

## Games for Events Risk Assessment – PARTY PHOTO BOOTH

<b>Persons Involved:</b> Games for Events  <b>Also present:</b>	<b>Describe Activity / Equipment:</b> Portable party photo booth of aluminium sectional design with acrylic and macralon fascias. The sectional frame is joined by means of bespoke plastic junctions to form booth shape. The exterior is clad with velcro mounted macralon panels to form an outer shell and the interior is faced with opal acrylic allowing light into the booth. The hardware consists of a tough screen computer, digital camera and commercial dye sub printer. The complete unit is transported by means of custom built wheeled flight cases.	<b>Location: Across UK</b>  <b>Event Date To be confirmed</b>
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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 flight cases, ramps or similar must be used for the loading / unloading from a van or similar.	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 can accept a maximum of 6 guests (3 seated / 3 kneeling or similar) The operator / supervisor is required to ensure this number is adhered to at all times.	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 disable from use.	2	1	2	Y
Electrical	<ul style="list-style-type: none"> <li>All electrical items should be annually PAT tested for electrical safety.</li> <li>Photobooth attendant to conduct visual checks of equipment, plugs leads and sockets for damage prior to use.</li> <li>Wherever possible nearest electric power socket to be use to reduce the length of trailing cables and to minimise the use of extension leads.</li> <li>Cables to be located to reduce tripping hazards.</li> <li>Ensure no strain is placed on the cable and connections.</li> <li>Circuit breakers are to be used to act as an automatic switch this will protect the electrical circuit from damage caused by overload, power surge or short circuit.</li> </ul>	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	<ul style="list-style-type: none"> <li>All fabrics are F/R and all electrical appliances /leads are annually PAT tested.</li> <li>Photobooth attendants are to identify nearest available carbon dioxide/dry powder fire extinguishers within the venue prior to operating the photobooth.</li> </ul>	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

### Other operational notes:

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 : M Gridley  
(Print and Sign)

Date of Risk Assessment:  
06.11.2023

**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.