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## Risk Assessment

| Number | Hazard       | Possible effects/harm  | Risk rating<br>H,M,L | Detail existing controls  | Detail further action required to reduce risk | Revised risk rating |
|--------|--------------|--|----------------------|---|---|---------------------|
| 1      | Driving      | Driving to event, road traffic collision                             | M                    | Drivers to hold a full driving license and be familiar with the vehicle. A pre-planned route to be chosen and satellite navigation used if appropriate                        | Accept level of risk and actively monitor.    | M                   |
| 2      | Manual tasks | Unloading equipment at event, injury to Photo booth staff.           | M                    | Equipment should be wheeled whenever possible to prevent heavy lifting. Lifts should be used and not stairs when available.   | Accept level of risk and actively monitor.    | M                   |
| 3      | People       | Unloading and setting up equipment, injury to members of the public. | M                    | Load-in area to be checked before taking equipment into venue. Liaise with site staff to co-ordinate a clear route into the venue.  | Accept level of risk and actively monitor.    | L                   |
| 4      | Manual tasks | Setting up equipment, injury to Photo booth staff.                   | M                    | Photo booth staff to be fully familiar with equipment to be set up and manual handling to be minimised by pre assembly whenever possible. Care is to be taken and not rushed. | Accept level of risk and actively monitor.    | M                   |
| 5      | Light        | Inadequate lighting for setting up and operation of photo booth.     | M                    | Lighting to be discussed with venue management to ensure booth is adequately lit for the set up, event, and pack down.  | Accept level of risk and actively monitor.    | L                   |

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|----|------------------|---|---|--|--|---|--|
| 6  | Electricity      | Electric shock to Photo booth staff and public.                     | L | All electrical equipment is tested annually in accordance with the Electricity at Work regulations. Cables will be visually checked before use and not used if found damaged. Venue power supplies will be visually checked, any damaged will be highlighted to the venue management and not used. | Accept level of risk and actively monitor. | L |  |
| 7  | People           | Slips and trips by the members of the public and Photo booth staff. | L | No items to be left on the floor at low level causing a trip hazard. All cables will be taped down using gaffa tape. If public leave items, they need to moved by Photo booth staff.   | Accept level of risk and actively monitor. | L |  |
| 8  | Drinks           | Electric shock to Photo booth staff and public, slipping.           | L | Designated area for drinks to be set up.   | Accept level of risk and actively monitor. | L |  |
| 9  | People           | Under the influence of alcohol, rowdy or unexpected behaviour.      | M | Co-ordinate with venue security and management if individuals are acting unacceptably. Terminate service if threat is high.  | Accept level of risk and actively monitor. | M |  |
| 10 | People           | Too many people in photo booth, cause tripping or falling of booth. | M | Photo booth host to be at booth at all times. Host will monitor and control the maximum number of people in booth in accordance with the total area designated to the photo booth.   | Accept level of risk and actively monitor. | L |  |
| 11 | People, children | Unsupervised children, unpredictable, contact with Photo booth.     | L | Photo booth host to ensure all small children are supervised directly by a responsible adult whilst in the booth.  | Accept level of risk and actively monitor. | L |  |

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|----|--------|--|---|--|--|---|--|
| 12 | People | Personal Injury needing first aid attention. | L | Injuries requiring first aid should be directed to the site staff at first instance. Any advanced aid required shall be called to the emergency services on 112/999. | Accept level of risk and actively monitor. | L |  |
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