



Risk Assessment

Date of last review: August 2020

Date of next review: August 2021

Introduction:

- **The health and safety of my customers, their guests, venue staff and other visitors and myself is of paramount importance to me.**
- This document is intended to serve as a record that, when providing my services, I assess the potential risks to anyone in the vicinity, and that I act to eliminate or minimise them. It does not relate to specific venues, as it would be impractical to take the time to complete a written document on arrival at each venue, but it documents the visual checks I perform on arrival and thereafter throughout each engagement.
- The term 'operator' refers to me as a sole trader, and all actions listed below have been completed by me unless otherwise stated.
- If anyone has any concerns regarding the health and safety of anybody who might be affected by my operation, I would be very happy to be informed as soon as possible, either verbally or by email to james@jamesdonnanmusic.co.uk. A written record of equipment maintenance and other H&S decision-making is kept by me.

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What are the hazards?	Who might be harmed and how?	What I have already done	What I do at each engagement
<p>Electrical safety:</p> <p>Safety of venue supply</p> <p>Safety of my equipment</p>	<p>Operator, by electric shock or burns</p> <p>Operator, by electric shock or fire</p> <p>Karaoke singers (see note 1)</p> <p>All persons present, by fire</p>	<p>-</p> <p>All equipment inspected visually for damage during EVERY set-up</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 annually</p>	<p>Visually inspect and assess the sockets where I am to plug in before doing so</p> <p>Use correct power source and voltage</p> <p>Ensure no overloading of sockets</p> <p>Modern electrical equipment used. Total power draw less than 13amps so can be run safely from one mains socket.</p>
<p>Working at height:</p> <p>Operator working at height</p>	<p>Operator, by falling. From minor injuries up to and including death.</p>	<p>Adjusted my set-up to ensure that the operator does not have to work at height except when on stage – all 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!</p> <p>If the stage edge in low light is a concern, mark temporarily with white or hazard tape.</p>

What are the hazards?	Who might be harmed and how?	What I have already done	What I do at each engagement
<p>Working at height (continued):</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>Martin Wizard lights each secured by two clamps, each of which is rated to hold the light on its own.</p>	<p>All stands inspected visually before EVERY set-up to ensure they are secure.</p> <p>Set-up (e.g. lifting top 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>
<p>Manual handling:</p> <p>Lifting & carrying of heavy items</p>	<p>Operator – back pain / strain, injuries from falling dropped objects</p>	<p>Carrying of heavy items minimised e.g. sack truck used.</p>	<p>Ensure correct lifting techniques are used.</p>
<p>Equipment set-up:</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 and allow me to keep watch on as many areas as possible.</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</p>	<p>Setup before guests arrive and wait till area is clear of guests before taking down, wherever possible</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 where 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 equipment area is very dark, mark edges of equipment (e.g. front tripod stand legs) with white tape to ensure they are visible.</p>
<p>Noise</p>	<p>All persons present (see note 2)</p>	<p>Regular hearing tests</p>	<p>Position speakers to minimise exposure to myself and others</p> <p>Ear protection utilised during peak level performance and make available to others if requested.</p> <p>Lower volumes in use when very young or older persons present, or those who cannot easily move away if they choose to.</p>

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Strobe lighting	Certain persons only (approx. 5%) with epilepsy may suffer a seizure if exposed (see note 3).	I display a warning on my website asking customers to let me know if they are aware of any guests who may be affected.	<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>
Venue health and safety	Operator, in the event of any emergency at the venue.	-	<p>Check fire escape routes</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>

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. As the microphones are wired, it is theoretically possible (but extremely unlikely) that singers could be at risk of electric shock. When a microphone is used for speeches, I hand my wireless presenter microphone to the speaker. As this has no wired connection to the mains, 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 overheating and possibly a fire. This could of course harm anyone in the vicinity.
2. Although in theory anyone present is at risk from exposure to loud music, and the levels that DJs play at are considered to be 'unsafe', I do not play at a volume that is out of keeping with the expectations of customers and venue staff at the occasion. If I am ever asked to lower my volume for any valid reason by anyone, 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. Strobe lighting is a regular effect used in modern DJ lighting; therefore, if any person present at a function with my lighting is already aware that they have such a sensitivity, I feel it is reasonable to assume that they and/or their host would make me aware of this.