

**BIG AL EVENTS LTD – LED Dance Floor Risk Assessment**

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| **HAZARD**  | **LIKELYHOOD** **OF RISK 1-5**  | **SEVERITY 1-5**  | **RISK SCORE** **L X S**  | **RISK CONTROL MEASURE**  | **FURTHER ACTION TO TAKE**  |
| **MANUAL HANDLING**  |  |  |  |  |  |
| Moving equipment: Muscle strains Collisions Crushing Falls | 2  | 2  | 4  | Adequate training given and documented. Use of correct lifting techniques & lifting aids. Assistance with difficult / awkward items. Wearing protective gloves / safety shoes | Ensure adequate training has been given to all employees and has been documented.  Check availability on lifting aids.  |
| If cleaning dance floor- Chemicals: Muscle strains Collisions Crushing Falls Chemical splashes  | 2  | 3  | 6  | As above and wearing eye protection where necessary. Ensure containers are secure / leak free. Spillages cleared immediately  | Observe working practices regarding: 1. Lifting techniques
2. Use of PPE
3. Spillage clearance procedures
4. Refuse removal
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| **LAYING FLOOR**  |   |   |   |   |   |
| Handling dance panels: Back injury Muscle strains Collisions Crushing Falls  | 2  | 3  | 6  | Ensure adequate training has been given to all employees and has been documented. Use correct lifting techniques & aids. Getting help with difficult / awkward items. Wearing protective gloves / safety shoes.  | Ensure adequate training has been given to all employees and has been documented. Including how to operate the tailgate on Luton van – certificate must be on employee file. Check availability of lifting aids / Luton van.  |

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| Ensure dance floor is laid on as flat a surface as possible to avoid: Slips, trips and falls  | 2  | 3  | 6  | Use wedges to level floor out if needed.  | If floor cannot be laid flat, inform client and if not suitable location, inform the client that the floor is not safe and should be removed  |  |
| **FLOOR CLEANING**  |  |  |  |  |  |
| Slips on wet surface  | 2  | 2  | 4  | Provide full training to appropriate employees in the use of cleaning equipment and the procedures to adopt. Ensure precautions are taken prior to starting, I.e. display warning signs/ wet floor notices; restrict access to area by segregation / locking doors; clean busy areas during quiet periods etc. Ensure that the excess moisture is removed from the floor prior to moving on. Where possible it should be mopped dry.  | Ensure adequate training has been given to all employees and has been documented.  Observe working practice regarding: 1. Mopping techniques
2. Use of signage
3. Spillage clearance procedures
4. Creation of tripping hazards
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| Trips and falls  | 2  | 2  | 4  | Ensure sufficient warning signs are available. Ensure equipment does not create a tripping hazard, i.e electrical leads should not be left across passageways; equipment should not be left near corners or stairways.  |   |
| LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1) SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY  |

Signed originator: ...........................................................…. Job title: ………………......................................……..

Date completed: …………………………………………………………... Date for revision: …………………………………………….

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