

Photo Booth Risk Assessment

Risk	Current precautions	Likelihood	Severity	Risk score	Further precautions
Manual Handling, Injuries, Back Injuries, Hernia, Strains and Sprains from Transporting and moving equipment from transportation to the place in which the equipment is to be erected and dismantled at the end of the event.	View access/egress route prior to moving the equipment. Plan Easiest Route and use Sack Wheels where appropriate. Flight case fitted with wheels and ramp used when necessary from unloading vehicle.	1	3	3	Discuss routes of access / egress with management / colleagues to minimise the risk of injury. Do not use routes within the premises for moving the equipment that will increase the risk of injury. Use sack wheels or trolleys whenever possible and get assistance if the load is too heavy or awkward. Use correct posture and lifting techniques when Lifting and moving equipment.
Over Enthusiastic Participants	If the booth has no attendant with the hire (dry hire) please ensure there is a responsible person supervising at all times	2	1	2	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
Danger of unnecessary Injury	Ensure that equipment is set up with adequate lighting and that the operator does not rush	1	2	2	Ensure adequate time is left for setting up.
Injury through lack of supervision	A fully trained operator must be present with the equipment at all times, in the event that the operator is not in view the machine must be cordoned off	1	4	4	If booked without an operator from The Bar People. Please nominate your own responsible person to oversee the activity and adhere to the controls listed in this assessment.

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Unruly Behaviour	The most important rule of all is that the operator's decision is final, refusal to abide by the operators guidance will result in ride refusal& in extreme circumstances closure of the magic mirror booth.	1	2	2	N/A
Magic mirror booth Falling Over	Magic mirror is fitted inside a flight case and secured in one easy to transport / setup unit.	1	4	4	Magic Mirror booth is setup on a flat surface and does not rock or move.
Electrocution	Electrical units are visually inspected for obvious faults. All equipment is PAT tested once a year, cables are covered and only trained and insured employees should have access.	1	4	4	If sockets are used at the venue, we ask the client that power supplies are suitable and safe.
Electrocution	Participants spilling drinks near electrics.	1	2	2	Ensure that guests leave there drinks in a designated area and do not take them near the photo booth or electrical equipment.
Participants falling or tripping over props	Ensure that once guests have finished using the equipment/props that they put back in the prop box/ stand to reduce any tripping hazard.	1	2	2	Operator to pick up props and put back if guests have not already done this.

Method Statement:

1) Arrival on site

- Find a safe and suitable place to unload equipment
- Confirm location is safe to setup equipment
- Confirm where power is available from and ensure leads are taped down if necessary
- Ensure that the area is flat and level and free from obstruction
- Allow a minimum of 2ft (0.6m) around the unit for clearance.
- Use 2 team member when lifting heavy equipment exceeding the weight of 30kg
- Open the back of magic mirror booth
- Set up the electrics behind the TV screen
- Start the PC
- Choose the software style for the night from the options screen & select 'OK' Press options & select start full screen photo booth mode.
- Open prop box & set out the props ready for the events hire.
- The booth is designed for up to 12 guests at a time
- No food or drink to be placed near the Photo Booth at any time.
- Pack down safely at the end of hire
- Ensure the area is clear of guests before packing away
- Turn off the power to computer and magic mirror screen.
- Strap booth in vehicle when packing away.