



Jellybean Photobooth & Event Hire

RISK ASSESSMENT & METHOD STATEMENT GUIDELINES

Risk	Existing Controls	Likelihood 1-5	Severity 1-5	Risk Score (LxS)	Further Action to Take
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.	View access/egress route prior to moving the equipment. Plan Easiest Route and use Sack Truck Wheels where appropriate. (Always use sack truck for moving magic mirrors to flat performance area)	1	3	3	Discuss routes of access / egress with management / colleagues to minimise the risk of injury. Do not use routes within the premises for moving the equipment that will increase the risk of injury. Use sack wheels or trolleys whenever possible and get assistance if the load is too heavy or awkward. Use correct posture and lifting techniques when lifting/moving equipment.
Over Enthusiastic Participants	Ensure there is a responsible person supervising at all times.	2	1	2	With prior notice of large numbers attending the event additional trained operators can be supplied at an extra fee.
Danger of unnecessary Injury	Ensure that equipment is set up with adequate lighting, adequate space and that the operator does not rush setting up (giving 60 minutes to setup)	1	5	5	Ensure adequate time is left for setting up prior to arrival factoring additional time for venues which may be more difficult to access or setup.

Injury through lack of supervision	A fully trained operator must be present with the equipment at all times, in the event that the operator is not in view the machine must be cordoned off by the red ropes and equipment locked.	1	5	5	If booked without an operator. Please nominate your own responsible person to oversee the activity and adhere to the controls listed in this assessment.
Unruly Behaviour	The most important rule of all is that the operator's decision is final, refusal to abide by the operators guidance will result in refusal of use & in extreme circumstances closure of the unit.	1	2	2	None
Electrocution (1)	Electrical units are visually inspected for obvious faults. All equipment is PAT tested once a year as per our annual schedule, cables are covered and only trained and insured employees should have access to electrical parts of the equipment. Extension cables are fully unwound.	1	3	3	If sockets are used at the venue, we ask the client to check these prior to event.
Unit Falling Over	Photobooth setups should always be placed against a wall for support. The machine must be placed on a flat surface with good access for the users. Selfie pod stands are fully extended out and against the side of the photobooth. The greenscreen / photo side of the photo booth will always be against a support or wall.	1	3	3	None
Participants falling or tripping over props	Ensure that once guests have finished using the equipment/props that they put back in the prop box/stand to reduce any tripping hazard.	2	2	4	Operator to pick up props and put back if guests have not already done this after each session.

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. OMG! Entertainment Ltd 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 OMG! Entertainment Ltd not running the photo booth.

Method Statement for Photobooth Setups

UNIT SIZE(WxHxL)	2.4m x 2.4m x 2.5m – Square white / black booths, Octagon white / black booths. 3.2m x 2.6m x 2.5m – Black camera booths.
MIN. AREA REQ. (W x L)	4m x 3m x 2.5m for all booths except camera style 4.5m x 3.2m x 2.5m for camera style booths.
POWER REQUIRED	1 x 13amp minimum.
OPERATORS	2

1) Arrival on site

- Find a safe and suitable place to unload equipment .
- Confirm location is safe to erect equipment.
- 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.
- Allow a minimum of 50cm around the unit for clearance.
- Use 2 team member when lifting heavy equipment exceeding the weight of 30kg such as selfie pod, prop box.

- Layout the extension cables into the specific locations (1 at rear of setup for booth plugs, 1 at left of setup for selfie pod / printer and flames, 1 at right of setup for selfie pod/ printer and flames).
- Open the photo booth bags and get the photo booth out ensuring all zips are closed.
- Inflate the photo booth by plugging in the IEC cables into the extension cable ensuring the fan is unobstructed during inflation and the booth inflates the correct way. Keeping the area safe during setup away from guests.
- Ensure that the setup is level.
- Open up a speaker stand to full leg stance (middle supports horizontal) - Place selfie pod box onto speaker stand. (Selfie pods 1 and 3 to use unextendible speaker stands. Selfie pod 2 to use the extendable stands.
- Start the PC inside the selfie pod.
- Once logged in, start the Jellybean Photobooth software which will already be ready with the booking's UI, prints and designs.
- Remove rest of contents from prop box, any unused items to be zipped away and inflate all props and place small hand held props in a smaller box.
- Setup printer outside of the booth by plugging in the IEC cable into extension, and the 5m USB a-b cable into the rear of the selfie pod.
- Complete test of camera equipment and printer ensuring all equipment work. If any technical issues to contact Adam / Stacey for tech support directly.
- The unit is designed for up to 12 guests max in at a time in octagon booths, 15 guests max in the square booth, and 20 guests max in camera booths however if you feel those amounts will cause injury – limited the amount of guests.
- 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.
- Complete close down process on selfie pod by saving pictures to guests USB, shut down and putting selfie pod away in the cover and removing the speaker stand. Turn off the power, remove all electrics.
- Place photo booth inflatable into bag and open zips to let out air.
- Use 2 staff members to move the unit and store in the van using ratchet straps and bungee ropes to secure to areas of van. If no immediate collection, store the equipment in the agreed location with the venue / customer.
- Check the area for any remaining equipment and ensure that all equipment is bought back to the unit.