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**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 |
| **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 |
| 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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