

1. Project/Activity Description

Activity: Operating a photo booth at events (e.g., weddings, parties, corporate events).

Purpose: To provide guests with a fun and engaging experience, allowing them to take and print photos during the event.

2. Location

General Location: Indoor and outdoor venues, including private homes, event halls, corporate offices, and public spaces.

3. Hazards and Risks

Here are some potential hazards associated with running a photo booth:

- **Electrical Hazards**

- **Risk:** Electrical shock from photo booth equipment.
- **Likelihood:** Medium
- **Severity:** High

- **Trip and Fall Hazards**

- **Risk:** Cables and wires from the photo booth setup could cause someone to trip.
- **Likelihood:** Medium
- **Severity:** Medium

- **Equipment Damage**

- **Risk:** Damage to the photo booth or camera equipment due to accidental knocks, spills, or improper handling.
- **Likelihood:** Medium
- **Severity:** High

- **Lifting and Carrying Equipment**

- **Risk:** Strains, sprains, or back injuries from improper lifting or carrying heavy equipment.
- **Likelihood:** Medium
- **Severity:** Medium

- **Fire Hazard**

- **Risk:** Overheating of equipment leading to fire.
- **Likelihood:** Low
- **Severity:** High

- **Public Safety**

- **Risk:** Crowd control issues around the photo booth, leading to accidents or injuries.
- **Likelihood:** Low
- **Severity:** Medium

4. Risk Rating

Using a simple matrix to rate the likelihood and severity:

Hazard	Likelihood	Severity	Overall Risk Rating
Electrical Shock	Medium	High	High
Trip and Fall	Medium	Medium	Medium
Equipment Damage	Medium	High	High
Lifting and Carrying	Medium	Medium	Medium
Fire Hazard	Low	High	Medium
Public Safety	Low	Medium	Low

5. Control Measures

- **Electrical Hazards:**

- Ensure all equipment is PAT tested.
- Use circuit breakers where appropriate.
- Ensure all cables are properly insulated and away from guest areas.

- **Trip and Fall Hazards:**

- Secure all cables with cable covers or tape.
- Position the booth away from high-traffic areas.
- Provide adequate lighting around the booth.

- **Equipment Damage:**

- Set up the booth in a stable, secure location.
- Have a barrier or signage indicating no entry into the booth area.
- Monitor the equipment closely.

- **Lifting and Carrying Equipment:**

- Use safe lifting techniques (e.g., lifting with the legs, not the back).
- Use trolleys or other equipment to move heavy items whenever possible.
- Get assistance for lifting particularly heavy or bulky items.

- **Fire Hazard:**

- Keep the area around the booth clear of flammable materials.
- Ensure all equipment has proper ventilation.
- Have a fire extinguisher on hand.

- **Public Safety:**

- Manage the crowd and ensure orderly use of the booth.
- Ensure a clear entry and exit path for users.

6. Responsible Person

- **Booth Butler:** Responsible for all elements including electrical safety, trip and fall prevention, equipment handling, lifting and carrying, fire safety, and public safety.

7. Review Schedule

- **Initial Assessment:** Before the first event.
- **Regular Review:** Every year or after any incident or near miss.
- **Event-Specific Review:** Before each event to account for unique risks associated with different locations.