



Mobile Disco Assessment Form

Date: (1)	Assessed by: (2)	Checked / Validated* by: (3)	Location: (4)	Assessment ref no (5)	Review date: (6)
Task / premises: (7)					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk



Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk



Notes to accompany General Risk Assessment Form

This form is the one recommended by Health & Safety Executive, and used on the risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues; alternative layouts may be used.

(1) **Date:** Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.

(2) **Assessed by:** Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the course on risk assessments

(3) **Checked / Validated* by:** delete one.

Checked by: Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a manager. Checking will be appropriate for most risk assessments.

Validated by: Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the risk assessment course or equivalent, and will probably be a professional with expertise in the task being considered.

(4) **Location:** insert details of the exact location, ie building, floor or room etc

(5) **Assessment ref no:** use this to insert any local tracking references used by the company

(6) **Review date:** insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc

(7) **Task / premises:** insert a brief summary of the task, e.g. typical activities such as lifting and moving small objects, use of misc electrical equipment. Or, involving the use of typical hardware, including disco & computer equipment, etc.

(8) **Activity:** use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided.

(9) **Hazard:** for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a dance floor will require identification of the trip hazards, but also identification of hazards associated with the use of poor lighting, slipping on split drinks, etc. The same activity might well have several hazards associated with it. Assessment of simple risks like broken during the event .

(10) **Who might be harmed and how:** insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including venue staff and persons attending the event. Remember also that the risks for different groups will vary. Vulnerable groups could include children, someone who is pregnant, or employees and customers with known disabilities or health conditions (such as epilepsy from flashing lights).

For each group, describe how harm might come about, eg an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of a strobe light could cause epilepsy.

- (11) **Existing measures to control the risk:** list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to fire exits or rooms adjacent to event room. An action plan with the venue for vacating premises in the event of an emergency. Identify someone at the venue who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.
- (12) **Risk Rating:** the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

- (13) **Result:** this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and policies complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (eg from equipment or chemicals suppliers, specialist advisors) but sometimes detailed and prolonged enquiries might be required. Eg is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

- (14) **Action Plan.** Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.

Copy provided to the venue and customer