

Risk Assessment & Method Statement

Fill The Floor Discos

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Operating areas: Buckinghamshire, Hertfordshire and surrounding counties by request

Date of review: 18 August 2026

Next scheduled review: 18 August 2027

Services covered

- Professional disco setups
- 4ft illuminated light-up letters and numbers
- Digital photo booths with DSLR cameras
- LED starlit dance floors — supplied and installed by a specialist subcontractor (see Section 5)

Section 1: General Information

Assessor: Daniel Hodkinson

Events covered:

- Weddings
- Birthday parties
- School proms and discos
- Corporate functions
- Seasonal and themed events

Team size: 1–5 trained operators, depending on package and scale of event. Light-up letters and numbers are also hired without attendance — see Section 3.

Working hours: Typically between 10am and midnight, depending on event needs

Public access to equipment area: Yes — equipment is often set up in spaces accessed by the public

First aid provision:

- Fully stocked first aid kit carried in each vehicle
- All staff receive training in Basic First Aid and are instructed in emergency procedures

Section 2: Risk Assessment

Hazard Category	Hazard	Potential Risk	Control Measures Implemented	Residual Risk
Manual Handling	Lifting large or heavy items such as speakers and lighting stands	Back strain or musculoskeletal injury	Trolley and wheeled flight cases used wherever possible Items team-lifted where necessary Manual handling training provided to all staff	Low
Electrical Safety / Trip Hazards	Loose cables or faulty equipment	Electric shock, tripping injuries	All equipment PAT tested annually Cable covers or floor tape used RCD protection on power circuits Regular visual checks throughout the event	Low
Fire Risk	Overloaded sockets or faulty connections	Fire hazard	No daisy-chaining of extensions Limit of one high-load device per outlet All kit PAT tested Event layout respects fire exits and venue regulations	Low
Crowd Interaction	Guests knocking over equipment or accessing it	Injury to guests, damage to equipment	Equipment positioned out of the main traffic flow Barriers used where appropriate DJ booth attended throughout; photo booth attended whenever open and closed when unattended	Low
Light-Up Letters and Numbers	Units toppling, or contact with hot bulbs	Crush or impact injury, burns, damage to equipment	Placed only on flat, level ground; never raised onto tables or ledges Set back from the edge if placed on staging Sited away from bar areas, doors and windows Indoor use only; 240v supply, cables covered or taped Children not to be left unattended near the units Checked, photographed and confirmed operational before each event, and again on collection	Low

Hazard Category	Hazard	Potential Risk	Control Measures Implemented	Residual Risk
Light-Up Letters and Numbers — Hired Without Attendance	Units hired to an event we are not working, and used with no member of our team present	Crush or impact injury, burns, damage to equipment	Delivered and positioned by us on flat, level ground before we leave site Client briefed at booking on placement, and on keeping the units away from bars, doors and windows and clear of children Written hire conditions issued with every booking and acknowledged by the client Units must not be moved by the client; if they must be repositioned, the client is responsible for doing so safely per the hire conditions Checked, photographed and confirmed operational at delivery, and checked again on collection Collected by us; the client is not required to handle or dismantle them	Low
Lighting Equipment	Flashing or moving light effects	Triggering seizures in susceptible guests	No strobe lighting is carried or used Effect lighting includes some flashing and movement, but not strobe effects; if the client or venue tells us a guest is photosensitive, effects are kept to a minimum	Low
Photo Booth Usage	Misuse of props, unstable guest interaction	Minor injury, falls, inappropriate behaviour	Props are lightweight and checked for safety Booth attended by a staff member the whole time it is open; closed during any short breaks	Low
LED Starlit Dance Floor (subcontracted)	Slipping, tripping or misalignment of panels	Trips, slips, twisted ankles	Supplied, installed and removed by a specialist subcontractor working to their own risk assessment and method statement Fill The Floor Discos does not lay, alter or de-rig the floor Visually checked by us before guests arrive; any concern reported to the subcontractor and the venue and the floor not used until resolved Subcontractor's risk assessment and public liability certificate available on request	Low

Section 3: Method Statement

Preparation and loading

- All kit loaded safely at base using trolleys, ramps and team-lift procedures.
- Checklists used to confirm all items are present and in working condition.
- Vehicles maintained regularly; all items securely stowed for transport.

Arrival at venue

- Team arrives 1–2 hours prior to guest entry or event start.
- Unload via the safest and most direct route, avoiding high-traffic guest areas.
- Communicate with the venue coordinator to confirm setup location, power access and fire exits.

- Where a dance floor is booked, confirm the subcontractor's access and installation window with the venue.

Event setup

- Full site inspection carried out before setup begins, covering cable routing, trip hazards, emergency exits and venue-specific fire procedures.
- Power supply tested before plugging in equipment.
- All cables routed away from walkways, covered with cable ramps or secured with gaffer tape.
- Lights and speakers placed to avoid obstruction or contact with guests.
- Illuminated letters and numbers positioned on flat, level ground, or set back from the edge if on staging.
- Photo booth assembled and tested; backdrop correctly aligned; props displayed safely.
- Dance floor: installed by the subcontractor to their own method statement. We do not lay, alter or move the floor. Once installed, we carry out a visual check before guests arrive and report any concern to the subcontractor and the venue; the floor is not used until it is resolved.

Hire without attendance — letters and numbers

- Light-up letters and numbers are sometimes hired to events we are not working, including events with no DJ. In those cases the units are delivered, positioned and later collected by us, but no member of our team is present during the event.
- At delivery we inspect the room, position the units on flat, level ground away from bar areas, doors, windows and walkways, route and cover the cable, and confirm each unit is working.
- We photograph the units in position as a record of how they were left.
- The client receives our written hire conditions when they book, covering placement, the requirement not to raise the units onto tables or ledges, keeping children from the bulbs and frames, indoor use only, and not placing drinks or glasses on the equipment.
- The client is responsible for the units while they are in their care, and for ensuring their venue is aware of our conditions.
- Units are collected by us at the agreed time and checked again on collection. The client is not required to handle, move or dismantle them.

During the event

- All staff remain in clearly branded clothing for visibility and professionalism.
- DJ or operator remains near the controls throughout the event.
- Lighting adjusted in real time to suit atmosphere and client preferences.
- Music levels monitored to remain within safe decibel limits for guests, and within any venue sound limiter threshold advised to us in advance.
- Any hazards such as spills or loose cables addressed immediately and reported to venue staff.
- Photo booth attended whenever it is open, to ensure safe use of props and orderly queuing; the booth is closed during any short breaks.
- No strobe lighting is used. If we are told a guest is photosensitive, lighting effects are kept to a minimum for the night.
- Dance floor monitored visually during the event. Spillages reported to venue staff for immediate attention. Any fault or movement in the floor is referred to the subcontractor.

Pack down

- Event end confirmed with the client or venue representative.
- Equipment powered down in the correct sequence.
- All electricals unplugged before disassembly.
- Letters and props packed in protective bags.
- Dance floor removed by the subcontractor at a time agreed in advance with the client and venue.
- Final sweep of the venue to check no items or debris are left behind.
- Incident log completed if any issues occurred during the event.

Section 4: Insurance, Certification & Staff Training

Requirement	Details
Public Liability Insurance	£10,000,000 Public and Products Liability. Policy PI24F1085486, HCC International Insurance Company PLC, arranged through the SEDA scheme by Hencilla Canworth. Valid to 1 June 2027. Certificate available on request.
Employers' Liability Insurance	£10,000,000 Employers' Liability, under the same policy and certificate.
PAT Testing	All electrical equipment tested at least every 12 months by a qualified tester. [INSERT DATE OF LAST TEST AND TESTER — or delete this bracket and leave the sentence as it stands.]
Ofcom Licence	Ofcom Programme Making and Special Events licence 7/0145977, call sign CS34763, for radio microphone equipment. Valid to 25 September 2026.
DBS	The DJ is DBS checked. Certificate available to view on request; not published, as it carries personal details.
Professional Membership	Full member of SEDA — The Society of Entertainment and Discotheque Agents (The DJ Association). Membership requires evidence of public liability insurance and PAT testing.
Staff Training	Manual Handling Awareness Basic First Aid Fire Safety & Evacuation Equipment-specific operational training
Risk Assessment Review	Reviewed annually, and immediately following any incident, injury or near miss.

Section 5: Subcontractors

LED starlit dance floors are supplied, installed and removed by a specialist subcontractor. Fill The Floor Discos does not lay, alter or de-rig the floor.

The subcontractor works to their own risk assessment and method statement and holds their own public liability insurance. Copies of both are available on request.

Dance floor supplier: Vision 2 Events Ltd

Their public liability cover: £10,000,000 Public Liability and £10,000,000 Products Liability, with indemnity to principal included. £10,000,000 Employers' Liability. Underwritten by Pardus Underwriting / Accelerant Insurance UK Limited, policy SHARDJ01, arranged by Sharrocks through the Mobile DJ Network scheme. Valid to 13 December 2026.

Their business description: Includes the dry hire of audio visual equipment, light-up letters and portable dance floors. A copy of the subcontractor's certificate of insurance is held on file and is available to venues on request.

Section 6: Venue-specific requirements

Where a venue requires a risk assessment written for its own room, or in its own format, we will produce one and send it to the venue team in advance of the event.

If your venue operates a sound limiter, please tell us the threshold and where it is set when the booking is confirmed. We will plan for it, we carry our own metering, and we will run a level check with your duty manager before guests arrive if that is useful.