

Steve Mitchell Wedding DJ & MC
RISK ASSESSMENT - Setting up of Equipment

HAZARD	WHO IS AT RISK	RISK LEVEL	PROPOSED CONTROL	ACTION REQUIRED
Postion of equipment	Steve Mitchell	Low	Use designated area, ensuring clear	Ensure designated space is kept free
	Visitors/Clients		of fire exits and obstructions	Cordon off area
	Staff			
Over head lighting	Steve Mitchell	Medium	Lights are secure	Check lights fitted properly
	Company employees		Ensure brackets are used	Check brackets for defects
	Visitors/Clients		Wires not hanging	Tape wires securely to frames
	Staff			
Speakers	Steve Mitchell	Low	Position in correct place	Ensure positioned away from fixture and fittings
	Company employees		Wires	Tape wires securely to frames
	Visitors/Clients			Ensure enough tape available for job inhand
	Staff			
Uplighting	Steve Mitchell	Low	Positioned to outer sides of room	Ensure positioned to prevent tripping over
	Company employees		Wires and sockets	Tape wires and ensure sockets in working order
	Visitors/Clients			
	Staff			
DJ Booth	Steve Mitchell		Position in appropriate place	Designated area
	Company employees		Wires	Keep tidy, taped and tucked away
	Staff		Electrics	P.A.T test upto date
	Visitors/Clients		Keep tidy	Place equipment away when not in use

Signed:

Date: