MARVELLOUS GLOW

BESPOKE LIGHTING FOR TV & EVENTS

HEALTH & SAFETY

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PORTABLE APPLIANCE TESTING *(PAT) CERTIFICATE*

This is to certify that the electrical equipment listed below has been inspected and tested in accordance with the Electricity at Work Regulations 1989 and IET Code of Practice for In-service Inspection and Testing of Electrical Equipment

Site Address:

Marvellous Glow Ltd
22 Finch Drive, Braintree, Essex, Cm7 2sf

All items have been tested by a competent person and found to be in a safe condition at the time of testing.

DATE OF TEST: 1/2/26

DATE OF NEXT TEST: 1/2/27

Insure4Music

Certificate of Insurance

This certificate is confirmation that

Marvellous Glow

Has a Limit of Liability of up to £5 million
and Professional Indemnity of up to £1 million

Public Liability
Effective from: 11/10/2026 00:00
Until: 10/10/2027 23:59

Professional Indemnity
Effective from: 11/10/2026
Until: 10/10/2027

Policy Number
I4M345804

Subject to the terms and conditions of the policy

Signed on behalf of the underwriters



Alan Thomas
Authorised Signatory, Ripe Insurance Services Ltd

This certificate does not form part of the contract of insurance.
For full terms and conditions of the policy please refer to your Insurance Schedule and Insurance Booklet.

RISK ASSESSMENT FOR LIGHT-UP LETTERS
MARVELLOUS GLOW LTD

MARVELLOUS GLOW®
BESPOKE LIGHTING FOR TV & EVENTS

Hazard	Who Might Be Harmed?	Risk	Control Measures Already in Place	Further Action Required
Electric Shock	Staff, customers, venue guests	Medium	PAT-tested cables and lights; RCD-protected plugs; cables inspected regularly; trained staff only to handle wiring	Regular PAT testing (every 12 months)
Trip Hazard from Cables	Guests, staff, venue personnel	Medium	Cables securely taped down or routed out of walkways; cable covers used; visible signage if needed	Use wireless options where possible
Fire Risk	Everyone on premises	Medium	LED lights (low heat); no overloading of circuits; fire extinguisher available; use of fire-retardant materials	Staff trained in fire procedures
Manual Handling	Staff	Medium	Staff trained in proper lifting techniques; trolleys or dollies used; minimum of 2 people for heavy letters	Review manual handling procedures annually
Toppling or Collapse	Guests, children, staff	High	Letters secured with weights or stabilizers; placed on flat, stable surfaces; out of high-traffic areas	Signage or barriers if children present
Damage to Venue Property	Venue owner	Low	Use of protective mats or pads beneath letters; staff trained to avoid wall or floor scratches	Pre-event site inspection
Overheating Equipment	Staff, guests	Low	Use of LED lighting which produces minimal heat; allow ventilation behind letters	Regular inspection of components
Power Failure	Event attendees, staff	Low	Backup battery-powered lights or clear contingency plan in case of power outage	Consider portable power bank options

Risk Assessment: Dancefloor Area

Activity: Dancing / use of dancefloor
Location: Indoor dancefloor
Persons at Risk: Dancers, guests, staff, performers, cleaners

Slips, Trips & Falls

Hazards:
- Spilled drinks or water
- Uneven or damaged flooring
- Loose cables or equipment

Control Measures:
- Non-slip flooring
- Immediate clean-up of spills
- No drinks on dancefloor
- Cables secured

Overcrowding

Hazards:
- Too many people on the dancefloor
- Restricted movement

Control Measures:
- Maximum capacity enforced
- Staff monitoring
- Clear entry and exit points

Collision & Physical Injury

Hazards:
- Pushing or jumping
- Energetic dance movements

Control Measures:
- Adequate space
- House rules enforced
- Staff intervention

Lighting Effects

Hazards:
- Flashing or strobe lights
- Reduced visibility

Control Measures:
- Warning signage
- Controlled lighting
- Emergency lighting available

Noise Levels

Hazards:
- Loud music

- Difficulty hearing alarms

Control Measures:
- Volume control
- Sound level monitoring
- Staff training

Fatigue, Heat & Dehydration

Hazards:
- Overexertion
- Hot environment

Control Measures:
- Ventilation
- Free drinking water
- Rest areas

Footwear & Clothing

Hazards:
- Slippery shoes
- Trailing clothing

Control Measures:
- Footwear advice signage
- Clean, dry floor

Emergency Situations

Hazards:
- Fire
- Power failure
- Medical emergency

Control Measures:
- Clear exits
- Trained staff
- First aid available

Overall Risk Level: Medium (manageable with controls)
Review Date: Before each event or annually
Responsible Person: Event Manager / Venue Supervisor

METHOD STATEMENT

Setup and Collection of Light Up Letters

Company Details

Marvellous Glow Ltd
22 Finch Drive
Braintree
CM7 2SF

1. Introduction

This method statement outlines the procedures for the safe delivery, installation, and collection of illuminated light up letters supplied by Marvellous Glow Ltd. All works will be carried out in accordance with current health and safety legislation and venue-specific requirements.

2. Responsibilities

• All installations will be carried out by trained and competent personnel.
• Staff will ensure safe manual handling techniques are used at all times.
• Equipment will be checked prior to installation.
• Any hazards identified on site will be reported immediately.

3. Delivery and Setup Procedure

• Letters will be transported securely in suitable vehicles.
• Upon arrival, a site assessment will be conducted.
• Letters will be positioned on stable, level ground.
• Electrical cables will be routed safely to avoid trip hazards.
• PAT tested electrical equipment will be used at all times.

• Final visual inspection will be completed before handover.

4. Risk Control Measures

• Use of appropriate manual handling techniques.
• Use of PPE where required (gloves).
• Cables secured using tape or cable covers.
• Equipment not to be used outdoors unless specified as weather resistant.
• Equipment isolated from power supply when not in use.

5. Collection Procedure

• Electrical supply will be disconnected safely.
• Letters will be checked for damage.
• Equipment will be carefully packed and removed from site.
• Site will be left clean and free from any debris.

6. Declaration

Marvellous Glow Ltd confirms that all work will be carried out in a safe and professional manner in accordance with relevant health and safety legislation.