

West Country Photo Booths (at venues) - Risk Assessment

Date: 01/04/2023

Name of Person Completing Assessment: Rebecca Godefroy

Role: Owner

Signed: **R GODEFROY**

Activity/ Area of Concern	Hazard/Risk Identified	Risk Factor (Low, Medium, High)	Person(s) at Risk	Actions to be taken to minimise risk	Person(s) Responsible for ensuring actions are put in place	New Risk Factor (Low, Medium, High)
Cables used for power supply etc.	Slips, Trips, Falls	High	Everyone	Where cables are located on a walkway they must be taped down/covered with rubber matting to reduce risk.	All Staff	Medium

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Electrical Equipment	Risk of electrical fire, overloading power sockets etc.	Medium	Everyone	Staff should ensure that the power supplied to their equipment is spread over multiple sockets and that only one extension lead is run off each socket. To reduce the chance of overloading. Where possible staff will only operate indoors If a performance is booked to be outside, the staff member is responsible for ensuring that there is safe access to power and that all electrical equipment is safe from water/other damage. Staff are advised not to perform at all if they are unhappy with the power supply they have been given access to.	All Staff	Low
Sound Levels	Damage to hearing - permanent or temporary	Medium	Venue Staff and Guests	The staff member is asked to be mindful of sound levels and if required use the supplied ear plugs to protect the ears from the worst of the loud music	All Staff	Low
Heavy Equipment	Injury (Back, Muscle etc)	High	All staff	Staff are shown correct lifting techniques upon joining and are advised to use this at all times. Trolleys are provided for staff use, where possible at a venue to reduce the need to lift. Where possible more than one member of staff will be sent to each gig, where there is a particularly difficult load in or set up.	All Staff	High

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360 Video Booth	Risk of injury from the arm rotating around the booth	High	All Staff and Guests	<p>Staff are to use rope runners to tape off an adequate size space to ensure the safety of all guests</p> <p>Staff ensure the entrance to the 360 area is secured and all guests are up on the platform safely before operation of the rotating arm</p> <p>360 booth should only be setup and operated on a completely level surface</p> <p>Use of the anti-slip mat when booth is set up on hard wood, tile, concrete and other hard floors to prevent the platform from slipping</p> <p>Staff to ensure each of the adjustable legs, is suitably adjusted and meets the floor at each point to make the platform level and safe to operate</p> <p>Both staff manning the booth to hold the remotes which operate the arm and pay complete attention during operation of the booth. Should either spot a safety issue - they use the remote to stop the booth immediately</p> <p>Staff to ensure all guests using the booth are aware of the safe operating rules before the booth is operated. Safe operating include but are not limited to:</p> <ol style="list-style-type: none"> 1. Guests must remain on the platform whilst the arm is in operation 2. Feet remain still - but top half of body can move as much as they would like 	All staff	Low

