

<b>Risk Assessment</b>	Live 9 Events Ltd
<b>Activity</b>	Photo Booth & Event Media <i>This risk assessment applies to photo booths and event media equipment, including 360 photo booths, selfie pods, camera stations and similar interactive media setups.</i>

<b>Assessor</b>	Molly Huthwaite	<b>Location of Assessment</b>	NG12 3UL
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Risk Rating Matrix (RR)	Likelihood (L)		
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other Injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Hazards	Who is at risk?	Controls in place	L	S	RR
Loading, handling and transportation of equipment (Injuries caused by: heavy lifting, unacceptable access)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>All equipment must be handled correctly in line with manual handling. Only our staff should move the equipment. Manual handling should be reduced to a minimum by using the trolleys.</li> <li>Ramps &amp; lifts to be used where required and available.</li> <li>All loads must be properly secured.</li> <li>Where required, multiple persons must handle equipment. Individuals should not undertake anything that puts themselves or anyone else at risk.</li> <li>Manual handling training is supplied to all staff annually. Under no circumstances shall anyone but our staff transport equipment.</li> </ul>	L	M	Low
Installation of equipment on site (Injury caused by: debris, tripping over equipment, related injury)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>The operator must have clear access to the setup area. The setup area must be level and free from any rubbish, debris and sharp objects, etc. The equipment must be inspected before, during and after installation to ensure it is free from damage.</li> <li>Once installed, the item should not be moved by any unauthorised persons. The equipment should be set up away from any entrances or exits, ensuring it does not block any fire exits.</li> <li>Always follow the manufacturer's instructions for setup and break down.</li> </ul>	L	M	Low

		<ul style="list-style-type: none"> <li>Any spare equipment must be tidied away and put in a safe place.</li> </ul>			
Electricity & cabling (Injuries caused by: trips, power cut-outs)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Cabling must be routed away from walkways and protected where necessary.</li> <li>Where this is not possible, access to the area must be restricted.</li> <li>Surrounding area must be kept clear of obstructions.</li> <li>Equipment must be PAT tested and visually inspected, with any defects removed from use until repaired.</li> </ul>	L	M	Low
Operation of equipment on site (Injuries caused by: overcrowding of the area, lack of supervision, not following operating rules)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>360 video booths and selfie pods with prints are operated and supervised by trained staff at all times.</li> <li>Only trained staff may operate moving or rotating equipment.</li> <li>Standard selfie pods may be used without staff supervision and must be supervised by the hirer or a responsible adult.</li> <li>Participants must follow all instructions provided and use the equipment in a safe and controlled manner.</li> <li>A clear queue system must be maintained where required.</li> <li>Participants must not overcrowd the area and must allow space between users.</li> <li>Spectators must remain clear of the equipment and must not interfere with operation.</li> </ul>	L	M	Low
Injury through incorrect set up (Injury caused by: positioning)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Equipment to be set up by trained staff only.</li> <li>A final visual check is carried out after installation to ensure the equipment is safe for use.</li> </ul>	L	L	Low
Weather	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Equipment is primarily designed for indoor use.</li> <li>If used outdoors, it must be fully covered and protected from weather.</li> <li>Equipment must not be used in wet conditions.</li> </ul>	L	L	Low
Overcrowding	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>Number of participants must be controlled based on equipment type.</li> <li>Only permitted number of users allowed within booth or platform at one time.</li> </ul>	L	L	Low
Generator and risk of fire (Injuries caused by: fire, heat)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Where generators are used, they must be positioned a minimum of 5m away from equipment and secured.</li> <li>Generators must only be operated by competent persons.</li> <li>No smoking or ignition sources within 5m.</li> <li>Equipment must be switched off during refuelling.</li> </ul>	L	M	Medium
Injury through equipment defect (Injuries caused by:	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>All electrical equipment is PAT tested every 6 months.</li> </ul>	L	M	Low

equipment integrity)	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment is visually inspected on setup and pack down, and any defects are removed from use until repaired.</li> </ul>			
Slips, Trips & Falls	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Area around the equipment must be kept clear of obstructions and loose items.</li> <li>• Participants must remain aware of their surroundings when entering and exiting the booth or platform.</li> </ul>	L	M	Low
Contact with equipment	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Participants must not lean on, pull, or interfere with cameras, lighting or support structures.</li> <li>• Equipment must only be used as intended.</li> </ul>	L	M	Low
Moving platform / rotating equipment (360 booths)	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Participants must stand within the designated area on the platform.</li> <li>• Participants may move or pose for the camera but must remain in a controlled manner.</li> <li>• No jumping, running or excessive movement permitted.</li> <li>• Loose clothing or accessories must be secured.</li> <li>• Operator must stop the equipment immediately if unsafe behaviour is observed.</li> </ul>	L	M	Low
Overenthusiastic behaviour	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• No jumping, pushing, or excessive movement permitted on or around the equipment.</li> <li>• Unsafe behaviour results in removal from the activity.</li> </ul>	L	M	Low
Unsupervised use	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Standard selfie pods must be supervised by the hirer or a responsible adult when not operated by our staff.</li> </ul>	L	H	Medium

<b>Date of Assessment</b>	05/06/2025	<b>Status</b>	<b>Complete</b>
<b>Re-assessment Date</b>	02/02/2026	<i>M.Huthwaite</i>	Molly Huthwaite