

DSC Risk Assessment Proforma

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Part 1: Event Details

Event Name: _____

Start Date: _____ **End Date:** _____

Lead Name: _____

Competent Person / Risk Assessor: _____

Contact Information: _____

Signature: _____

Safety Advisor / Officer Signature: _____

Part 2: Hazard Identification Checklist

Please tick all hazards identified as part of the business / production / event:

- ☐ Access / Egress
- ☐ Computers / VDUs
- ☐ Electrical Equipment
- ☐ Manual Handling
- ☐ Driving / Moving Vehicles
- ☐ Plant / Machinery
- ☐ Explosives / Pyrotechnics
- ☐ Lasers / Strobes
- ☐ Location Catering
- ☐ Location Filming
- ☐ Location Lighting
- ☐ Working at Height
- ☐ Scaffolds / Towers / Platforms
- ☐ Smoke Effects
- ☐ Set Construction
- ☐ Hot Works
- ☐ Animals
- ☐ Compressed Gas
- ☐ Confined Spaces
- ☐ Underground or buried services
- ☐ Height / width restrictions
- ☐ Overhead services
- ☐ Flammable Substances / Materials
- ☐ Fight Sequences
- ☐ Hazardous Substances / Chemicals
- ☐ Drugs / Alcohol
- ☐ Lifting Appliances / Machinery

- ☐ Noise
- ☐ Vibration
- ☐ Physical Exertion
- ☐ Heat / Cold
- ☐ Fire / Fire Effects
- ☐ Trainee / Inexperienced Personnel
- ☐ Children
- ☐ Persons with Special Needs
- ☐ Working Patterns / Hours
- ☐ Audience / Public
- ☐ Underwater Filming
- ☐ Night Operations
- ☐ Freelance Crew / Temporary Staff
- ☐ Physical Effects / Stunts
- ☐ Weapons & Armourers
- ☐ Radiation
- ☐ Flying (Rigs / Performers)
- ☐ Slips, Trips, & Falls
- ☐ Water Effects
- ☐ Terrorism
- ☐ Cyber Threats

Other hazards (please attach specific risk assessments): _____

Part 3: Risk Management Confirmation

Confirm that all risks arising from identified hazards are adequately controlled.

Part 4: Compliance with Legislation

Control measures must comply with relevant legislation, including but not limited to:

-  Health & Safety at Work etc. Act 1974
-  The Management of Health and Safety at Work Regulations 1999
-  The Provision and Use of Work Equipment Regulations 1998
-  Control of Substances Hazardous to Health Regulations 2002 (COSHH)
-  Working at Height Regulations 2005
-  Regulatory Reform (Fire Safety) Order 2005
-  Control of Noise at Work Regulations 2005
-  Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
-  Electricity at Work Regulations 1989
-  BS 7671 (IET Wiring Regulations)
-  Control of Vibration at Work Regulations 2005
-  Manual Handling Operations Regulations 1992
-  Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
-  Dangerous Substances and Explosive Atmospheres Regulations 2002
-  Health and Safety (Display Screen Equipment) Regulations 1992

- ☞ Food Safety Act 1990
- ☞ Food Hygiene (England) Regulations 2006
- ☞ Workplace (Health, Safety and Welfare) Regulations 1992
- ☞ Personal Protective Equipment at Work Regulations 1992 (PPE)
- ☞ Health and Safety (First-Aid) Regulations 1981
- ☞ Construction (Design and Management) Regulations 2015
- ☞ Confined Spaces Regulations 1997
- ☞ Environmental Protection (Duty of Care) Regulations 1991
- ☞ Health and Safety (Safety Signs and Signals) Regulations 1996
- ☞ Ionising Radiations Regulations 2017
- ☞ Counter-Terrorism and Security Act 2015
- ☞ Data Protection Act 2018 (including UK GDPR)
- ☞ Martyn's Law 2025

In Compliance With:

- ☞ Ensure that control measures are reviewed and updated to align with current legal standards.
- ☞ Verify compliance with each listed legislation as applicable to the identified hazards.
- ☞ Maintain documentation of all assessments, reviews and control measures for audit purposes.
- ☞ Engage competent personnel to implement and oversee compliance efforts.

Part 5: Secondary / Other Legislation

The following secondary or additional legislation may also apply:

- ☞ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- ☞ The Control of Asbestos Regulations 2012
- ☞ The Gas Safety (Installation and Use) Regulations 1998
- ☞ The Waste Electrical and Electronic Equipment Regulations 2013 (WEEE)
- ☞ The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- ☞ The Equalities Act 2010
- ☞ The Smoke-Free (Premises and Enforcement) Regulations 2006
- ☞ The Employers' Liability (Compulsory Insurance) Act 1969
- ☞ The Animal Welfare Act 2006
- ☞ The Environmental Permitting (England and Wales) Regulations 2016

Part 6: Operations Checklist

Please confirm:

- ☐ Understanding and acknowledgment of health & safety duties and relevant regulations.

- ☐ Receipt of all required documentation.
- ☐ Compliance with applicable site rules.
- ☐ Risk assessments are in place for all activities.
- ☐ Compliance with no-smoking policies in all buildings.
- ☐ Drivers observe the site speed limit.
- ☐ First-aid cover is available on site.
- ☐ No unauthorised building alterations.
- ☐ No isolation or amendment of building services without consent.

Part 7: Training and Competency

- 🔗 **Training Records:** Confirm all personnel have received appropriate training for their roles.
- 🔗 **Specialised Roles:** Identify roles requiring specific certifications (e.g: first-aid, fire marshals, equipment operators).
- 🔗 **Induction Checklist:** Ensure all personnel receive a site-specific induction.

Part 8: Emergency Preparedness

- 🔗 **Emergency Contacts:** List emergency contact numbers (e.g: first responders, site managers).
- 🔗 **Evacuation Plans:** Confirm that evacuation routes and assembly points are clearly defined and communicated.
- 🔗 **Emergency Drills:** Record the schedule and outcomes of emergency drills.

Part 9: Monitoring and Review

- 🔗 **Review Frequency:** Define how often risk assessments will be reviewed and updated.
- 🔗 **Incident Reporting:** Ensure procedures are in place for reporting and investigating accidents or near-misses.
- 🔗 **Audit Records:** Keep records of health and safety audits.

Part 10: Environmental Considerations

- 🔗 **Waste Disposal:** Confirm proper procedures for disposal of hazardous and non-hazardous waste.
- 🔗 **Pollution Control:** Address measures to prevent air, water, or land pollution.
- 🔗 **Sustainability:** Encourage sustainable practices, such as energy efficiency and recycling.

Part 11: Contractor and Supplier Management

- 🔗 **Contractor Compliance:** Ensure contractors comply with site rules and relevant legislation.

- 🔍 **Supplier Assessments:** Verify that suppliers of materials and equipment meet safety standards.

Part 12: Equipment Maintenance and Inspection

- 🔍 **Inspection Records:** Keep logs of inspections for machinery, tools and equipment.
- 🔍 **Maintenance Schedule:** Include a maintenance calendar for critical equipment.

Part 13: Terrorism Risk Assessment

Measures and Mitigations:

- ❑ **Risk Identification:** Identify vulnerabilities related to terrorism, including crowded spaces, access points and high-profile targets.
- ❑ **Threat Awareness:** Conduct regular threat assessments using intelligence from law enforcement and security agencies.
- ❑ **Access Control:** Implement robust access control systems to prevent unauthorised entry.
- ❑ **Security Personnel:** Deploy trained security personnel capable of responding to terrorism threats.
- ❑ **Emergency Procedures:** Establish evacuation routes, safe zones and clear emergency procedures.
- ❑ **Physical Security Measures:** Install barriers, bollards and reinforced access points to mitigate potential attacks.
- ❑ **Staff Training:** Train staff on identifying suspicious behaviour, handling threats and executing emergency procedures.
- ❑ **Communication Systems:** Ensure reliable communication methods are in place to alert staff and the public.
- ❑ **Collaboration:** Coordinate with local law enforcement, emergency services and community stakeholders for joint planning.
- ❑ **Testing and Drills:** Conduct regular testing and drills to validate preparedness and response strategies.

Documentation:

- 🔍 Maintain records of terrorism risk assessments, training programs and security measures.
- 🔍 Ensure compliance with Protect Duty requirements once legislated.

Part 14: Approved Codes of Practice (ACoPs) for Events and Venues

This section provides guidance on best practices to ensure compliance and safety during events and at venues. Refer to the following ACoPs:

1. The Event Safety Guide (HSG195)

- Commonly referred to as the “Purple Guide,” this code outlines safety standards for managing events, including crowd control, staging and temporary structures.
- 2. **The Guide to Safety at Sports Grounds (Green Guide)**
 - Provides safety guidelines for venues hosting sports events, with a focus on seating, ingress / egress and emergency evacuation.
- 3. **Health and Safety Executive (HSE) Guidance for Temporary Structures**
 - Offers recommendations for the design, erection and maintenance of temporary event structures such as stages, tents and marquees.
- 4. **Managing Crowds Safely (HSG154)**
 - Provides practical guidance on managing crowd behaviour, preventing overcrowding and handling emergencies.
- 5. **Fire Safety Risk Assessment: Open Air Events and Venues**
 - A specific guide to fire safety measures for outdoor venues and temporary structures, ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005.
- 6. **Security Industry Authority (SIA) Guidance**
 - Covers requirements for employing licensed security personnel and implementing effective access control at events.
- 7. **Noise Control at Concerts (HSG260)**
 - Provides advice on managing noise levels to protect workers, performers and attendees from harmful exposure.
- 8. **BS 8406:2009 Event Stewarding Code of Practice**
 - Sets out standards for the training and deployment of event stewards to ensure public safety.
- 9. **The Traffic Signs Manual: Chapter 8**
 - Offers guidance on traffic management for road closures and diversions at or near event venues.
- 10. **Temporary Demountable Structures (TDS): Guidance on Procurement, Design and Use**
 - Published by the Institution of Structural Engineers, this document provides best practices for temporary structure stability and safety.