



# **BOX PHOTO BOOTHS**

## **RISK ASSESSMENT – PHOTO BOOTH HIRE**

Business: **Box Photo Booths**

Activity: Delivery, installation, operation and removal of photo booth equipment

Assessment applies to: Weddings, parties, corporate events and other private/public events

Assessment date: **August 2026**

Review date: August 2027, or sooner if there are significant changes to equipment, working practices or legislation

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### **Purpose of this Risk Assessment**

This risk assessment covers the main hazards associated with the delivery, setup, operation and dismantling of photo booth equipment supplied by Box Photo Booths.

The purpose of this assessment is to identify potential hazards, assess the level of risk and establish suitable control measures to reduce risks to Box Photo Booths staff, venue staff, event organisers and members of the public.

Box Photo Booths will liaise with the venue or event organiser where necessary and will comply with reasonable venue-specific health and safety requirements.

## **Delivery and Transportation of Equipment**

Hazards:

Manual handling injuries, strains, trips, collisions, dropped equipment or injury caused while loading/unloading equipment.

People at risk:

Box Photo Booths staff, venue staff and members of the public.

Control measures:

Equipment will be transported securely and checked before being moved.

Where reasonably practicable, heavier or awkward items will be moved using suitable trolleys or other handling equipment.

Staff will use appropriate manual-handling techniques and avoid lifting loads that are considered unsafe for one person.

Equipment will be moved carefully through doorways, corridors, stairs and other restricted areas.

Where possible, the delivery route will be checked in advance.

Members of the public will be kept clear of the immediate loading and unloading area.

Equipment will not be left unattended where it could create a hazard.

**Residual risk: Low**

## **Manual Handling During Setup and Removal**

Hazards:

Musculoskeletal injuries, trapped fingers, dropped equipment and strains caused by lifting or carrying equipment.

People at risk:

Box Photo Booths staff.

Control measures:

Staff will assess the weight and size of equipment before lifting.

Heavy or awkward items will be moved by two people where appropriate.

Trolleys will be used where practical.

Staff will avoid twisting while carrying equipment and will use suitable lifting techniques.

Equipment will be placed securely and safely once inside the venue.

**Residual risk: Low**

## **Electrical Equipment**

Hazards:

Electric shock, electrical burns, fire or equipment malfunction.

People at risk:

Box Photo Booths staff, venue staff and members of the public.

Control measures:

All electrical equipment used by Box Photo Booths will be maintained in good condition.

Electrical cables, plugs, sockets and equipment will be visually inspected before use.

Damaged electrical equipment or cables will not be used.

Equipment will only be connected to suitable electrical supplies.

Where appropriate, electrical equipment will be protected by suitable RCD protection.

Electrical equipment will be positioned so that guests cannot easily interfere with connections.

Liquids will be kept away from electrical equipment wherever reasonably practicable.

Box Photo Booths will follow manufacturer instructions for all electrical equipment.

**Residual risk: Low**

## **Trip Hazards – Cables and Equipment**

Hazards:

Guests, venue staff or Box Photo Booths staff tripping over cables, equipment or other items.

People at risk:

Members of the public, venue staff and Box Photo Booths staff.

Control measures:

Cables will be routed away from pedestrian walkways wherever possible.

Cable covers or suitable cable management will be used where cables must cross areas used by guests.

Loose cables will not be left unnecessarily across walkways.

Equipment will be positioned securely and sensibly within the allocated area.

The area surrounding the booth will be checked after setup and periodically during the event where appropriate.

Any hazards identified during the event will be addressed promptly.

**Residual risk: Low**

### **Stability of Photo Booth Equipment**

Hazards:

Equipment being knocked, moved or overturned, potentially causing injury or damage.

People at risk:

Members of the public, venue staff and Box Photo Booths staff.

Control measures:

The booth and associated equipment will be positioned on a suitable, stable and level surface wherever possible.

Equipment will be assembled according to the manufacturer's instructions.

Equipment will not be placed where it is likely to obstruct doors, emergency exits, stairways or other important access routes.

Guests will be asked not to climb on, lean heavily against or deliberately move the equipment.

The booth will be positioned with sufficient space for safe use.

**Residual risk: Low**

## **Guest Use of the Photo Booth**

Hazards:

Guests falling, overcrowding, inappropriate use of equipment, children climbing on equipment or guests causing damage through misuse.

People at risk:

Members of the public, particularly children and vulnerable guests.

Control measures:

The booth will be designed and operated in accordance with the manufacturer's instructions.

Guests will be advised to use the equipment responsibly.

Guests will not be permitted to climb onto the booth, stand on equipment or deliberately misuse it.

Where appropriate, younger children will be supervised by their parent or responsible adult.

Box Photo Booths staff will intervene if they identify unsafe behaviour.

The booth will not be positioned in a location where guests could fall from a height or come into contact with other hazards.

**Residual risk: Low**

## **Venue Environment**

Hazards:

Uneven flooring, wet floors, stairs, restricted access, low ceilings, poor lighting or other venue-specific hazards.

People at risk:

Box Photo Booths staff and members of the public.

Control measures:

Box Photo Booths staff will assess the immediate working area before setting up.

The booth will not be installed where the surrounding conditions make its safe operation unsuitable.

Any significant venue-specific hazards will be reported to the venue or event organiser.

Equipment will be positioned away from known hazards wherever possible.

The setup area will be kept tidy throughout the installation and removal process.

**Residual risk: Low**

### **Fire Safety and Emergency Exits**

Hazards:

Obstruction of fire exits, emergency routes or firefighting equipment.

People at risk:

All persons attending the event.

Control measures:

The photo booth will never intentionally obstruct fire exits, emergency doors, stairways or designated emergency routes.

Equipment will be positioned in accordance with venue instructions.

Cables will not be routed in a way that prevents safe evacuation.

The booth will be removed or repositioned if instructed by the venue due to a fire safety concern.

Box Photo Booths staff will follow the venue's emergency procedures.

**Residual risk: Low**

### **Children and Vulnerable Persons**

Hazards:

Children climbing on equipment, becoming trapped, falling or interfering with electrical equipment.

People at risk:

Children and vulnerable persons.

Control measures:

Electrical connections and other potentially hazardous equipment will be positioned away from unnecessary access where reasonably practicable.

Children will not be permitted to climb onto the booth or equipment.

Parents, guardians and responsible adults remain responsible for supervising children attending the event.

Box Photo Booths staff will intervene where unsafe behaviour involving the equipment is observed.

**Residual risk: Low**

### **Props and Accessories**

Hazards:

Trips, falls, sharp edges, breakages or inappropriate use of props.

People at risk:

Members of the public.

Control measures:

Props supplied by Box Photo Booths will be checked periodically for damage.

Broken or damaged props will be removed from use.

Props will be stored neatly when not being used.

Guests will be advised to use props appropriately.

Small items that could present a choking hazard will not be intentionally provided to very young children.

**Residual risk: Low**

### **Weather and Outdoor Events**

Hazards:

Rain, wind, extreme temperatures, wet surfaces and damage to electrical equipment.

People at risk:

Box Photo Booths staff and members of the public.

Control measures:

Outdoor installation will only take place where the equipment can be operated safely.

Electrical equipment will be protected from rain, moisture and unsuitable weather conditions.

The booth will be positioned securely and only used outdoors where the setup is suitable for the conditions.

Box Photo Booths reserves the right to refuse or cease operation where weather conditions create an unacceptable safety risk.

Any outdoor setup will be assessed for wind and surface conditions before use.

**Residual risk: Low to Medium depending on conditions**

## **Setup and Dismantling**

Hazards:

Trips, manual handling injuries, falling equipment, electrical hazards and members of the public entering the work area.

People at risk:

Box Photo Booths staff, venue staff and members of the public.

Control measures:

Where possible, setup and dismantling will be carried out before guests arrive or after the event has finished.

Members of the public will be kept away from the immediate work area where reasonably practicable.

Equipment will be disconnected from the electrical supply before being dismantled or packed away.

Equipment will be packed securely for transportation.

The area will be checked after dismantling to ensure that cables, packaging and other materials have been removed.

**Residual risk: Low**

## **Fire and Electrical Emergency**

Hazards:

Electrical fire, overheating or smoke from equipment.

People at risk:

All persons present at the event.

Control measures:

Electrical equipment will be visually checked before use.

Equipment showing signs of overheating, burning, smoke or electrical damage will be switched off and removed from service where safe to do so.

In the event of a fire, Box Photo Booths staff will follow the venue's emergency procedures and evacuate the area as required.

Box Photo Booths staff will not place themselves at unnecessary risk attempting to deal with a fire.

Emergency services will be contacted where necessary.

**Residual risk: Low**

## **General Housekeeping**

Hazards:

Clutter, loose packaging, cables or equipment creating trip or access hazards.

People at risk:

Everyone in the event area.

Control measures:

Packaging and unused equipment will be stored safely and out of guest areas.

The booth area will be kept tidy throughout the event.

Cables will be secured and managed appropriately.

Any spillages or hazards noticed around the booth will be reported to the venue and dealt with where appropriate.

**Residual risk: Low**

### **Incident and Accident Reporting**

Any accident, injury, equipment failure or significant safety incident involving Box Photo Booths equipment will be reported to the venue or event organiser where appropriate.

Where necessary, details of the incident will be recorded by Box Photo Booths and appropriate follow-up action will be taken to prevent recurrence.

Any serious incident will be dealt with in accordance with applicable UK health and safety requirements.

### **Responsibility**

Box Photo Booths is responsible for ensuring that its equipment is transported, installed, operated and removed in a reasonably safe manner.

The venue or event organiser remains responsible for the general safety of the venue and its guests, including venue-specific emergency procedures, fire arrangements and supervision of attendees.

Box Photo Booths staff will cooperate with venue staff and follow reasonable venue health and safety instructions.

### **Overall Risk Assessment**

With the control measures outlined above in place, the risks associated with the normal delivery, setup, operation and removal of Box Photo Booths equipment are considered low and manageable.

The assessment should be reviewed if there is a significant change to equipment, working practices, the type of event being attended or if an accident or significant incident occurs.

**Assessed by: Box Photo Booths**

**Date: August 2026**

**Review date: August 2027**

**Signed:** \_\_\_\_\_*Daniel Lyons*\_\_\_\_\_

**Name:** \_\_\_\_\_Daniel Lyons\_\_\_\_\_

**Date:** \_\_\_\_\_14/08/26\_\_\_\_\_