to sing a karaoke song or for speeches. These are UHF wireless microphones with no possible connection to the mains electricity supply; therefore, there is considered to be no risk of electric shock. Although unlikely with a modern protected electrical supply, it is also possible for an electrical fault to cause a fire, which could of course harm anyone in the vicinity.
2. The volume levels that DJs typically play at are generally considered to be 'unsafe'; however, I do not play at a volume that is out of keeping with the expectations of customers and venue staff at any occasion. If I am ever asked to lower the music volume, I will do so immediately.
3. Sensitivity to strobe lighting affects a very small proportion of the population and I use it sparingly as described above. It is an effect used regularly in modern DJ lighting; therefore, if any person present at a function with sound and lighting equipment is already aware that they have such a sensitivity, I feel it is reasonable to assume that they and/or their host would make the operator aware of this.

PART TWO: METHOD STATEMENT

The following describes my method of working:

1. **ARRIVAL & UNLOADING:** • Arrive at agreed time • Report to venue staff • Load into venue using safe manual handling • Keep exits and walkways clear • Avoid blocking fire exits • Keep area organised
2. **HARDWARE SETUP:** • Assemble DJ equipment and stands (all accessible from floor level) • Equipment positioned away from public access
3. **ELECTRICAL SETUP:** • Equipment visually inspected before use • Equipment stored in protective cases • Extension leads fully uncoiled • No overloading of sockets • Cables routed safely and secured • Fluorescent tape used to highlight hazards where required
4. **TESTING:** • Power up and test all equipment • Check sound levels
5. **DURING EVENT:** • Monitor equipment continuously • Maintain safe sound levels • Keep work area tidy • Prevent public interference
6. **BREAKDOWN & REMOVAL:** • Power down equipment • Pack into carrying cases • Remove all cables and tape • Leave area clean and safe

CONCLUSION:

When the control measures and method listed above are implemented, all identified risks associated with the operation of my business have been assessed as LOW.



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