

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b> <b>Pink Giraffe Photo Booth, Magic Mirror Booth, The 360 Revolution</b>		
<b>Mr Leigh Henry, Ms Beverley Potter, Mr Shaun Henry</b> (Name of Employer/Senior manager) <b>have overall and final responsibility for health and safety</b>		
<b>Mr Leigh Henry, Ms Beverley Potter, Mr Shaun Henry</b> (Member of staff) <b>have day-to-day responsibility for ensuring this policy is put into practice</b>		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mr Leigh Henry, Mr Shaun Henry & Ms Beverley Potter	By providing appropriate on site and off site training with regards to transporting, moving, carrying and set up of equipment for the event
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mr Leigh Henry, Mr Shaun Henry & Ms Beverley Potter	All employees will have clear instructions, adequate training and be competent before being allowed to run an event.
Engage and consult with employees on day-to-day health and safety conditions	Mr Leigh Henry, Mr shaun Henry & Ms Beverley Potter	If and when health and safety issues arise Mr Leigh Henry or Ms Beverley Potter will engage and consult with all employees prior to undertaking any new task that has not previously been covered.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Mr Leigh Henry, Mr Shaun Henry & Ms Beverley Potter	Employees are made aware it is their responsibility to check with and familiarize themselves with the emergency procedures at any event premises.
Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage of equipment.	Mr Leigh Henry, Mr Shaun Henry & Ms Beverley Potter	Regularly check all equipment cables and electrical equipment and report repair or replace as necessary

Signed <i>L. Henry B. Potter S. Henry</i> (Employer)	Date:	01 <sup>st</sup> May 2021
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
 If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Entrance of equipment storage area.
First-aid box is located:	In back right hand panel of car and in kitchen cupboard
Accident book is located:	In office

# Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Pink Giraffe Photo Booth & Magic Mirror Booth**

Date of risk assessment: **01st May 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and customers may be injured if tripping over objects such as props left on floor or slip on drink spillages.	General good housekeeping is carried out. Actively discourage drinks in our Photo Booths and in the general area. Trailing leads or cables across walkways are covered using appropriate industrial rubber trunking. Extension cables are routed appropriately. Staff to keep booth areas clear and any props left in walkways or floor to be picked up immediately.	On-going consultation pre and post event discussions sharing personal experiences and training for all staff if and when required.	All staff, Supervisor Manager	From 01/05/21	On-going
Musculoskeletal Disorders	Staff may be hurt or injured when lifting and moving heavy or bulky objects particularly when loading and unloading at an event the Magic Mirror Booth but potentially when carrying Printer, Poles, Photo Booth Skins & Poles. and stretching while assembling the Photo Booth.	In most cases two members of staff will attend an event with the Magic Mirror Booth in order to prevent any occurrence of such injury. Staff are made aware of correct lifting and carrying practice. All staff are required to practice in house when training and familiarize themselves with relevant and up to date information with regards to carrying and handling, and assembling heavy / awkward items and will undergo appropriate training where necessary.	All staff must demonstrate an understanding of good working practice and demonstrate an ability to carry equipment, assemble set up and disassemble / tear down equipment. No further action at this stage is required. Training and updating knowledge when new equipment is introduced from time to time.	All staff, Supervisor Manager	From 01/05/21	On-going
Miscellaneous fall or trip in to The Magic Mirror Booth Glass Miscellaneous fall or trip into the Photo Booth	Staff or Customer	Staff make sure all areas are free from trip hazards in front of the Mirror. In the extremely unlikely event of the mirror glass breaking the tempered glass will shatter harmlessly. Positioning and direction of users during set up to reduce any possibility of such incidence. Positioning the Photo Booth onto a back wall or corner in order to improve stability.	No further action at this stage is required	All staff, Supervisor, Manager	From 01/05/21	On-going

Maneuvering Magic Mirror Booth / 360 Revolution Video Sharing Experience through event premises	Staff, customer or general public	The Mirror booth and 360 Revolution is secured to the dolly or transport board by straps	All staff must adhere to agreed methods when moving the Magic Mirror Booth and 360 Revolution	All staff, Supervisor, Manager	From 01/05/21	On-going
Electrical Hazards & Control Measures	Staff and Customers	Annual PAT.to be carried out on all electrical items. A current up to date PAT Certificate to be made available upon request. Extension / and 360 Revolution control cables must be routed so as not to pose a risk. Wherever appropriate and required a non- trip rubber trunking used across walkways.	Update PAT annually on all equipment. Visual check on all electrical cables and trunking and replace bring to the attention of Ms Beverley Potter or Mr Leigh Henry immediately, if damaged.	All staff Supervisor Manager	From 01/05/21	On-going
Flower Wall / Backdrops Set up / Tear down / Moving	Staff and Customers	Although rather light, set up, tear down and moving of flower walls and backdrops is usually done with two persons present. Base plates are used for stability and positioned so as to make sure Flower Walls are unable to fall forward. Where there is no back wall staff must secure the Flower Wall using appropriate straps.	All staff must adhere to agreed methods when setting up tearing down and moving	All staff, Supervisor, Manager	From 01/05/21	On-going
Covid 19 Risk to Staff and Clients.	Staff and Customers	Providing hand sanitizer and / or cleaning wipes for both customer and staff use. Sanitize props and equipment after use. Remove props dependent or in line with government guidance. Staff to operate booths dependent or in line with government guidance. Staff to advise / adhere to any government guidance in place for social distancing Staff to advise / adhere to any government guidance in place with regards to the wearing of face covering.	Provide instruction and remind any one using the Photo Booth to use hand sanitizer. All staff must adhere to agreed methods. Staff & Client to be briefed if this is required.  Staff & Client to be briefed if this is required.  Staff to follow current Government Guidance.  Staff to follow current Government Guidance	All staff Supervisor, Manager	From 01/05/21	On-going

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 05/21