

Photobooth Risk Assessment & Method Statement

Delivery • Installation • Operation • Removal

Reference	Version	Issue date
SMP-RAMS-01	2026.2	6 October 2026

Scope and safety statement

This generic document covers photobooth equipment supplied by LAX Events Limited, including Selfie Pods, Magic Mirrors and 360 booths. Controls apply as relevant to the equipment supplied. It is intended for routine event use and does not require client or venue details to be completed.

Equipment will be installed and operated by competent personnel where an attendant service is provided. Dry-hire equipment must be used in accordance with the instructions supplied and supervised by a responsible nominated user.

If an unsafe condition develops, operation will be suspended until it is safe to continue. If the condition cannot be made safe, operation will cease.

Responsibilities

LAX Events Limited: Safe delivery, installation, operation and removal of equipment under its control, equipment maintenance and communication of operating restrictions. For dry hire, safe handover and suitable instructions will be provided.

Venue/client: Advise us of site hazards, access restrictions and emergency arrangements; provide a suitable operating location and electrical supply; and cooperate with our personnel if conditions change. The nominated dry-hire user is responsible for supervision and following the supplied instructions.

The operator will check the location before setup. Additional hazards or unsuitable conditions must be addressed before work or operation proceeds. This document does not replace the venue's own assessment or the need to review site-specific risks.

Contact and review

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Review by 6 October 2027, or sooner following a significant change, incident or new hazard.

Risk assessment

Scores below are **residual risks after the stated controls**. Risk score (R) = Likelihood (L) × Severity (S).
Reassess if conditions change or controls cannot be maintained.

L: 1 Rare · 2 Unlikely · 3 Possible · 4 Likely · 5 Almost certain

S: 1 Negligible · 2 Minor injury · 3 Serious injury · 4 Major injury · 5 Fatality

1–4 Low | 5–9 Medium | 10–15 High | 16–25 Very High

Hazard	Controls	L	S	R
Manual handling	Identify a safe unloading point and route. Use trolleys/lifts where practical. Use appropriate assistance for heavy or awkward items; avoid unsafe lifts.	1	3	3
Slips, trips & falls	Keep work areas adequately lit and tidy. Route cables away from walkways and secure or protect crossings. Remove cases, packaging and loose props.	1	3	3
Electrical equipment	Use an appropriate inspection and electrical testing regime. Visually inspect equipment, plugs, cables and sockets before use. Remove damaged items from service; keep liquids away. Do not overload extensions.	1	4	4
Booth / backdrop stability	Install on a firm, level surface. Check bases, stands, fixings and locks before use and during operation. Prevent climbing, leaning and access behind equipment.	1	4	4
Guest behaviour	Monitor use where attended. Challenge unsafe behaviour and stop operation if necessary. Seek venue/client assistance for intoxicated or disruptive guests. Children require adult supervision.	2	3	6
Unsupervised use	Keep attended equipment supervised; lock or disable it when the attendant leaves. Dry-hire equipment must have a responsible nominated user and follow supplied instructions.	1	3	3
Props & accessories	Keep props tidy and inspect during use. Remove damaged items. Keep printer surfaces, consumables and moving parts out of guest reach.	1	2	2
Fire / evacuation	Keep exits, escape routes and firefighting equipment clear. Stop operation in an emergency and follow venue evacuation procedures. Isolate power only if safe to do so.	1	5	5
360 booth movement	Attendant to control operation. Maintain a clear arm sweep and stable platform. Follow manufacturer capacity and operating limits; stop before guests enter or leave. No jumping; secure loose clothing/items.	2	3	6

Method statement

1. Arrival & unloading

Identify a safe unloading point and agree the access route with the venue. Keep guests clear of loading activities. Use lifts, trolleys and assistance where appropriate; avoid steps where reasonably practical. Check the proposed location for sufficient space, a firm level surface, lighting, safe power access and clear escape routes.

2. Installation

Move equipment using safe manual-handling techniques. Assemble the booth, backdrop and associated equipment securely, following the relevant setup instructions. Check all stands, fixings and locking mechanisms. Visually inspect equipment, plugs, cables and the intended power supply before connection. Route and secure cables safely; remove cases and packaging from the operating area.

3. Pre-opening checks

Confirm equipment is stable, cables are protected and guest access is clear. Test normal operation and any stop controls provided. For a 360 booth, check the platform and full arm sweep, operating limits and safe guest entry/exit. Brief the nominated user when handing over dry-hire equipment.

4. During operation

Keep the booth and surrounding area tidy. Keep drinks away from equipment and regularly tidy and inspect props. Where attended, monitor guest use and refuse use or suspend operation if behaviour creates a risk. Children must be supervised by a responsible adult. Lock or disable attended equipment if the attendant leaves. Follow supplied instructions for all dry-hire use.

5. Emergency or unsafe conditions

Stop operation immediately if a fault or unsafe condition occurs. Isolate defective equipment if safe and prevent further use. Inform the venue/client and follow venue emergency procedures, including evacuation where required. Seek first-aid assistance or call 999 when needed. Record incidents and only resume once the area and equipment are safe.

6. Dismantling & departure

Switch off and disconnect equipment before dismantling. Establish a clear working area and keep guests away. Pack equipment safely into its cases and remove it using the agreed route. Check the area before departure and remove service-generated waste or use the venue's designated disposal facilities.