

# Risk Assessment

## Beau Event Photography

Service Provided: Photo Booth and General Event Photography

Description of work:

We offer a photography and photo booth service at social events.

Our general photography service will work to a clients brief of images required. This function carries very low risk to both event attendees and camera operator.

Our photo booth service will operate on predetermined hours and location. Prior consideration by the hirer needs to be made for safe access to a power supply to the free standing booth unit and printing facilities if applicable. Suitable space for backdrops needs to be assessed including low ceiling heights and timings of setting up and safe disassembly of photo booth and associated items. The host/organiser/hirer should also seek confirmation from the event venue of intended use.

Date of Assessment: 9<sup>th</sup> September 2024

Risk / Hazard	Who or what might be harmed	Existing Controls	Likelihood 1-5	Severity 1-5	Risk Score (LxS)	Further Action
Manual Handling, Injuries, Back Injuries, Hernia, Strains and Sprains from Transporting and moving equipment from transportation to the place in which the equipment is to be erected and dismantled at the end of the event.	Photo Booth Operator, Venue staff and Event organisers	View access/egress route prior to moving the equipment. Plan Easiest Route and use trolleys, lifts. Make sure equipment is out the way when setting up	2	3	6	
Trip hazards & Personal injury from: Photo Booth, Backdrop, Prop(s) table and Print facilities if applicable.	Photo booth operators, attendees and event staff	Sufficient lighting both from venue & booth operator to ensure safe visibility of potential hazards. Cables will be put in trunking or taped down and lightweight backdrops will be secured where possible. Operator will also be on to advise on safe usage of facilities.	2	3	6	
Crowd control, unreasonable and unruly behaviour	Risk to equipment, staff and attendees	Trained staff to remind users of safe equipment use and or advise event organiser and venue staff of troublesome attendees	1	3	3	
Electricals	People and venue	All relevant equipment is PAT tested on a yearly basis but inspected routinely for any visible faults.	1	5	5	

**L = Likelihood, S = Severity, L x S = Risk Score, with 1 = Lowest risk and 5 = Highest risk**

Risk and likelihood are worked out using numbers 1 – 5. These are then multiplied to give the risk score. Beau Event Photography recommend that client's undertake their own risk assessment to suit individual needs. We strive to have no risk score over 10 and anything over 20 would result in not running the photo booth.

#### Method Statement for Photobooth Setup

Approx Unit Size	Base & Stand – Heavy duty stand with 45cm x 45cm base, 110cm high upright Photo Booth Park Oak Unit 40cm wide - 43cm High – 35cm deep Base to top of beauty lighting dish 7ft approx
Ideal setup area	3m x 3m squared – must be able to erect backdrop of at least 7.5 ft - 10ft/3meters Minimum of 8ft height required for backdrops and 7ft photobooth stand.
POWER REQUIRED	2 sockets needed. One to power extension lead into main photo booth unit and the other to power Printer and laptop if needed.
OPERATORS	1-2

#### Equipment

Camera options - Cannon 550d, 6D, 6D mk2

Lights – Bowens

Ipad Pro 11

Ipad 10.9

Printer DNP SS-RX1 hs

#### 1) Arrival on site

- Find a safe and suitable place to unload equipment .
- Confirm location is safe to erect equipment including photo booth, backdrop, prop table and printer station.
- Confirm where power is available from and ensure leads are taped down using a cable cover and duct tape.
- Ensure that the area is flat and level and free from obstruction.
- Complete test of camera, Ipad and printer ensuring all equipment works.
- When reloading the printer due to blockages or media shortage, booth must be closed to allow adequate time to refill and reload printer.
- No food or drink to be placed near the Photo Booth at any time.

#### 2) Pack Down:

- Ensure the area is clear of guests before packing away.
- Move the unit safely to vehicle. Making sure valuable equipment such as Ipads are placed in backpacks.