



The Ultimate Disco – Plan of Work

- 1) Check that there is safe access to the performing area and unloading will not cause a hazard.
- 2) Check electrical socket with a plug in tester and ensure the tester indicates a “pass”.
- 3) If the socket does not have a built in RCD, then plug in ones are to be used for each socket used (supplied by DJ). RCD's are to be tested using the test button before use.
- 4) All electrical equipment and cables are to be visually checked for any signs of damage before being used.
- 5) Ensure that there is sufficient room to set up in a safe way.
- 6) Ensure that the setup does not obstruct any walkways or designated fire exits.
- 7) Disco equipment is to be set up so that there are no protruding stand legs or other items that could be a trip hazard.
- 8) Any trailing leads that could be a trip hazard are to be taped down.
- 9) All overhead lighting is to be additionally secured with safety cables or straps.
- 10) When using T-bars for lighting, the weight must be evenly distributed on both sides and total weight must not exceed the handling capacity of the T-bar.
- 11) No drinks or other liquid in glasses or similar are to be allowed behind the DJ booth near any electrical equipment. Drinks such as bottled water with anti spill spouts only are to be used.
- 12) The DJ is to familiarise himself with emergency procedures at the premises, the location of fire extinguishers and the location of any fire alarm activation point.
- 13) The DJ is to check with the venue management to ensure that smoke machines can be used if the client has requested usage of them.
- 14) The DJ is to check the finishing time with the venue management to ensure that it is compliant with the venues licence(s).
- 15) Heaving lifting tasks shall be carried out with the aid of mechanical means or with addition of a trained person(s).
- 16) Protective clothing such as eye protection, gloves, hard hat, ear defenders, high visibility vests and safety boots are all available if required for a task.
 - i) Suitable practical footwear will be worn at all times.
 - ii) It is preferred that protective gloves are worn for all manual tasks such as set up, dismantle, and rigging however this is at the operatives discretion.
 - iii) In addition to standard PPE, when using mobile access equipment (such as steps or scaffold) above a foot height of 2m the following shall be used; Hard hat, high visibility vests, and protective gloves.



The Ultimate Disco

01202 287387

Dorset's No. 1

Site Specific Additions	
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(The Ultimate Disco staff only)

Checked and approved by;

By signing this section you agree you have read and understood the requirements and safety procedures laid out in this document.

Staff Name	Sign	Date
J. Humphreys		
D. Lawrence		