

RISK ASSESSMENT

COMPANY NAME: BOX PHOTO BOOTHS
DATE OF RISK ASSESSMENT: 28th May 2021

WHAT ARE THE HAZZARDS	WHO MIGHT BE HARMED & HOW	WHAT ARE YOU ALREADY DOING	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK	ACTION BY WHO	ACTION BY WHEN	DATE
Slips & trips	Staff and customers may be injured if tripping over objects such as props left on floor or slip on drink spillages	<p>General good housekeeping is carried out. Actively discourage drinks in our Photo Booths and in the general area.</p> <p>Trailing leads or cables across walkways are covered using appropriate industrial rubber trunking.</p> <p>Extension cables are routed appropriately.</p> <p>Staff to keep booth areas clear and any props left in walkways or floor to be picked up immediately</p>	On-going consultation pre and post event discussions sharing personal experiences and training for all staff if and when required	All staff, Supervisor, Manager	From 28.05.21	Ongoing
Musculoskeletal Disorder	Staff may be hurt or injured when lifting and moving heavy or bulky objects particularly when loading and unloading at an event the Photo Booth but potentially when carrying Printer, Poles, Photo Booth Skins & Poles. and stretching while assembling the Photo Booth	In most cases two members of staff will attend an event with the Photo Booth in order to prevent any occurrence of such injury. Staff are made aware of correct lifting and carrying practice. All staff are required to practice in house when training and familiarize themselves with relevant and up to date information with regards to carrying and handling, and assembling heavy / awkward items and will undergo appropriate training where necessary	All staff must demonstrate an understanding of good working practice and demonstrate an ability to carry equipment, assemble set up and disassemble / tear down equipment. No further action at this stage is required. Training and updating knowledge when new equipment is introduced from time to time	All staff, Supervisor, Manager	From 28.05.21	Ongoing
Maneuvering Photo Booth / 360 Revolution Video Sharing Experience through event premises	Staff, customer or general public	The Photo booth and 360 Revolution is secured to the dolly or transport board by straps	All staff must adhere to agreed methods when moving the Photo Booth and 360 Revolution	All staff, Supervisor, Manager	From 28.05.21	Ongoing

Electrical Hazards & Control Measures	Staff and Customers	<p>Annual PAT.to be carried out on all electrical items. A current up to date PAT Certificate to be made available upon request.</p> <p>Extension / and 360 Revolution control cables must be routed so as not to pose a risk. Wherever appropriate and required a non-trip rubber trunking used across walkway</p>	Update PAT annually on all equipment. Visual check on all electrical cables and trunking and replace bring to the attention of Mr Daniel Lyons, Miss Sophie Hills if damaged	All staff, Supervisor, Manager	From 28.05.21	Ongoing
Flower Wall / Backdrops Set up / Tear down / Moving	Staff and Customers	Although rather light, set up, tear down and moving of flower walls and backdrops is usually done with two persons present. Base plates are used for stability and positioned so as to make sure Flower Walls are unable to fall forward. Where there is no back wall staff must secure the Flower Wall using appropriate strap	All staff must adhere to agreed methods when setting up tearing down and moving	All staff, Supervisor, Manager	From 28.05.21	Ongoing
Covid 19 Risk to Staff and Clients	Staff and Customers	<p>Providing hand sanitizer and / or cleaning wipes for both customer and staff use.</p> <p>Sanitize props and equipment after use.</p> <p>Remove props dependent or in line with government guidance.</p> <p>Staff to operate booths dependent or in line with government guidance.</p> <p>Staff to advise / adhere to any government guidance in place for social distancing</p> <p>Staff to advise / adhere to any government guidance in place with regards to the wearing of face covering</p>	<p>Provide instruction and remind any one using the Photo Booth to use hand sanitizer. All staff must adhere to agreed methods. Staff & Client to be briefed if this is required.</p> <p>Staff & Client to be briefed if this is required. Staff to follow current Government Guidance.</p> <p>Staff to follow current Government Guidance</p>	All staff, Supervisor, Manager	From 28.05.21	Ongoing

Our Risk Assessment in reviewed on an ongoing basis