



PHOTOBOOTH RISK ASSESSMENT

RISK	EXISTING CONTROLS	LIKELIHOOD 1-5	SEVERITY -5	RISK SCORE LxS	FURTHER ACTION TO TAKE
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.	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/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	5	5	Ensure adequate time is left for setting up.



	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	5	5	If booked without an OMG! operator. Please nominate your own responsible person to oversee the activity and adhere to the controls listed in this assessment.
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 unit.	1	2	2	None
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	3	3	If sockets are used at the venue, we ask the client to check these prior to event.

METHODSTATEMENT

Electrocution	Participants spilling drinks near electrics.	2	1	2	Ensure that guests leave there drinks in a designated area and do not take them near the photo booth.
Unit Falling Over	The machine is sturdily designed with bolts	1	3	3	None



	holding the unit together. The machine must be placed on a flat surface with good access for the players.				
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.	2	2	4	Operator to pick up props and put back if guests have not already done this.

L = Likelihood, S = Severity, L x S = Risk Score, with 1 = Lowest risk and 5 = Highest risk

Risk and likelihood are worked out using numbers 1 – 5. These are then multiplied to give the risk score. OMG! Entertainment Ltd recommend that client's undertake their own risk assessment to suit individual needs. We strive to have no risk score over 10 and anything over 20 would result in OMG! Entertainment Ltd not running the photo booth.

METHOD STATEMENT FOR PHOTOBOOTH

UNIT SIZE (W x H x L)	1.5m x 2.1m x 2.5m
MIN. AREA REQ. (W x L)	3m x 2.2m x 3m
POWER REQUIRED	1 x 13amp
OPERATORS	2

1) ARRIVAL ON SITE

- Find a safe and suitable place to unload equipment
- Confirm location is safe to erect equipment
- Confirm where power is available from and ensure leads are taped down
- 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 black cases and get the aluminium frame out
- Start building frame using the twist and click process
- Ensure that all fixings are level
- Place the correct internal inserts in the booth for the sides and ensure the green screen board is in the correct position, hang curtain once roof has been erected
- Set up the electrics behind the TV screen
- wrap framework with photo booth skin
- 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 plastic prop box & set out the props ready for the events hire.
- Instructions – Photo instructions are in the printers flight case
- The unit is designed for up to 6 guests in at a time
No food or drink to be placed near the Photo Booth at any time.
- Pack down
- Ensure the area is clear of guests before packing away
- Turn off the power, remove all electrics and place laptop, camera and printer back in their cases
Remove Roof, skins and curtain
- twist the frames and remove aluminium poles accordingly.
- Place all boards and aluminium in the correct bags and boxes
- Ensure that all aluminium goes back into the black boxes, please remember to count all pieces in from your check list
- Use 2 staff members to move the unit and store in the van using ratchet straps
- Check the area for any remaining equipment and ensure that all equipment is brought back to the unit