

# THE FUN EXPERTS

## 360 Photo Booth - Risk Assessment

Company:	The Fun Experts	Location (Site / Building / Room):	Events
Assessment Date:	20 March 2025	Review Date:	31 March 2026 (or if changes to the risk)
Assessor's Name:	James Hindle	Job Title:	Logistics Coordinator (IOSH)
Description of Task:	Transportation, Assembly and Use of 360 Photo Booth Equipment		

Description of the hazard (or hazardous event)	Who might be at risk?	What is the risk?	Evaluation and Control Measures	Current risk rating*			Identify any additional controls that may be needed	Timescale for additional controls and responsible person	Risk Rating		
				L	C	R			L (Low)	M (Medium)	H (High)
<b>Loading, Handling and Transportation of Equipment</b>	Operator / Spectator	Injury whilst handling equipment	a). Equipment must be handled in the correct manner. b). Manual handling should be reduced to a minimum by using available trolleys / trucks. c). Ramps / Lifts to be used when required and available. d). Loads must be correctly secured. e). Individuals are not to undertake anything that puts themselves or anyone at risk.	1	2	2	1. Where required individuals can assist in handling the equipment and adhering to site Manual Handling measures. 2. Staff are to wear PPE at all times in accordance with the Clients requirements and site guidelines.	N/A	2	N/A	N/A
<b>Installation of Equipment on site</b>	Operator / Spectator Participants	Injury whilst installing the equipment  Damage to venue	a). The equipment is inspected before installation to ensure it is free from damage.	1	2	2	N/A	N/A	2	N/A	N/A

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			b). The Operators must have clear access to the setup area. c). The setup area must be level and free from any debris. d). The equipment should be set away from any sources or areas of water.								
<b>Ground Type</b>	Operator / Spectator Participants	Injury to Participant	a). The equipment must be installed on hard standing.	1	1	1	N/A	N/A	1	N/A	N/A
<b>Electricity and Cabling</b>	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). Equipment requires access to 13Amp plug socket. b). Power source should be no further than 25m away from equipment. c). All cabling to be covered where required and routed away from Walkways etc. d). All electrical components are inspected for wear and that they are covered by the 6 month PAT test.	1	2	2	N/A	N/A	2	N/A	N/A
<b>Operation of Equipment on site</b>	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). Participants will be instructed to form a queue in front of the equipment in view of the Operator who will control the queue.	1	1	1	1. Spectators are to be a minimum of 2m distance away from the equipment and not allowed to sit / rest or interfere with the equipment at any time. 2. Equipment is to be cleaned after use and using	N/A	1	N/A	N/A

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Operation of Equipment on site (Cont.)	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	b). Participants must follow the Operators instructions at all times.				approved cleaning materials.				
User Safety	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants	a). Participants who appear to be under the influence of alcohol / drugs will be refused access to the equipment. b). Children must be supervised by an adult at all times. c). A maximum of 5 people only are allowed on the Photo Booth at any one time. d). The equipment must be used in accordance with the Manufacturers guidelines.	1	1	1	1. Where applicable, a Trained Operator will be in control of the equipment at all times who is briefed on the safe running of the equipment. 2. Trained Operators receive annual training and updates on the equipment operation. 3. The Fun Experts hold no liability for the onset of any medical condition or injury sustained from partaking in this activity.	N/A	1	N/A	N/A
Weather	Operator / Spectator Participants	Injury to Operator Injury to Spectator Injury to Participants (slip / trip/ falls)	a). The equipment is suitable for use internally only.	1	1	1	N/A	N/A	1	N/A	N/A

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## Risk Rating Calculator

(Likelihood x Consequence = Risk)

Likelihood that hazardous event will occur		Consequence of hazardous event	
1	Very unlikely	1	Insignificant (no injury)
2	Unlikely	2	Minor (minor injury requiring first aid only)
3	Fairly likely	3	Moderate (Up to three days absence)
4	Likely	4	Major (More than seven days absence)
5	Very likely	5	Catastrophic (Permanent injury or death)

## Action Level Table

Risk Rating	Risk Level	Actions to be taken	
20 – 25	Very High Risk	<b>STOP!</b>	Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before work commences or continues. Senior management should monitor the plan.
15 – 16	High Risk	<b>Urgent Action!</b>	Take immediate action and stop the activity if necessary, maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically.
8 – 12	Moderate Risk	<b>Action</b>	Moderate risks may be tolerated for short periods only while further control measures to reduce the risk are being planned and implemented. Improvements should be made within specified timescales.
3 – 6	Low Risk	<b>Monitor</b>	Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required.
1 – 2	Very Low Risk	<b>No Action</b>	No further action is usually required, but ensure that existing controls are maintained and reviewed regularly.

The above RA is based on guidelines and advice from Manufacturers and 'The Fun Experts' operating equipment within current HSE requirements and should be read in conjunction with 'The Fun Experts' Method Statement. The current Public Liability Insurance covers each item, for an amount of £10 million subject to our Terms and Conditions. If there are any questions relating to the use of the equipment please contact 'The Fun Experts'.