

Risk assessment & method statement for Vintage Booth - 0116 444 3773

Hazard	At Risk	Level	Measures	Measures adequate	Residual
Trip - cables	Operator(s), spectators, participants	Low	All exposed cabling to be taped down where appropriate and set up according to Vintage booth's specifications. All internal wires kept neat.	Yes	N/A
Electrical shock	Operator(s), spectators, participants	Low	All equipment PAT tested to date, annually. All electrical equipment regularly maintained and checked upon setup. Any electrical item deemed unfit to be discarded prior to use	Yes	All equipment PAT tested annually
Incorrect setup	Operator(s), spectators, participants	Low	Booth setup to be in accordance with Vintage Booth's specifications. All operators to undergo training regarding the unique setup variations.	Yes	Operators briefed regularly
Falls and slips	Operator(s), spectators, participants	Low	Immediate area surrounding booth to be periodically checked by operator for stray items and props.	Yes	N/A
Equipment movement	Operator(s), spectators, participants	Low	Booth setup to be in accordance with Vintage Booth's specifications. Working area to be on a level, non-slip surface.	Yes	Operators briefed regularly
Too many users	Operator(s), spectators, participants	Low	Operator to regulate the number of participants inside the booth at any one time, recommended maximum of five people, to be altered with discretion.	Yes	Operators briefed regularly
Unsupervised children	Operator(s), spectators, participants	Low	All children to be supervised by at least one adult whilst using the booth.	Yes	N/A
Guests under influence	Operator(s), spectators, participants	Low	Operator to regulate and intervene where appropriate concerning any participant acting drunkenly or otherwise.	Yes	Operators briefed regularly
Backdrop collapse	Operator(s), spectators, participants	Low	Backdrop support system regularly checked and maintained. Where possible backdrop to be hung with Velcro to minimise risk of strain and collapse on support system.	Yes	N/A
Fire	Operator(s), spectators, participants	Low	All electrical cables inside booth to be regularly maintained and PAT tested. Cabling to be kept to a minimum and arranged neatly for heat.	Yes	All equipment PAT tested annually

Our aim is to provide fun and unique photobooths ensuring as much fun for the guests as possible whilst maintaining a high quality of safety standards for our operators, guests and spectators. All of our operators are briefed regularly and thoroughly concerning the latest HSE guidelines. Any incidents to be immediately reported to one of our operators and any event organiser in the first instance. If any questions arise, please contact Vintage Booth on 0116 444 3773, 07866 509341, 07986 113442 or sayhello@vintage-booth.co.uk