DUVET Risk Assessment

Manager's Name: Jez smith
Signature: J Smith

Hazard / risk	Current controls	L	C	Score	Risk Acceptable? (Y/N)	Further actions required	L	C	Score	Risk Acceptable? (Y/N)	Action by?
Manual Handling	Best practice to be employed at all times. Technicians Manual Handling should employ kinetic lifting techniques, minimise distances that equipment is carried and use lifts, vehicles and trolleys wherever practicable. PPE such as gloves should be used for handling sharp objects. Assistance should be sort if dealing with a difficult or heavyload.	1	1	1	Y	none	1	1	1	Y	Band Member
Electrical	All electrical equipment PAT tested. Only trained staff to set up equipment	1	1	1	Y	Visual check equipment before event	1	1	1	Y	Band Member
Slips, trips and falls	Keep alert to possible hazards en-route Familiarise with areas	1	1	1	Y	Clear any obstacles or hazards	1	1	1	Y	Band Member
Equipment. Falling / Topling equipment	Mark and protruding stand legs with yellow tape or mark the floor area .	2	1	2	Y	Set up speaker stands in protected area where possible Final check after soundcheck that speaker stands are stable and marked	1	1	1	Y	Band Member
Noise / Hearing Damage	Monitor sound and set levels.	1	1	1	Y	Check location of speakers to mic. to prevent feedback.	1	1	1	Y	Band Member

Cabling / Slips and Trips	Cables should use the shortest practicable route ensuring that if they cross walkways they do so in areas with minimal traffic. Cables crossing floor areas should be covered using a rubber cable ramp or taped using gaffer tape. Cables should be the shortest length possible for the job (allowing for safe routing), except where extra length will be required by the user (e.g. microphone cables). Excess cable should be neatly wound at the most appropriate end (e.g. under the microphone stand for microphone cables).	2	1	2	Y	Check area once soundchecked for any hazards	1	1	1	Y	Band Member
Dancing / Slips and Trips	Dance area should be flat, even, suitably sized and free from trip hazards such as cables and furniture legs	2	1	2	Y	Check floor before dancing starts and at interval	1	1	1	Y	Venue

You must ensure all actions are prioritised according to the level of risk. The higher the level of risk the higher priority the action/s should be given. Prioritisation should be reflected in the assigned time scale for completion. The table below provides further guidance.

assessment values		**classification of risk rating (C x L = score)**		**action from risk rating**	
consequence **(C)**	likelihood **(L)**	score	risk rating	action	Example time scales
Marginal - 1 (slight injury, minor first aid)	unlikely - 1	1	Trivial	No further action required	-
Dangerous - 2 (serious injury or damage)	likely - 2 (to occur at some time)	2 3-4	Tolerable Moderate	Keep control measures under review	within 3 months
Very dangerous - 3 (could cause death or widespread injuries)	very likely - 3	6 9	Substantial Intolerable	Fine tune control measures Urgent control measures needed Stop activity until risk reduced	within 1 month within 7 days immediately

- **NOTE:** Where the activity or task is a one off event – the 'time scales for action' may need to be amended to ensure that safety controls are implemented before the activity takes place.
- Your assessment will need to consider who and how many people may be affected by the hazard/s – ie children or the elderly may be most at risk.
- Please remember you are not expected to risk assess activities that are outside of your knowledge, expertise or experience.
- Further information and assistance can be obtained from the NMSI Health & Safety Advisor.

Hazard means anything that can cause harm.
Risk is the chance, high or low that somebody will be harmed by the hazard

Five Steps to Risk Assessment
1) Look for the hazards:
2) Decide who might be harmed
3) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4) Record your findings.
5) Review your assessment and revise it if necessary