

Health & Safety Risk Assessment

This report is used to capture identified hazards and the initial controls that have been implemented to identify the residual risk rating. The resultant risk treatment strategy leads to a more detailed action plan.

RISK RATINGS	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	MEDIUM 6	MEDIUM 7	EXTREME 8	EXTREME 9	EXTREME 10
Likely	LOW 5	MEDIUM 6	HIGH 7	EXTREME 8	EXTREME 9
Possible	LOW 4	LOW 5	MEDIUM 6	HIGH 7	HIGH 8
Unlikely	LOW 3	LOW 4	MEDIUM 5	MEDIUM 6	HIGH 7
Rare	LOW 2	LOW 3	LOW 4	MEDIUM 5	HIGH 6

ID	Hazard Type	Hazard Description	Inherent Likelihood	Inherent Consequence	Inherent Risk Rating	Controls Implemented	Control Effectiveness	Residual Likelihood	Residual Consequence	Residual Risk Rating	Risk Treatment Strategy
1	Driving	Driving to event, road traffic collision.	Likely	Major	EXTREME 8	Drivers to hold a full driving license and be familiar with the vehicle. A pre-planned route to be chosen and satellite navigation used if appropriate.	Substantially effective	Rare	Moderate	LOW 4	Accept level of risk do nothing and monitor
2	Manual tasks	Unloading equipment at event, injury to PhotoBooth staff.	Possible	Moderate	MEDIUM 6	All equipment is in wheeled cases and unloaded via ramp. No lifting is required. Lifts should be used and not stairs.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
3	People	Unloading and setting up equipment, injury to members of the public.	Possible	Moderate	MEDIUM 6	Load in area to be checked before taking equipment. Liaise with site staff to co-ordinate a clear route into the venue.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
4	Manual tasks	Setting up equipment, injury to PhotoBooth staff.	Possible	Moderate	MEDIUM 6	Equipment to be set up is minimised by pre-set up in cases. Care is to be taken and not rushed.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
5	Light	Inadequate lighting for setting up and operation of photobooth.	Unlikely	Moderate	MEDIUM 5	Lighting to be discussed with venue management to ensure booth is adequately lit for the set up, event, and pack down.	Fully effective	Rare	Minor	LOW 3	Accept level of risk do nothing and monitor
6	Electricity	Electric shock to PhotoBooth staff and public.	Unlikely	Catastrophic	HIGH 7	All electrical equipment is tested annually in accordance with the Electricity at Work regulations. Cables will be visually checked before use and not used if found damaged. Venue power supplies will be visually checked, any damaged will be highlighted to the venue management and not used.	Fully effective	Rare	Moderate	LOW 4	Accept level of risk do nothing and monitor
7	People	Slips and trips by the members of the public and PhotoBooth staff.	Unlikely	Moderate	MEDIUM 5	No items to be left on the floor at low level causing a trip hazard. All cables will be taped down using SlipWay tape. If public leave items, they need to be moved by PhotoBooth staff.	Substantially effective	Possible	Minor	LOW 5	Accept level of risk do nothing and monitor
8	Drinks	Electric shock to PhotoBooth staff and public, slipping.	Likely	Moderate	HIGH 7	Designated area for drinks to be set up and marked with signage.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
9	People	Under the influence of alcohol, rowdy or unexpected behaviour.	Possible	Moderate	MEDIUM 6	Co-ordinate with venue security and management if individuals are acting unacceptably. Terminate service if threat is high.	Partially effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
10	People	Too many people in photobooth, cause tripping or falling of booth.	Possible	Moderate	MEDIUM 6	PhotoBooth host to be at booth at all times. Host will monitor and control the maximum number of people in booth in accordance with the total area designated to the photobooth.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
11	People	Young unsupervised children, unpredictable, contact with PhotoBooth.	Possible	Minor	LOW 5	PhotoBooth host to ensure all small children are supervised directly by a responsible adult whilst in the booth.	Fully effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor
12	People	Personal injury needing first aid attention.	Rare	Moderate	LOW 4	PhotoBooth host is trained in First Aid at work. First aid kit is kept in the vehicle. Injuries requiring first aid should be directed to the site staff at first instance. Any advance aid required shall be called to the emergency services on 112/999.	Fully effective	Unlikely	Minor	LOW 4	Accept level of risk do nothing and monitor