

# RISK ASSESSMENT – Take a Memory Photobooth



<b>Persons Involved:</b> Photobooth operator  <b>Also present:</b> Venue Staff Guests	<b>Describe Activity / Equipment:</b> Portable party photo booth made of wood and aluminium. Arrives at venue in two parts, the stand and the operational unit. A backdrop of the customers choosing is then set up at a specific distance from the main unit. The hardware consists of a a touch screen computer, digital camera and commercial dye sub printer.	<b>Location: Strategy and Evolution 2024</b>  <b>Event Date</b> 21 <sup>st</sup> -23 <sup>rd</sup> June 2024 28 <sup>th</sup> -30 <sup>th</sup> June 2024
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Hazard	Control Measures	Calculation of Risk			Risk Acceptable Y/N
		Harm (1-4)	Likelihood (1-4)	Risk Factor	
Manual Handling.	Care should be taken when lifting or assembling sections. Standard manual handling techniques should be observed at all times. Particular care should be taken when manoeuvring the main unit.	3	1	3	Y
Trip hazard.	Should be installed outside of access routes, doorways or paths. Any leads should be taped down or routed outside of access routes or areas of foot traffic to prevent trips.	2	2	4	Y
Overcrowding	The booth is not enclosed and therefore does not have a maximum occupancy. The operator / supervisor is required to ensure sensible levels of users and overcrowding does not occur.	2	1	2	Y
Miss-use of equipment.	Equipment is supervised by a responsible adult either from the company or on the behalf of the client. Overnight or whilst un-attended for a long period of time the equipment should be turned off and disabled from use.	2	1	2	Y
Electrical	All electrical items should be annually PAT tested for electrical safety.	3	1	3	Y
Slips & Falls	Drinks should not be allowed into the booth, in the event of any external spillage's operation should cease and the spillage should be cleaned up immediately.	2	2	4	Y
Fire	All fabrics are F/R and all electrical appliances /leads are annually PAT tested.	1	1	1	Y
Criminal Activities (security) or unsupervised use.	If possible equipment should not be left un-attended whilst area is open to guests / the public. If it is necessary to leave equipment unattended at any time it is disabled to prevent unsupervised use.	1	1	1	Y

<b>Other operational notes:</b> The operator must at no time consume alcohol whilst in charge of the equipment. His / her operational awareness is essential to the safe running of the equipment.	
Risk Assessment completed by : Callum Tompkins	Date of Risk Assessment: 22.05.2024

**Harm** 1. Minor injury requiring minor first aid. 2. Injury requiring paramedic / hospital visit. 3. Serious injury resulting in hospital treatment & prolonged recovery. 4.. Long term injury, death or disability.  
**Probability** 1. Extremely remote – unlikely to occur. 2. Remote – may occur in time. 3. Reasonably probable – probably will occur in time. 4. Probable – likely to occur frequently.  
**Total Risk** 1-4 Acceptable 5-8 Low Risk, activity guidelines should be followed 9-12 High Risk, activity must be carefully monitored and supervised 13-16 Unacceptable Risk activity can not continue.