Mobile DJ Network

Members Combined Liability Insurance
Confirmation of Cover

Member Details

ber Name: RAHUL SABBARWAL of 'THE LUXE 360 BOOTHS (PART OF BOOTH STATION LTD GR

Membership Number: MDJN-00000-67276

Membership/ Insurance Valid until midnight: March 11, 2027

Combined Liability Policy Details

Policyholder:	We would inform you that Sharrocks as the Insurance Brokers for Mobile DJ Network and its Members can confirm the following insurance cover provided as part of your Mobile DJ Network Membership The cover is valid while Mobile DJ Network Membership is current and up until your Membership Expiry date
Business Description:	**DJ and/ or Photobooth Operator** The Insured's occupation as a Disc Jockey (including work as Karaoke Host, VJ, Quiz Host or as a Master of Ceremonies), Race Night and/or the dry hire of audio visual (including light-up letters), portable dance floors and related equipment and accessories and/or the teaching of DJ skills The hire, supply and installation of Photo Booths Including Magic Mirror, 360 and other booth styles or Race Nights and associated items for use at events.
Insurer:	Pardus Underwriting and Accelerant Insurance UK Limited
Policy Number:	SHARDJ01
Period of Main Policy:	Up to Midnight 10th October 2026 - You remain insured throughout your Membership Period, which will span two Main Policies
Endorsements:	**See full policy for details and exclusions** Inspection and Maintenance Condition, Hiring Condition, Reasonable Precautions and Maintenance of Property, Promoter/ Organiser Exclusion, Personal Service Companies Inclusion Clause, UK Members Only, Membership Policy - Period of Insurance Amendment Clause

EMPLOYERS' LIABILITY INSURANCE

Limit of Indemnity:	£10,000,000
Jurisdiction:	United Kingdom
Cover:	Up to 5 Employees

PUBLIC LIABILITY INSURANCE

Limit of Indemnity:	£10,000,000
Indemnity to Principal:	Included
Use of Heat	Any use of fire or pyrotechnics is excluded
Height Limit	None
Territorial Limits:	UK & Europe in respect of any employee normally resident in the UK
Jurisdiction:	United Kingdom

PRODUCT LIABILITY INSURANCE

Limit of Indemnity:	£10,000,000
Indemnity to Principal:	Included
Territorial Limits:	UK & Europe in respect of any employee normally resident in the UK
Jurisdiction:	United Kingdom

We trust this is sufficient evidence of insurance, however if you have any queries please do not hesitate to contact us, we would be happy to help

Insurance Arranged by: Sharrocks, Watsons' Mill, Ride's Passage, High Street, Sheerness, Kent ME12 1UD
Tel: 01795 580800; E-mail: enquiries@sharrock-insurance.com
Sharrocks are authorised and regulated by the Financial Conduct Authority

PORTABLE APPLIANCE TESTING CERTIFICATE

Certificate Number: 984656514989

DETAILS OF THE CLIENT

Client and address: The Luxe 360 Booths, 45A Derby Road , Kirkby in Ashfield, Nottingham

Postcode: NG17 9BX

DETAILS OF THE INSTALLATION ADDRESS

Installation address: Same as Client Address

Postcode:

DETAILS OF THE CONTRACTOR RESPONSIBLE FOR THE TESTING

Trading Title: Thorpe Energy & Compliance Ltd

Address: G-Tek House, Office 3
Brierley Park Close
Sutton in Ashfield

Postcode: NG17 3FW

Registration Number: 68986

Telephone Number: REMOVED FOR GDPR

For the inspection and testing of the electrical equipment:

Name: Matthew Sludds Position: Electrician Signature: Date: 01/06/2026

Test Equipment Used: Kewtech KT73 Serial Number: 375002149

APPLIANCE DETAILS AND TEST RESULTS

Appliance ID	Test Date	Description	Location	Serial Number	Retest Period	Retest Date	Status
00001	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00002	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00003	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00004	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00005	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00006	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00007	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
00008	01/06/2026	Extension Lead			12	01/06/2027	Pass
00009	01/06/2026	Smoke Machine		ASTA LIC - 1183	12	01/06/2027	Pass
00010	01/06/2026	TV Plug			12	01/06/2027	Pass
00011	01/06/2026	Printer		JR10-M01	12	01/06/2027	Pass
00012	01/06/2026	Prop Cutter			12	01/06/2027	Pass
00013	01/06/2026	iphone/iPad Charger			12	01/06/2027	Pass

Key: P=Pass F=Fail S=Skip (or test not applicable)

APPLIANCE DETAILS AND TEST RESULTS

Appliance ID	Test Date	Description	Location	Serial Number	Retest Period	Retest Date	Status
Site: (Continued)							
00014	01/06/2026	Battery Charger		Neewer	12	01/06/2027	Pass
00015	01/06/2026	Extension Lead		KM56507	12	01/06/2027	Pass
000016	01/06/2026	Power Supply for Photo Booth			12	01/06/2027	Pass
						Total Appliances for Report: 16	

The Luxe 360 BOOTHS™
PART OF BOOTH STATION LTD

fsb MEMBER
THE FEDERATION OF SMALL BUSINESSES

RISK ASSESSMENT CERTIFICATE

ALL SERVICES & EQUIPMENT

This is to certify that **The Luxe 360 Booths, part of Booth Station Ltd,** maintains a current Risk Assessment and Method Statement (RAMS) for all services and equipment supplied. This assessment has been prepared in accordance with UK Health & Safety legislation and is reviewed regularly to ensure continued compliance and safety.

- HEALTH & SAFETY COMPLIANT
- RISK ASSESSMENT COMPLETED
- TRAINED & PROFESSIONAL OPERATORS
- PUBLIC LIABILITY INSURED
- PAT TESTED EQUIPMENT

SERVICES & EQUIPMENT COVERED

- 360 VIDEO BOOTH
- PHOTO BOOTH
- MAGIC MIRROR
- AUDIO GUEST BOOK
- VIDEO GUEST BOOK
- LOVE LETTERS
- DRINK WALL

SCOPE OF RISK ASSESSMENT

This Risk Assessment covers the setup, operation, and pack-down of all equipment and services provided by The Luxe 360 Booths, part of Booth Station Ltd. It identifies potential hazards, evaluates risks, and sets out control measures to reduce those risks to a level that is As Low As Reasonably Practicable (ALARP).

DOCUMENT REFERENCE	VERSION	DATE OF ISSUE
LUXE360-RA-ALL-01	1.0	JANUARY 2026
REVIEW DATE	**VALID FOR**	**PREPARED BY**
JANUARY 2027	12 MONTHS	THE LUXE 360 BOOTHS

COMPLIANCE

This assessment has been prepared in line with the following UK legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992

R Sabbarwal

R SABBARWAL
DIRECTOR
THE LUXE 360 BOOTHS
PART OF BOOTH STATION LTD

THE LUXE 360 BOOTHS™

fsb MEMBER
THE FEDERATION OF SMALL BUSINESSES

IMPORTANT NOTICE: This document is issued by The Luxe 360 Booths, part of Booth Station Ltd, for the purpose of providing venues, clients and event organisers with a summary of the company's current Health & Safety documentation. It is not a certification, accreditation or approval issued by any government authority, trade association or independent certification body.

FSB MEMBERSHIP STATEMENT: The Luxe 360 Booths, part of Booth Station Ltd, is a current member of the Federation of Small Businesses (FSB). Risk Assessments and Method Statements are prepared using FSB Health & Safety resources, templates and guidance and are adapted to reflect the company's specific services, equipment and operational procedures.

Please Note: This certificate should be read in conjunction with the company's full Risk Assessment, Method Statement (RAMS), Public Liability Insurance and PAT Testing documentation where requested.

1. Company-issued health and safety documentation certificate

This page confirms the status of the health and safety documentation used by The Luxe 360 Booths. It is provided as a front-facing summary for venues and clients. It must be read together with the full Risk Assessment, Method Statement, insurance evidence and PAT testing records where requested.

Certificate item	Statement
Business	The Luxe 360 Booths, trading name of Booth Station Ltd.
Document type	Master Risk Assessment and Method Statement (RAMS) for event entertainment equipment and associated venue operations.
Prepared by	R Sabbarwal, Director, Booth Station Ltd.
Purpose	To provide venues, clients and event organisers with a clear summary of the company's current health and safety management arrangements for the delivery, set-up, operation and removal of equipment.
FSB statement	The Luxe 360 Booths is an FSB Member. Risk Assessments and Method Statements are prepared using FSB health and safety resources, templates and guidance, then adapted to the company's specific equipment, services and working methods.
Important status	This document is not a certification, accreditation, endorsement or approval issued by any government authority, trade association or independent certification body. It is a company-issued health and safety documentation summary.
Contact	www.theluxe360.co.uk | 07377 389937

Director sign-off: R Sabbarwal, Director, Booth Station Ltd

Issue date: January 2026 **Next scheduled review:** January 2027

2. Contents

- 1. Company-issued health and safety documentation certificate
- 2. Contents
- 3. Document control and revision history
- 4. Venue-specific project information template
- 5. Scope of works and services covered
- 6. Health and safety policy statement
- 7. Roles, responsibilities and competent persons
- 8. Insurance, PAT testing and equipment maintenance
- 9. Risk assessment methodology and scoring matrix
- 10. General event operations risk assessment
- 11. Equipment-specific risk assessments
- 12. Method statement - safe system of work
- 13. Emergency arrangements and stop-work procedure
- 14. Venue-specific controls and event limitations
- 15. Inspection checklists and sign-off records
- 16. References, disclaimer and director declaration

This master document is deliberately detailed. For simple wedding venues, the certificate page, insurance evidence and the relevant sections of this RAMS may be sufficient. For corporate venues, councils, universities, exhibition centres and hotel groups, the full pack should be issued.

3. Document control and revision history

This document is controlled by Booth Station Ltd and is intended for use as a master RAMS pack for The Luxe 360 Booths. Venue-specific details must be completed before use where a venue asks for site-specific arrangements, access restrictions, loading instructions or named contacts.

Item	Details
Document title	The Luxe 360 Booths - Venue Health & Safety Compliance Pack, Risk Assessment and Method Statement (RAMS).
Document reference	BSL-RAMS-2026-001.
Version	1.0 - public venue download version.
Company	Booth Station Ltd.
Trading name	The Luxe 360 Booths.
Prepared by	R Sabbarwal, Director.
Issue date	January 2026.
Next review date	January 2027, or earlier following a significant change in equipment, working method, incident, venue requirement or legislation/guidance.
Distribution	Clients, venues, event organisers, hotel groups, wedding venues, local authority sites and internal operators.
Document status	Controlled master document. Venue-specific amendments must be authorised by the Director or appointed competent person.

Version	Date	Change description	Authorised by
1.0	January 2026	Initial master RAMS issue for venue use covering photo booth, 360 video booth, magic mirror, audio guest book, video guest book, LOVE letters, drink wall, selfie pod, backdrops and props.	R Sabbarwal
1.1	As required	To be used for event-specific amendments, venue-specific restrictions, changes to equipment or insurance/PAT evidence updates.	Director / appointed competent person

4. Venue-specific project information template

The following section is to be completed when a venue asks for an event-specific RAMS rather than a generic master document. If the venue accepts a standard public download pack, this section may remain blank, but staff should still check venue access, emergency routes and set-up restrictions before attending site.

Project / booking item	Venue-specific entry
Client / event organiser	
Event name	
Venue name and full address	
Venue contact name and telephone	
Event date and operating time	
Set-up date and access time	
Pack-down time and vehicle collection arrangements	
Equipment/services booked	
Exact set-up location within venue	
Loading bay / access route	
Lift / stairs / restricted access details	
Floor surface and any uneven flooring	
Power supply location and venue restrictions	
Emergency exits and evacuation routes affected	
Venue-specific hazards or restrictions	
Additional controls agreed with venue	

5. Scope of works and services covered

This RAMS covers the ordinary delivery, movement, installation, testing, supervised or monitored use, breakdown and removal of event entertainment equipment supplied by The Luxe 360 Booths. It is intended for indoor venues as the default. Outdoor use is only permitted where the venue and company agree suitable weather, power, surface, lighting and crowd-control arrangements before the event.

The services covered by this master assessment are listed below. Where a booking includes unusual layouts, additional structures, external power, outdoor operation, stage integration, restricted access, large guest volumes or unusually late operating hours, the venue-specific section must be completed and additional controls added.

Service / equipment	Typical activities covered	Operational limitations
360 Video Booth	Transporting base and rotating arm, assembling platform, setting safe operating area, briefing guests, supervised filming, pack-down and removal.	Requires stable level floor, clear operating perimeter, controlled guest flow and operator supervision.
Photo Booth	Delivery, installation, printer/computer/camera set-up, backdrop or enclosure set-up, guest interaction, print/media management and pack-down.	Requires safe cable routing, adequate space for queueing and suitable power source.
Magic Mirror	Movement and positioning of mirror unit, screen/touch interface set-up, guest use, supervision and removal.	Requires stable floor, care during handling and protection from impact.
Audio Guest Book	Placement of telephone-style guest book equipment, signage, cable or battery management, guest use and collection.	Must be positioned away from walkways and drink spill areas.
Video Guest Book	Set-up of camera/tablet/tripod or recording station, guest guidance, power/battery management and removal.	Tripod/stand stability and clear access are essential.
LOVE Letters	Delivery, placement, connection where illuminated, stability checks, visual monitoring and removal.	Must not block emergency routes. Requires level surface and venue-approved positioning.
Drink Wall	Positioning, stability check, loading of drinks/glassware where part of the hire, guest access management and removal.	Alcohol service remains subject to venue/client licensing arrangements. Spill and glass breakage controls required.
Selfie Pod / Backdrops / Props	Tripod/pod/backdrop assembly, props placement, guest use, monitoring and pack-down.	Requires stable stands, clear cables and supervision where guest volumes are high.

6. Health and safety policy statement

Booth Station Ltd, operating the trading name The Luxe 360 Booths, recognises its duty to conduct work activities in a manner that protects employees, contractors, venue staff, guests, clients and members of the public who may be affected by the company's work. The company will plan work, assess foreseeable hazards, implement proportionate controls and stop work where conditions are unsafe.

The company approach is based on sensible risk management. The aim is not to remove all ordinary risk from an event environment, which is not realistic, but to identify foreseeable harm and introduce practical controls that are proportionate to the equipment, venue, guest profile and event conditions.

The Director is responsible for ensuring this document is reviewed, maintained and communicated. Operators are required to follow the safe system of work, complete visual checks, report defects, refuse unsafe requests and escalate any venue condition that may compromise safe operation.

Key policy commitments:

- Maintain equipment in safe working condition and remove defective equipment from service.
- Use competent staff and provide instructions suitable to the equipment being delivered and operated.
- Coordinate with venue management on access, power supply, fire routes, set-up location and guest flow.
- Control trip hazards through careful layout, cable routing, cable covers and active monitoring.
- Conduct work in accordance with applicable UK health and safety legislation and recognised HSE guidance.
- Review this RAMS after incidents, near misses, equipment changes, changes in operating method or venue feedback.

Stop-work authority: any operator may suspend set-up or operation where they believe there is a serious or uncontrolled risk to staff, guests, venue employees or property. Commercial pressure, event timing or client preference must not override safety.

7. Roles, responsibilities and competent persons

Role	Key responsibilities
Director / senior management	Maintain this RAMS, approve changes, ensure insurance and inspection arrangements are in place, ensure operators are competent, investigate incidents and maintain overall legal and operational responsibility.
Booking / operations coordinator	Confirm venue requirements, collect site information, issue RAMS/insurance/PAT evidence where required, communicate access and timing restrictions to operators and escalate unusual conditions.
Lead operator / site supervisor	Attend venue, liaise with venue representative, inspect set-up area, confirm power and access, implement controls, supervise equipment where required and stop unsafe use.
Event operator / assistant	Follow manual handling controls, assemble equipment safely, manage cables, monitor guest behaviour, report defects and follow venue emergency procedures.
Venue representative	Confirm set-up location, power source, emergency routes, access restrictions, local hazards, fire alarm/evacuation arrangements and any venue-specific rules.
Client / event organiser	Provide accurate booking information, expected guest numbers, event timings, venue contact information and any special guest or access requirements.

Minimum competency expectations

- Operators must understand the equipment they are delivering and the safe method for set-up, operation and pack-down.
- Operators must be able to identify unsafe cables, damaged plugs, unstable surfaces, blocked exits and uncontrolled crowding.
- Operators must use trolleys and team lifts for bulky or heavy items and must not lift beyond their capability.
- Operators must know how to isolate equipment from power and who to contact in an emergency.
- Operators must understand that venue instructions take priority where they impose stricter controls than this RAMS.

8. Insurance, PAT testing and equipment maintenance

The company maintains public liability insurance appropriate to its event entertainment activities. A copy of the current insurance certificate should be provided to venues where requested. Policy values, insurer details, policy numbers and expiry dates must not be guessed or invented within this document; they must be confirmed from the current insurance certificate before issue to any venue requiring formal evidence.

Insurance item	Status / control
Public liability insurance	Maintained by Booth Station Ltd. Certificate available upon request or to be appended to the venue-specific version of this pack.
Employers' liability insurance	To be confirmed against current insurance schedule where applicable to staffing model.
Insurance certificate issue	Only current certificates should be issued. Expired certificates must be removed from public packs and replaced immediately.
Venue requirement	If a venue requires a specific minimum indemnity limit, the requirement must be checked against current insurance evidence before confirming attendance.

Electrical safety and PAT testing statement

Electrical equipment is subject to routine visual inspection and portable appliance testing where applicable to the type of equipment and environment. In line with HSE guidance, the purpose of inspection and testing is to maintain electrical equipment in a safe condition. The inspection and testing frequency should be risk-based and should reflect use, movement, environment and equipment type.

Control area	Required standard
Pre-use visual check	Before each event, operators check plugs, sockets, cable insulation, cable reels, extension leads, power supplies and obvious signs of damage, overheating, loose parts or contamination.
PAT records	PAT evidence is maintained for relevant mains-powered equipment and can be provided to venues upon request where required.
Defect handling	Damaged or suspect equipment must not be used. It must be labelled or separated from usable equipment and returned for repair, replacement or further inspection.
Extension leads	Only suitable extension leads are used. Leads must not be overloaded, daisy-chained unnecessarily or routed through wet areas.
Power source	Venue power supplies should be confirmed by the venue. Equipment must not be connected where sockets appear damaged, overloaded or unsuitable.
Outdoor use	Outdoor electrical use requires additional controls including weather protection, suitable RCD protection and venue-approved power arrangements.

9. Equipment maintenance, PPE and operational controls

The company operates transportable event equipment. Because this equipment is moved, assembled, used by guests and removed frequently, the key control is disciplined inspection before, during and after use. Damage can occur during transport, loading, guest use or pack-down; therefore equipment must be checked rather than assumed safe.

Area	Control procedure
Transport cases and packaging	Equipment is moved in suitable cases, bags or protective covers where available to reduce damage during transit and manual handling.
Fixings and stands	Bolts, clamps, stands, mounting points and bases are inspected during assembly. Loose or missing components must be rectified before operation.
Cleanliness and hygiene	Hand-touch items such as props, telephone handsets, touchscreens and guest-facing interfaces are kept clean and presentable. Hygiene controls are increased where requested by venue or client.
PPE for staff	Safety footwear is recommended during loading/unloading. Gloves may be used where handling heavy, sharp-edged or awkward equipment. PPE does not replace safe lifting or safe planning.
Storage	Equipment is stored so that cables, plugs, screens, glass, stands and illuminated items are protected from crushing, damp or unauthorised interference.
Housekeeping	The set-up area is kept tidy during installation and pack-down. Tools, cases and packaging are not left in guest walkways or emergency routes.
Operational monitoring	Operators monitor for drink spillages, cable disturbance, guests moving equipment, crowd build-up and signs of equipment fault or overheating.

Any equipment that cannot be made stable, electrically safe, safely positioned or safely supervised must not be operated. The correct commercial answer is to pause, relocate, reduce the service scope or refuse unsafe operation.

10. Risk assessment methodology and scoring matrix

This document uses a five-by-five likelihood and severity scoring system. Initial risk considers the foreseeable risk before controls are applied. Residual risk considers the risk after controls have been implemented. Residual scores should normally be Low for routine operation. If residual risk remains High or Very High, the activity must not proceed without additional controls and director or competent person review.

Likelihood score	Description
1 - Rare	Not expected during normal operations; only likely in exceptional circumstances.
2 - Unlikely	Could occur, but not normally expected if controls are followed.
3 - Possible	Could occur during normal event work if controls are weak or conditions change.
4 - Likely	Expected to occur regularly without controls or where venue conditions are poor.
5 - Almost certain	Expected to occur frequently or repeatedly.

Severity score	Description
1 - Insignificant	No injury or very minor discomfort; no meaningful operational interruption.
2 - Minor	Minor injury such as small cut, bruise or short-term discomfort.
3 - Moderate	Injury requiring first aid or medical attention; temporary incapacity possible.
4 - Major	Serious injury, fracture, electric shock, significant fall or hospital treatment.
5 - Catastrophic	Fatality, life-changing injury or major incident affecting multiple persons.

Risk rating: 1-4 Low, 5-9 Medium, 10-15 High, 16-25 Very High. Risk scores are expressed as likelihood x severity = score, for example 3 x 3 = 9 Medium.

Likelihood / Severity	1	2	3	4	5
1	1 Low	2 Low	3 Low	4 Low	5 Medium
2	2 Low	4 Low	6 Medium	8 Medium	10 High
3	3 Low	6 Medium	9 Medium	12 High	15 High
4	4 Low	8 Medium	12 High	16 Very High	20 Very High
5	5 Medium	10 High	15 High	20 Very High	25 Very High

10. General event operations risk assessment

This assessment applies to all The Luxe 360 Booths services. It covers the common hazards arising from transportable event equipment, venue access, public interaction and event environments.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Vehicle arrival and loading area	Staff, venue staff, pedestrians	3 x 4 = 12 High	Use venue-approved loading area where provided. Avoid reversing without adequate visibility. Keep unauthorised persons clear of vehicle loading/unloading. Do not leave equipment in vehicle routes. Follow venue traffic rules and loading bay instructions. **Further action / owner:** Venue contact and lead operator to agree access before unloading.	2 x 3 = 6 Medium
Manual handling of heavy or awkward equipment	Staff	4 x 3 = 12 High	Use trolleys where practical. Team lift bulky items. Break loads down into manageable parts. Plan route before lifting. Avoid twisting while carrying. Do not rush due to event pressure. **Further action / owner:** Lead operator to allocate two-person lift where needed.	2 x 2 = 4 Low
Movement through public/guest areas	Staff, guests, venue staff	3 x 3 = 9 Medium	Move equipment before guest arrival where possible. Use agreed routes. Keep flight cases, bags and stands to one side. Do not drag cables or cases across public areas without control. **Further action / owner:** Venue-specific access restrictions to be checked.	1 x 3 = 3 Low
Slips, trips and falls during set-up	All persons in area	3 x 3 = 9 Medium	Maintain tidy work area. Route cables behind equipment or along walls where possible. Use cable covers in trafficked areas. Remove packaging and cases from walkways promptly. **Further action / owner:** Operator to monitor throughout event.	1 x 3 = 3 Low
Electrical connection to venue power	Staff, guests, venue	3 x 4 = 12 High	Use PAT-tested equipment where applicable. Complete visual checks before connection. Do not overload sockets. Avoid daisy-chaining. Keep connections away from liquids. Isolate power if equipment is damaged or overheating. **Further action / owner:** Faulty equipment removed from service.	1 x 4 = 4 Low
Blocked fire exits or emergency routes	Guests, venue staff, emergency services	3 x 5 = 15 High	Set-up location must not obstruct exits, fire doors, extinguishers, alarm call points, escape routes or emergency signage. If venue location is unsuitable, request alternative positioning. **Further action / owner:** Venue representative to confirm layout if uncertain.	1 x 5 = 5 Medium
Crowd build-up around equipment	Guests, staff	3 x 3 = 9 Medium	Position equipment to allow natural queueing. Keep dance floors, bars, stairs and main doors clear. Operator to pause operation if crowding becomes unsafe. Use verbal guidance to manage guest flow. **Further action / owner:** Additional queue controls for corporate/high volume events.	2 x 2 = 4 Low
Drink spillages near equipment	Guests, staff	3 x 3 = 9 Medium	Avoid setting equipment immediately beside bars where possible. Keep cables off floor where possible. Operator to isolate power if liquid contacts electrical items. Venue cleaning team to deal with spillages. **Further action / owner:** Do not operate in wet area.	1 x 3 = 3 Low
Children or vulnerable guests interacting with equipment	Children, vulnerable guests	3 x 3 = 9 Medium	Operator supervision where equipment has moving parts, stands, cables or elevated platforms. Children to be supervised by responsible adults. Unsafe climbing or pulling on equipment is stopped immediately. **Further action / owner:** Client/venue may be asked to assist.	1 x 3 = 3 Low
Adverse weather for outdoor or marquee events	All persons	4 x 4 = 16 Very High	Outdoor operation only by prior agreement. Confirm level ground, weather protection, wind exposure, safe power, lighting and evacuation arrangements. Equipment must not operate in rain, high wind or unsafe ground conditions. **Further action / owner:** Director/lead operator approval for outdoor use.	2 x 3 = 6 Medium

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.1 360 Video Booth detailed risk assessment

This assessment covers the 360 video booth platform, rotating arm/camera assembly, guest entry/exit, operator supervision, video capture and pack-down. The booth must only operate where a safe perimeter can be maintained.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Rotating arm contact	Guests, staff	4 x 4 = 16 Very High	Operator supervision required. Guests briefed before use. Maintain safety perimeter. Arm speed kept appropriate to guest profile. Stop operation if guests lean into arm path, wave props unsafely or crowd the platform. **Further action / owner:** Lead operator controls operation at all times.	1 x 4 = 4 Low
Guests stepping on/off platform	Guests	3 x 3 = 9 Medium	Platform positioned level. Operator gives clear instructions. No running, jumping or overcrowding on platform. Assistance offered where appropriate. Wet or unstable footwear conditions monitored. **Further action / owner:** Pause use if guests are unsteady.	1 x 3 = 3 Low
Overcrowding on platform	Guests	3 x 3 = 9 Medium	Limit number of guests according to platform size and manufacturer/operational limits. Operator refuses excessive group sizes. Guests instructed to stand centrally and remain aware of moving arm. **Further action / owner:** Group size controlled by operator.	1 x 3 = 3 Low
Unsafe behaviour or intoxication	Guests, staff	4 x 3 = 12 High	Guests behaving dangerously, climbing, jumping, grabbing the arm or ignoring instructions are refused use. Venue/security/client may be asked to assist. Operator has authority to suspend service. **Further action / owner:** Escalate repeated behaviour to venue.	2 x 2 = 4 Low
Base or arm instability	Guests, staff	3 x 4 = 12 High	Pre-use inspection of base, fixings, arm and mounts. Only assemble on level stable floor. Do not operate if components are loose, missing, damaged or not locking correctly. **Further action / owner:** Defective equipment removed from service.	1 x 4 = 4 Low
Camera/phone mount failure	Guests	3 x 3 = 9 Medium	Mount checked before use. Device secured correctly. Do not operate where mount is loose or cracked. Keep guests outside arm path and maintain safe distance. **Further action / owner:** Inspect after knocks or impact.	1 x 3 = 3 Low
Trailing power/data cables	Guests, staff	3 x 3 = 9 Medium	Cables routed away from platform entry/exit and guest walkways. Cable covers used where crossing foot traffic. Operator monitors for cable movement during event. **Further action / owner:** Re-route if guest flow changes.	1 x 3 = 3 Low
Electrical equipment near drinks	Guests, staff	3 x 4 = 12 High	Keep drinks away from booth base, control unit, leads and sockets. Do not place booth immediately beside bars where avoidable. Isolate power if liquid is spilled on or near electrical components. **Further action / owner:** Venue cleaning team to manage spillages.	1 x 4 = 4 Low
Children using 360 booth	Children, guardians	3 x 3 = 9 Medium	Children only use booth under adult supervision and operator control. Speed and group size reduced where appropriate. No unsupervised child operation. **Further action / owner:** Operator to use judgement.	1 x 3 = 3 Low
Insufficient operating space	Guests, staff	3 x 4 = 12 High	Minimum clear area to be agreed before set-up. Booth not positioned in doorways, narrow corridors, stairs, emergency exits or areas where guests are forced through the arm zone. **Further action / owner:** Relocate if venue location unsuitable.	1 x 4 = 4 Low
Lighting/distraction effects	Guests	2 x 3 = 6 Medium	Avoid pointing bright lights directly into main walkways. Adjust lighting where it affects visibility. Guests with sensitivity may choose not to use the service. **Further action / owner:** Operator monitors complaints/concerns.	1 x 2 = 2 Low
Emergency stop / rapid isolation	All persons	3 x 4 = 12 High	Operator remains within control distance. Operation stopped immediately if unsafe behaviour, technical fault, power issue or venue emergency occurs. Power isolated where safe. **Further action / owner:** Operator not to leave booth unattended while active.	1 x 4 = 4 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.2 Photo Booth detailed risk assessment

This assessment covers enclosed/open photo booths, camera/computer/printer systems, backdrops, props, guest queueing and print/media operation.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Booth unit manual handling	Staff	3 x 3 = 9 Medium	Use trolley or team lift. Plan route to avoid stairs where possible. Do not carry bulky equipment through crowded areas. Use lift where venue provides one. **Further action / owner:** Lead operator to plan unload.	1 x 2 = 2 Low
Trip hazards from cables	Guests, staff	3 x 3 = 9 Medium	Route power and data cables behind booth or along walls. Use cable covers in trafficked areas. Secure loose cables and monitor guest movement. **Further action / owner:** Check after repositioning.	1 x 3 = 3 Low
Printer heat/consumables	Staff	2 x 2 = 4 Low	Printer positioned with ventilation. Operators handle media, ink/ribbon and paper as instructed. Guests not permitted to access internal printer components. **Further action / owner:** Operator only handles consumables.	1 x 2 = 2 Low
Backdrop stand instability	Guests, staff	3 x 3 = 9 Medium	Stands erected correctly and weighted/positioned as needed. Keep away from heavy guest traffic and doorways. Do not use if floor or space makes stand unstable. **Further action / owner:** Monitor if guests touch backdrop.	1 x 3 = 3 Low
Guest queue causing obstruction	Guests, venue	3 x 3 = 9 Medium	Position booth to allow natural queue. Avoid blocking bar, toilets, exits, stairs or service routes. Operator to encourage guests to queue to one side. **Further action / owner:** Venue-specific layout to be checked.	1 x 2 = 2 Low
Electrical fault	All persons	3 x 4 = 12 High	PAT-tested equipment where applicable. Visual checks before energising. Do not use damaged leads, plugs or sockets. Isolate faulty equipment immediately. **Further action / owner:** Defects logged and equipment removed.	1 x 4 = 4 Low
Props misuse	Guests	3 x 2 = 6 Medium	Props checked for sharp edges or damage. Unsafe or broken props removed. Guests discouraged from throwing props or swinging sticks near others. **Further action / owner:** Operator removes damaged items.	1 x 2 = 2 Low
Lighting stand collision	Guests	3 x 3 = 9 Medium	Lighting stands positioned outside walkways and near booth footprint. Cables secured. Do not use tall stands in crowded narrow areas without adequate protection. **Further action / owner:** Adjust lighting layout if needed.	1 x 2 = 2 Low
Computer/tablet overheating	Staff	2 x 3 = 6 Medium	Keep vents clear. Do not cover equipment with fabric. Monitor for unusual heat, smell or repeated faults. Isolate equipment if overheating suspected. **Further action / owner:** Replace or stop service if needed.	1 x 3 = 3 Low
Guest impact with booth	Guests	2 x 3 = 6 Medium	Booth positioned away from dance floor edges and high-speed guest movement. Corners and stands kept within footprint. Operator monitors crowd behaviour. **Further action / owner:** Relocate if struck repeatedly.	1 x 2 = 2 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.3 Magic Mirror detailed risk assessment

This assessment covers the movement, positioning, touch-screen use and supervised operation of a Magic Mirror photo booth or mirror-style interactive unit.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Heavy mirror handling	Staff	4 x 3 = 12 High	Use team lift and trolley. Keep unit upright where required. Avoid twisting. Plan route and check door widths/lifts before movement. Do not rush movement through public areas. **Further action / owner:** Two-person lift where required.	2 x 2 = 4 Low
Screen/glass damage	Guests, staff	3 x 4 = 12 High	Inspect screen before use. Do not operate if glass/screen is cracked, loose or unstable. Prevent guests leaning or pushing on the mirror. Remove from service if damaged. **Further action / owner:** Report and isolate damage.	1 x 4 = 4 Low
Unit toppling	Guests, staff	3 x 4 = 12 High	Install on firm, level surface. Stability check after positioning. Do not place on slopes, thick uneven rugs or unstable temporary flooring unless made safe. **Further action / owner:** Reposition if movement detected.	1 x 4 = 4 Low
Trailing cables	All persons	3 x 3 = 9 Medium	Route cables to rear/side of mirror. Cover or tape where appropriate. Avoid cable runs across guest paths. Monitor after guest movement. **Further action / owner:** Operator checks during event.	1 x 3 = 3 Low
Touchscreen crowding	Guests	3 x 2 = 6 Medium	Encourage orderly use. Avoid excessive group pressure against screen. Operator intervenes if guests push or crowd around controls. **Further action / owner:** Operator supervision.	1 x 2 = 2 Low
Electrical fault	All persons	3 x 4 = 12 High	PAT-tested equipment where applicable. Pre-use visual checks. Damaged equipment removed from service. Power isolated during fault or spill. **Further action / owner:** Defect record completed.	1 x 4 = 4 Low
Lighting glare or visibility	Guests	2 x 2 = 4 Low	Adjust lighting to avoid glare into walkways or guests' eyes. Ensure guest can see floor area around mirror. **Further action / owner:** Adjust on feedback.	1 x 2 = 2 Low
Children climbing/pulling	Children	3 x 3 = 9 Medium	Children to be supervised. Operator stops pulling, climbing or hanging from unit or prop frames. Remove props that encourage unsafe behaviour. **Further action / owner:** Ask guardian/client to assist.	1 x 3 = 3 Low
Placement near dance floor	Guests	3 x 3 = 9 Medium	Avoid placing mirror directly on edge of busy dance floor where impact is likely. Maintain clear approach and exit path. **Further action / owner:** Relocate if risk increases.	1 x 2 = 2 Low
Pack-down in low light	Staff, guests	3 x 3 = 9 Medium	Ensure adequate lighting. Keep guests clear of work area. Disconnect power before dismantling. Use team lift and planned route back to vehicle. **Further action / owner:** Venue lighting to remain on until clear.	1 x 2 = 2 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.4 Audio Guest Book detailed risk assessment

This assessment covers audio guest book equipment such as telephone-style recording units, tables/stands, signs, handset cords, batteries or low-voltage power supply and guest interaction.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Trip or snag from cable/cord	Guests	3 x 2 = 6 Medium	Position on stable table away from main walkway. Keep handset cord on table surface and prevent it trailing across floor. Secure charging cables behind table if used. **Further action / owner:** Check layout after set-up.	1 x 2 = 2 Low
Table or stand instability	Guests	3 x 2 = 6 Medium	Use venue table or stable stand. Place equipment centrally. Do not overload small tables. Keep away from doorways, dance floor edges or high traffic areas. **Further action / owner:** Relocate if table unstable.	1 x 2 = 2 Low
Electrical/charging equipment	Guests, staff	2 x 3 = 6 Medium	Use suitable chargers/power leads. Visual check before use. Keep away from liquids. Do not use damaged charger or battery equipment. **Further action / owner:** Operator removes damaged charger.	1 x 3 = 3 Low
Guest hygiene/contact	Guests	3 x 2 = 6 Medium	Handset and touch points cleaned as part of normal presentation. Additional sanitising available where requested by venue/client or where infection control concerns apply. **Further action / owner:** Client/venue can request increased controls.	1 x 2 = 2 Low
Drink spillages on table	Guests, staff	3 x 3 = 9 Medium	Avoid placing guest book next to bar or drinks station where possible. Keep drinks signage separate. If spill occurs, stop use and isolate power where present. **Further action / owner:** Venue to clean spillages.	1 x 2 = 2 Low
Guest misuse or tampering	Guests, equipment	3 x 2 = 6 Medium	Clear usage instructions. Position in visible location. Operator/client/venue checks periodically. Remove from service if damaged. **Further action / owner:** Client/venue to report issues.	1 x 2 = 2 Low
Access obstruction	Guests, venue	2 x 3 = 6 Medium	Place recording point away from emergency exits, narrow corridors and service routes. Maintain clear access around table. **Further action / owner:** Venue contact to approve location.	1 x 3 = 3 Low
Data/privacy not H&S;	Client, guests	2 x 2 = 4 Low	Although primarily a data/commercial matter, equipment should not be left in a way that encourages unsafe interference. Content handling handled through company booking terms. **Further action / owner:** Refer data queries to company.	1 x 1 = 1 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.5 Video Guest Book detailed risk assessment

This assessment covers video recording stations, tablets/cameras, tripods/stands, ring lights, battery/power supplies, signage and guest interaction.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Tripod or stand instability	Guests	3 x 3 = 9 Medium	Tripods fully opened and placed on level surface. Keep legs within controlled area. Use weights where appropriate. Do not place in narrow routes or doorways. **Further action / owner:** Operator/client checks during event.	1 x 2 = 2 Low
Camera/tablet falling	Guests, equipment	3 x 3 = 9 Medium	Secure device in correct mount. Check clamp before use. Keep guests from pulling or leaning on stand. Remove if mount becomes loose. **Further action / owner:** Inspect after knocks.	1 x 2 = 2 Low
Cables / charging leads	All persons	3 x 3 = 9 Medium	Prefer battery operation where safe and practical. If powered, route cables behind table/stand and cover where crossing foot traffic. **Further action / owner:** Lead operator to confirm power route.	1 x 3 = 3 Low
Lighting glare	Guests	2 x 2 = 4 Low	Set ring/video lighting to comfortable brightness. Do not point directly into main walkways. Adjust if guests report discomfort. **Further action / owner:** Operator adjusts lighting.	1 x 2 = 2 Low
Crowding around recording station	Guests	3 x 2 = 6 Medium	Position station in quieter area with space for small groups. Avoid blocking bars, doors or toilets. Encourage short sessions if crowd builds. **Further action / owner:** Venue/client can help manage location.	1 x 2 = 2 Low
Drink spillages	Guests, staff	3 x 3 = 9 Medium	Keep away from drinks tables and bars where practical. If spill occurs near powered device, isolate/remove equipment until safe. **Further action / owner:** Venue cleaning response.	1 x 3 = 3 Low
Children moving equipment	Children	3 x 2 = 6 Medium	Children to be supervised. Stand height adjusted sensibly. Operator/client/venue to intervene if equipment is pulled or moved. **Further action / owner:** Remove if unsafe.	1 x 2 = 2 Low
Low light pack-down	Staff	2 x 3 = 6 Medium	Maintain adequate lighting to dismantle stands and cables. Keep guests away from the work area during pack-down. **Further action / owner:** Venue lighting to stay on.	1 x 2 = 2 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.6 LOVE Letters detailed risk assessment

This assessment covers freestanding illuminated LOVE letters or similar decorative letter installations, including delivery, positioning, power connection, guest interaction and removal.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Manual handling of letters	Staff	4 x 3 = 12 High	Use trolley where practical. Carry one item at a time unless safe to do otherwise. Use team lift for bulky letters. Plan route and avoid carrying through crowds. **Further action / owner:** Operator to assess each venue route.	2 x 2 = 4 Low
Toppling or instability	Guests, children	3 x 4 = 12 High	Install on level, stable surface. Check each letter for stability after positioning. Do not place on slopes, thick uneven carpet, temporary flooring or areas where guests may lean heavily. **Further action / owner:** Reposition or remove if unstable.	1 x 4 = 4 Low
Electrical fault / illuminated letters	Guests, staff	3 x 4 = 12 High	PAT-tested equipment where applicable. Visual inspection of cables, plugs and lamps. Do not use damaged electrical letters. Keep connections away from liquids. **Further action / owner:** Defective letter removed.	1 x 4 = 4 Low
Heat from lamps	Guests	2 x 3 = 6 Medium	Use LED or low heat lighting where fitted. Check for overheating. Keep fabric, paper decorations and flammable materials away from lamp areas. **Further action / owner:** Monitor during event.	1 x 2 = 2 Low
Blocked emergency routes	All persons	3 x 5 = 15 High	Letters must not block fire exits, extinguishers, emergency signage, corridors, doors or service routes. Venue to approve location if close to routes. **Further action / owner:** Venue contact to approve final position.	1 x 5 = 5 Medium
Children climbing or pushing	Children, guests	3 x 3 = 9 Medium	Letters are decorative, not climbing equipment. Operator/client/venue to intervene if guests climb, sit, push or move letters. **Further action / owner:** Ask venue/security to assist where required.	1 x 3 = 3 Low
Trip hazards from cables	Guests, staff	3 x 3 = 9 Medium	Route power cables behind letters and out of walkways. Cable covers used where routes cross guest movement. Keep slack controlled. **Further action / owner:** Check after guest contact.	1 x 3 = 3 Low
Damage during dance floor movement	Guests, equipment	3 x 3 = 9 Medium	Avoid placing letters immediately on dance floor edge where high-impact dancing may occur. Maintain clearance and relocate if repeated impacts occur. **Further action / owner:** Operator/client to monitor.	1 x 2 = 2 Low
Outdoor/marquee wind exposure	Guests, staff	4 x 4 = 16 Very High	Outdoor use only with prior approval and suitable stabilisation. Do not use in high winds or on unstable ground. Consider weather, ground anchoring and power protection. **Further action / owner:** Director approval recommended.	2 x 3 = 6 Medium
Pack-down around guests	Staff, guests	3 x 3 = 9 Medium	Pack down after guest area is clear where possible. Isolate power first. Keep guests away from lifting/movement. Use team lift and trolley. **Further action / owner:** Venue to maintain lighting and access.	1 x 2 = 2 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.7 Drink Wall / Champagne Wall detailed risk assessment

This assessment covers freestanding drink walls, champagne walls or display walls used for presentation of drinks, glassware or similar items. Alcohol licensing and service responsibility remains with the venue/client unless separately agreed in writing.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Wall instability or collapse	Guests, staff	3 x 4 = 12 High	Install on level stable surface. Inspect frame/base before loading. Do not overload shelves/pegs. Keep away from areas where guests may push or lean heavily. **Further action / owner:** Remove from service if unstable.	1 x 4 = 4 Low
Falling glasses or bottles	Guests	3 x 3 = 9 Medium	Only load suitable items. Do not overload. Check holders/shelves. Avoid placing fragile items at unstable angles. Stop use if fittings loosen. **Further action / owner:** Client/venue to manage replenishment if not company service.	1 x 3 = 3 Low
Glass breakage	Guests, staff	3 x 3 = 9 Medium	Broken glass cleared by venue/client cleaning procedure or operator if safe and equipped. Guests kept away until area is clean. Do not allow barefoot access near breakage. **Further action / owner:** Venue cleaning team to assist.	1 x 3 = 3 Low
Drink spillages	Guests, staff	4 x 3 = 12 High	Position away from power cables where possible. Spillages cleaned promptly. If spill reaches electrical equipment nearby, isolate affected equipment and keep guests clear. **Further action / owner:** Venue/client responsible for spills during service.	2 x 2 = 4 Low
Crowding at wall	Guests	3 x 2 = 6 Medium	Position with adequate approach space. Avoid narrow corridors or exit routes. For high guest numbers, venue/client to manage distribution flow. **Further action / owner:** Event organiser to brief staff.	1 x 2 = 2 Low
Alcohol-related unsafe behaviour	Guests	3 x 3 = 9 Medium	Alcohol service and licensing are venue/client responsibilities unless otherwise contracted. Unsafe guest behaviour around the wall may require temporary removal or closure. **Further action / owner:** Escalate to venue/security.	1 x 3 = 3 Low
Manual handling of wall	Staff	3 x 3 = 9 Medium	Use trolley/team lift. Do not drag across delicate floors. Plan route and protect venue surfaces where needed. **Further action / owner:** Lead operator to assess route.	1 x 2 = 2 Low
Placement near children	Children	3 x 3 = 9 Medium	Keep wall out of uncontrolled child play areas. Children should not climb, pull or remove multiple glasses/items unsupervised. **Further action / owner:** Venue/client supervision.	1 x 2 = 2 Low
Obstruction of exits	All persons	3 x 5 = 15 High	Wall must not obstruct emergency exits, escape routes, firefighting equipment or service corridors. Venue approval required for final location. **Further action / owner:** Relocate if exit route affected.	1 x 5 = 5 Medium
Structural damage during event	Guests	2 x 4 = 8 Medium	Periodic checks during event where company remains on site. If unattended, client/venue to report damage and stop use if unsafe. **Further action / owner:** Unattended use requires client briefing.	1 x 3 = 3 Low

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

11.8 Selfie Pod, backdrops and props detailed risk assessment

This assessment covers self-service selfie pods, iPad/tablet booths, tripod-mounted equipment, backdrop frames, props, signs and general photo activation accessories.

Hazard / activity	Who could be harmed	Initial risk	Control measures / safe system of work and further action	Residual risk
Tripod/pod instability	Guests	3 x 3 = 9 Medium	Set up on level surface. Spread tripod legs fully. Use weights where practical. Keep outside direct crowd flow and not at dance floor edge. **Further action / owner:** Check after any impact.	1 x 2 = 2 Low
Tablet/device theft or tampering	Client, staff	2 x 2 = 4 Low	Secure device within mount where applicable. Position in visible area. Although primarily asset security, tampering can lead to unsafe stands or cables. **Further action / owner:** Client/venue to monitor if unattended.	1 x 1 = 1 Low
Backdrop frame collapse	Guests, staff	3 x 3 = 9 Medium	Assemble correctly with all fixings. Avoid unstable surfaces. Weight or position legs appropriately. Do not use tall frames where wind or crowd pressure cannot be controlled. **Further action / owner:** Remove if unstable.	1 x 3 = 3 Low
Cable trip hazards	Guests	3 x 3 = 9 Medium	Route cables behind pod or backdrop. Cover where crossing walkways. Prefer safe battery use where appropriate and compatible. **Further action / owner:** Monitor through event.	1 x 3 = 3 Low
Props causing minor injury	Guests	3 x 2 = 6 Medium	Inspect props. Remove broken, sharp or splintered items. Guests discouraged from throwing props or using them aggressively. **Further action / owner:** Operator removes damaged props.	1 x 2 = 2 Low
Children pulling backdrop	Children, guests	3 x 3 = 9 Medium	Backdrop is not play equipment. Children should be supervised. Operator/client/venue intervenes where children pull, climb or swing on frame. **Further action / owner:** Relocate if near play area.	1 x 2 = 2 Low
Lighting stands	Guests	3 x 3 = 9 Medium	Stands placed within controlled footprint, not walkways. Use appropriate height. Secure cables and avoid overreaching stands. **Further action / owner:** Adjust if crowd changes.	1 x 2 = 2 Low
Outdoor wind exposure	Guests, staff	4 x 4 = 16 Very High	Do not use freestanding backdrops outdoors in wind unless specifically designed and secured. Suspend or remove if wind increases. **Further action / owner:** Outdoor use needs additional assessment.	2 x 3 = 6 Medium

Residual risk is acceptable only where the control measures are implemented. If conditions differ materially from the assumptions in this table, the operator must reassess the work area and add controls before proceeding.

12. Method statement - safe system of work

This method statement sets out the safe sequence for planning, delivering, installing, operating and removing The Luxe 360 Booths equipment. It is written as a master method statement and must be supplemented with venue-specific information where the venue presents unusual conditions or additional restrictions.

The sequence is deliberately detailed because venue RAMS documents must be clear enough for a person unfamiliar with the job to understand what will happen, who is responsible and what controls are required at each stage.

Stage	Method / sequence	Associated risks	Controls and hold points
1. Pre-event review	Confirm booking details, equipment booked, timings, venue contact, guest numbers and whether service is supervised or unattended.	Incorrect planning, missing venue restrictions, insufficient access time.	Request venue requirements early. Send RAMS/insurance/PAT evidence where requested. Escalate unclear or unusual requirements before event day.
2. Vehicle loading	Load equipment in suitable cases/bags. Secure items to prevent movement. Separate fragile screens/glass and cables.	Manual handling injury, damaged equipment, loose vehicle load.	Use team lifts, trolleys and sensible load order. Do not overload individuals. Protect electrical and glass items.
3. Arrival at venue	Arrive at agreed time. Report to venue representative or event manager. Confirm set-up location and access route.	Wrong location, conflict with venue operations, public access through loading route.	Do not unload until access is safe and agreed. Follow venue induction or signing-in procedure where required.
4. Dynamic site assessment	Inspect route from vehicle to set-up area and the final position for hazards.	Stairs, wet floors, poor lighting, uneven flooring, blocked routes.	Add controls or request alternative route/location. Do not move heavy equipment through unsafe route.
5. Unloading	Unload using trolleys and team lifts as required. Keep equipment grouped and not spread across public walkways.	Strain injuries, collision with guests or venue staff, trip hazards.	Use designated loading area. Keep cases to side. Stop if pedestrians enter unsafe unloading zone.
6. Movement to set-up area	Move equipment by agreed route, using lifts and level routes where available.	Manual handling, slips/trips, damage to venue surfaces.	Move at controlled pace. Use protective care around walls/floors. Keep guests clear.
7. Positioning	Place equipment in final agreed location before assembly and connection.	Blocked exits, unsuitable floor, crowd obstruction.	Check emergency routes, door swing, service routes, dance floor and guest flow. Request relocation if unsafe.
8. Assembly	Assemble booths, stands, platforms, letters, walls and accessories according to known equipment method.	Pinch points, unstable parts, missing components.	Only trained staff assemble equipment. Check fixings. Keep guests away during assembly.
9. Cable management	Route cables away from guest traffic. Install covers where cables cross walkways.	Trips, damaged cables, electrical contact.	Use shortest safe cable route. Avoid doorways and wet areas. Re-check after set-up.
10. Electrical connection	Connect equipment to venue-approved power source. Energise only after visual inspection.	Electric shock, overload, fire, damaged socket.	Do not use damaged sockets or leads. Avoid overload. Keep liquids away. Use RCD protection where required by environment.
11. Testing and commissioning	Run equipment tests before guests use the service. Check moving parts, software, lighting, cameras, printers and displays.	Faults appearing during live use.	Do not open to guests until checks pass. Defects are fixed or service is reduced/stopped.
12. Guest briefing	Explain safe use to guests where equipment requires it, especially 360 booth and any raised/interactive equipment.	Misuse, falls, contact with moving parts.	Use clear instructions. Refuse unsafe groups. Reduce speed/group size where appropriate.
13. Event operation	Operate or monitor service during agreed hire period.	Crowding, drink spillages, guest misuse, cable movement.	Continuous monitoring where staffed. Periodic checks for unattended items. Pause operation if unsafe conditions develop.
14. Fault response	If equipment faults, isolate power where safe, stop guest use and assess.	Electric shock, fire, injury from damaged equipment.	Do not continue with suspect equipment. Remove from service or operate only unaffected elements if safe.
15. Emergency response	In venue emergency, stop operation and follow venue evacuation procedure.	Delayed evacuation, blocked routes, confusion.	Do not prioritise equipment. Assist only where safe. Isolate power if safe and quick to do so.
16. Pack-down preparation	At end of hire, clear guests from work area and ensure adequate lighting.	Trips, manual handling, guests entering work zone.	Request venue lights stay on. Do not pack down in crowded area without control.
17. Power isolation	Switch off and disconnect equipment before dismantling.	Electric shock, equipment damage.	Confirm power disconnected before handling cables or dismantling electrical components.
18. Dismantling	Dismantle stands, platforms, letters, booths and walls in safe order.	Falling parts, pinch points, manual handling.	Two-person work for bulky items. Keep parts organised. Do not leave items across walkways.
19. Return to vehicle	Transport equipment back via agreed route and load vehicle safely.	Fatigue, collision, unsecured load.	Use trolleys/team lifts. Keep route clear. Secure load before leaving venue.
20. Final area check	Check set-up area for cables, props, packaging, waste, damage or remaining hazards.	Left-behind hazards, venue complaint.	Leave area clean and clear. Report any damage or incident to venue and company.

12.1 Pre-event planning and venue liaison

- Confirm the exact service being supplied and whether it is a staffed service, partially staffed service or equipment drop-off/collection arrangement.
- Confirm event date, arrival time, set-up completion time, operating time, pack-down time and venue contact details. Late changes should be communicated to the lead operator before travel.
- Ask the venue or client to identify loading restrictions, lifts, stairs, parking, access codes, induction requirements, signing-in procedures and any rules about cable covers, PAT labels, insurance evidence or public liability limits.
- Where the venue requests site-specific RAMS, complete the venue-specific section rather than sending the master pack alone.
- Where an event is outdoors, in a marquee, in a public space, on temporary flooring, in a shopping centre, school, council site or exhibition centre, treat this as higher complexity and add site-specific controls.

Hold point: if the operator cannot confirm the area is safe at this stage, the activity must pause until the venue, client or Director agrees suitable controls.

12.2 Arrival, access and signing in

- Operators report to the venue representative before unloading. This prevents equipment being delivered to the wrong area and allows the venue to confirm fire routes, guest access and power arrangements.
- Operators review the route from vehicle to set-up location. If the route includes stairs, narrow corridors, poor lighting, wet floors or guest traffic, additional controls such as team lifts, revised route or delayed movement may be required.
- If venue staff instruct a different set-up position from the booked plan, the operator must assess whether the new position is safe before agreeing. A venue instruction does not remove the company's duty to work safely.
- Public walkways should not be used as temporary storage during unloading. Cases, stands and electrical equipment must be kept together and away from guest paths.

Hold point: if the operator cannot confirm the area is safe at this stage, the activity must pause until the venue, client or Director agrees suitable controls.

12.3 Set-up, cable management and testing

- Equipment is positioned before final connection. This reduces the need to drag connected equipment and prevents unnecessary cable movement.
- Cables are routed behind equipment, along walls or through controlled areas where possible. Where a cable must cross a guest route, a cable cover is used where practical and the route is monitored.
- Power is connected only after a visual inspection of plugs, cables, extension leads and the venue socket. Equipment must not be energised where damage, overheating, burning smell, exposed conductors or liquid contamination is present.
- Testing is completed before guest use. For 360 booths, this includes arm movement, mount security and operating perimeter. For photo booths and mirrors, this includes camera, screen, printer, lighting and stability checks. For letters and drink walls, this includes stability and final positioning.
- The operator must not allow guest use while assembly is incomplete, cables are unmanaged or stability checks have not been completed.

Hold point: if the operator cannot confirm the area is safe at this stage, the activity must pause until the venue, client or Director agrees suitable controls.

12.4 Event operation and guest management

- Operators act as the first control against unsafe guest behaviour. They should give simple, firm instructions and pause the service when necessary rather than attempting to manage unsafe behaviour while continuing to operate.
- For 360 booth operation, guests must be briefed about the moving arm, where to stand, how many people may use the platform and what behaviour is not allowed. The operator must remain attentive during each session.
- For photo booths, magic mirrors and selfie pods, operators or venue/client representatives monitor queues and prevent guests from pushing stands, pulling backdrops, moving props into walkways or placing drinks on equipment.
- For LOVE letters and drink walls, the risk is often not operation but guest interaction. Guests should not sit on, climb, push or move the units. If this becomes repeated behaviour, the item should be relocated or the venue/client asked to assist.
- The operator records or reports near misses, damage, repeated unsafe behaviour or venue conditions that materially affect safe operation.

Hold point: if the operator cannot confirm the area is safe at this stage, the activity must pause until the venue, client or Director agrees suitable controls.

12.5 Pack-down and departure

- Pack-down should not start until guest access to the immediate work area can be controlled. Where guests remain in the area, the operator should ask the venue or client for assistance before moving heavy or bulky items.
- Electrical equipment is powered down and disconnected before dismantling. Cables are collected systematically to avoid tangles, tripping or damage to plugs.
- The route to the vehicle is checked again because venue conditions often change at the end of an event. Floors may be wet, lights may be lower and guests may still be moving through corridors.
- Vehicle loading should use the same manual handling controls as unloading. Fatigue at the end of a late event is a known risk and must not lead to rushed lifting or unsecured vehicle loads.
- Before departure, the operator completes a final area check for left-behind cables, props, rubbish, packaging, potential damage or any hazard created during pack-down.

Hold point: if the operator cannot confirm the area is safe at this stage, the activity must pause until the venue, client or Director agrees suitable controls.

13. Emergency arrangements and stop-work procedure

The venue retains responsibility for its fire alarm system, evacuation plan, emergency lighting, assembly points, first aid arrangements and building-specific emergency controls. The Luxe 360 Booths operators must follow venue instructions and ensure company equipment does not obstruct emergency arrangements.

Emergency scenario	Immediate action	Follow-up action
Fire alarm or evacuation	Stop operating immediately. Do not invite further guests to use equipment. Isolate power only if safe and quick to do so. Leave by venue evacuation route.	Report to assembly point. Do not re-enter until venue authorises. Equipment remains secondary to life safety.
Medical incident involving guest	Stop equipment if incident is nearby or connected to service. Contact venue first aider/security/event manager. Keep other guests clear.	Record relevant details. Preserve equipment/area if serious incident and await instructions.
Electric shock or suspected electrical fault	Do not touch affected person if still in contact with live equipment. Isolate power if safe. Call emergency services/venue first aider as required.	Remove equipment from service. Do not reuse until inspected and confirmed safe.
Equipment strike, fall or collapse	Stop service. Keep guests away. Check for injury. Remove unstable equipment from use.	Record incident, photograph if appropriate, notify Director and venue/client.
Violent, aggressive or unsafe guest behaviour	Do not argue or physically intervene beyond keeping safe distance. Stop service and request venue/security/client assistance.	Restart only when safe. Repeat behaviour may justify ending service.
Adverse weather	Stop outdoor/marquee operation where wind, rain, lightning, wet ground or unsafe power risk is present.	Relocate indoors or cancel affected service element if safe controls cannot be achieved.

Stop-work triggers

- A fire exit, escape route, alarm call point or extinguisher would be obstructed by the proposed set-up.
- Electrical equipment, leads, plugs, sockets or power supplies show damage, overheating, liquid contamination or other signs of fault.
- The 360 booth does not have sufficient perimeter space or cannot be supervised by a competent operator.
- LOVE letters, drink wall, backdrop or mirror cannot be made stable on the available surface.
- Guests repeatedly ignore safety instructions and the venue/client cannot assist with control.
- Outdoor conditions are wet, windy, unstable or otherwise unsuitable for the equipment.

14. Venue-specific controls and event limitations

This master RAMS assumes a conventional indoor venue with reasonable access, level flooring, suitable power, adequate lighting and venue management support. The following conditions require additional consideration and may require a site-specific addendum before work proceeds.

Condition	Why it matters	Additional controls required
Outdoor event or marquee	Weather, wind, moisture, uneven ground, temporary power and lighting can significantly increase risk.	Confirm ground, anchoring/stability, RCD-protected power, rain/wind plan, lighting and cancellation threshold.
Upper floors or stairs	Increased manual handling risk and evacuation/access restrictions.	Confirm lift availability, team lifts, reduced load sizes and sufficient set-up time.
Public venue/council site	Higher public exposure and stricter documentation requirements.	Complete venue-specific section, confirm insurance requirements, named site contact and public route separation.
High guest numbers	Crowding and queue management become more difficult.	Agree queue direction, service location, staffing and maximum group size before opening service.
Near bar/dance floor	Increases spillage, impact and unsafe guest behaviour risk.	Increase separation, monitor more frequently, use cable covers and stop service if unsafe behaviour persists.
Temporary flooring or thick carpet	Can affect stability of booths, letters, walls and stands.	Check stability after assembly. Use alternative location if movement, rocking or sinking occurs.
Low light pack-down	Increases trip and manual handling risk.	Request house lights or task lighting. Keep guests clear while equipment is moved.

15. Inspection checklists and sign-off records

These checklists are included so the public venue pack can be converted into an event-specific working record. For routine events, the lead operator may complete these internally. For higher-risk venues, a copy may be shared with the venue on request.

Pre-event planning checklist	Confirmed?
Venue contact details received and saved	Yes / No / N/A
Set-up time and pack-down time confirmed	Yes / No / N/A
Loading route and parking restrictions confirmed	Yes / No / N/A
Equipment/services booked match RAMS scope	Yes / No / N/A
Insurance/PAT evidence issued if requested	Yes / No / N/A
Outdoor/marquee/additional complexity reviewed	Yes / No / N/A
Venue-specific hazards recorded	Yes / No / N/A

Arrival and set-up checklist	Confirmed?
Reported to venue representative	Yes / No
Access route inspected	Yes / No
Final location does not obstruct exits/routes	Yes / No
Floor/surface suitable and stable	Yes / No
Equipment visually inspected	Yes / No
Cables routed/covered safely	Yes / No
Electrical equipment connected safely	Yes / No
Service tested before opening	Yes / No

15.1. Operating and pack-down checklist

During event monitoring checklist	Confirmed?
Guest route and queue remain clear	Yes / No / N/A
Cables remain covered/secure	Yes / No / N/A
No drinks/liquids affecting equipment	Yes / No / N/A
No unsafe guest behaviour continuing	Yes / No / N/A
Equipment remains stable and undamaged	Yes / No / N/A
360 booth perimeter maintained where applicable	Yes / No / N/A
LOVE letters/drink wall/backdrops not moved by guests	Yes / No / N/A

Pack-down checklist	Confirmed?
Power isolated before dismantling	Yes / No
Guests kept away from work area	Yes / No
Adequate lighting maintained	Yes / No
Equipment moved using safe handling	Yes / No
Vehicle load secured	Yes / No
Venue area checked for cables/props/waste	Yes / No
Damage/incident/near miss reported if applicable	Yes / No / N/A

Event sign-off	Details
Lead operator name	
Date	
Venue representative name (if required)	
Notes / additional controls used	
Lead operator signature	

16. References, disclaimer and director declaration

This document has been prepared for practical venue use. It is not a substitute for venue-specific fire risk assessments, venue rules, insurance terms, electrical installation checks or legal advice. The company will cooperate with reasonable venue requirements and will update this pack where operational practice or legislation/guidance materially changes.

Reference	Document / source used for guidance
Health and Safety at Work etc. Act 1974	HSE guidance identifies this as the primary piece of legislation covering occupational health and safety in Great Britain. https://www.hse.gov.uk/legislation/hswa.htm
Management of Health and Safety at Work Regulations 1999	HSE guidance on managing risks and risk assessment at work. https://www.hse.gov.uk/simple-health-safety/risk/index.htm
Electricity at Work Regulations 1989 and portable appliance testing guidance	HSE guidance states electrical equipment must be maintained in a safe condition and that inspection/testing frequency depends on equipment and environment. https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm
Manual Handling Operations Regulations 1992	HSE guidance on avoiding, assessing and reducing manual handling risk. https://www.hse.gov.uk/msd/manual-handling/the-law.htm
Regulatory Reform (Fire Safety) Order 2005	Legislation.gov.uk version and Article 9 risk assessment duties for fire safety in relevant premises. https://www.legislation.gov.uk/uksi/2005/1541/contents
FSB resources	The RAMS structure follows the principle of FSB-style risk assessment/method statement templates and is tailored to The Luxe 360 Booths activities. This does not mean FSB has approved, certified or endorsed this specific document.

Important disclaimer

This document is issued by Booth Station Ltd for the information of venues, clients and event organisers. It is not a certification, accreditation, endorsement or approval issued by any government authority, trade association, insurer, venue or independent certification body. The Luxe 360 Booths is a trading name of Booth Station Ltd. Risk assessments and method statements must be implemented in practice to be effective.

Director declaration	
Prepared by	R Sabbarwal, Director, Booth Station Ltd
Declaration	I confirm that this master Risk Assessment and Method Statement has been prepared for The Luxe 360 Booths, trading name of Booth Station Ltd, and reflects the intended safe system of work for the services listed in this document. The document is to be reviewed annually or sooner following significant change, incident, near miss, equipment change or venue requirement.
Signature	R Sabbarwal
Date	January 2026

Appendix A - Staff briefing record

All workers, operators or assistants involved in the delivery, set-up, operation or pack-down of equipment should understand the relevant parts of this RAMS. The briefing record below may be used for internal or venue-specific records.

Name	Role	RAMS read/briefed	Signature	Date

Briefing topics should include manual handling, cable management, electrical checks, emergency procedures, 360 booth safety perimeter, guest behaviour controls, stop-work authority and venue-specific restrictions.

Appendix B - Venue-specific addendum

Use this page when a venue asks for a site-specific RAMS. Attach photographs, layout plans or venue instructions where useful. Do not leave known hazards undocumented.

Site-specific item	Details / additional controls
Access route hazards	
Set-up area hazards	
Power supply arrangements	
Fire route / evacuation considerations	
Crowd management requirements	
Outdoor/weather controls	
Manual handling restrictions	
Additional venue rules	
Decision: proceed / proceed with controls / do not proceed	

THE LUXE 360 BOOTHS

RISK ASSESSMENT & METHOD STATEMENT (RAMS)

Master Venue Compliance & Safe Systems of Work

Company Name	Booth Station Ltd t/a The Luxe 360 Booths
Document Reference	BSL-RAMS-2026-001
Version	1.0 (Master Pack)
Prepared By	R Sabbarwal, Director
Issue Date	January 2026
Next Review Date	January 2027
Contact Email / Tel	info@theluxe360.co.uk | 07377389937
Regulatory Baseline	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Electricity at Work Regulations 1989 Manual Handling Operations Regulations 1992

PART 1: METHOD STATEMENT (SAFE SYSTEM OF WORK)

This Safe System of Work details the exact operational sequence for the delivery, installation, monitoring, and removal of all event entertainment equipment supplied by The Luxe 360 Booths. It provides a blueprint to minimize occupational and public risk environments.

1. Pre-Event & Logistics Planning

- **Documentation Check:** Confirm all booking details, contracted equipment requirements, and operational timings. Current Public Liability Insurance (PLI) and Portable Appliance Testing (PAT) logs are compiled and issued to the venue or client upon request.
- **Site Survey Coordination:** Identify specific venue access constraints, including loading bays, structural lifts, stairways, local traffic management rules, and secure parking coordinates.
- **Complexity Trigger:** Events held outdoors, inside temporary marquees, or on upper structural floors via stairs are flagged immediately for site-specific addendums and dynamic validation.

2. Vehicle Loading & Transit

- **Asset Protection:** All electrical units, computing systems, glass elements, and structural components are packed securely into designated transport cases and protective flight bags to eliminate movement during transit.
- **Manual Handling:** Operators must apply correct ergonomic lifting principles, utilize transport trolleys, and execute team lifts for all awkward or heavy flight cases.

3. Arrival, Site Assessment, & Unloading

- **Venue Induction:** On-site operators must report immediately to the designated venue representative or event manager before offloading any equipment. This establishes a clear baseline for local fire routes, emergency evacuation protocols, and active venue hazards.
- **Dynamic Risk Assessment (DRA):** Operators visually survey the transit pathway from the loading bay to the final installation zone. If structural obstacles, slippery floors, unlit pathways, or unsafe stairways are detected, operations pause until an alternate plan is established.
- **Staging Area:** Dropped equipment must remain grouped tightly within designated loading areas and never block active public footpaths or emergency exit routes.

4. Installation & Layout Positioning

- **Egress Compliance:** Equipment must be positioned on stable, level flooring. Under no circumstances will any installation obstruct a fire exit, escape corridor, fire extinguisher, alarm pull-station, or safety signage.
- **Structural Assembly:** Booth units, freestanding backdrops, heavy magic mirrors, and decorative letters are assembled strictly according to engineering specs. All locking pins, clamps, and base weights are verified by the lead operator during build-up.

5. Electrical Connection & Cable Management

- **Visual Safety Sweeps:** Before plugging into any venue power supply, operators physically inspect all cables, extensions, insulation walls, and plugs for signs of friction, cracking, or thermal damage.
- **Cable Routing Matrix:** All power and data feeds are systematically hidden behind the booth footprint or laid flush against structural walls. Where a cable must intersect a guest pathway, a heavy-duty, high-visibility rubber cable cover must be deployed immediately.
- **Circuit Protection:** Overloading venue sockets and daisy-chaining multi-way extension leads is strictly prohibited.

6. Live Testing & Commissioning

- **System Diagnostics:** Operators run full hardware and software diagnostics before allowing guest interactions. This includes verifying rotating arm balance, phone/camera mount tight-locking points, touchscreen responses, print-engine ventilation paths, and LED thermal stability.

7. Live Event Operation & Guest Management

- **Active Supervision:** For staffed installations, the operator acts as an active safety warden. Guests receive a concise safety briefing (e.g., maintaining clearance from moving mechanical arms, zero jumping or horseplay on platforms).
- **Crowd & Queue Control:** Foot traffic is gently directed into orderly lines away from busy venue arteries, dance floor perimeters, and bar queues.
- **Liquid Separation:** Operators actively monitor the environment to ensure no beverages or liquids are brought near touchscreens, power connections, or structural bases.
- **Unattended Deployments:** For unstaffed items (e.g., Audio Guest Books), a designated client or venue contact is briefed on baseline asset monitoring and emergency isolation procedures.

8. Pack-Down & Site Egress

- **Lighting Check:** Deconstruction will not commence until adequate house lighting is activated in the room.
- **Safe Breakdown Sequence:** Power sources are isolated and unplugged before any component is unscrewed or dismantled. Deconstruction follows an engineered bottom-heavy sequence to avoid top-heavy structural collapse.
- **Final Sweep:** Operators execute a complete physical grid-check of the space to confirm no stray cables, raw props, packaging waste, or structural components are left behind, leaving the venue floor clean and safe.

PART 2: RISK ASSESSMENT MATRIX & RISK CONTROL LOG

Risks are quantified using a standard 5x5 Likelihood vs. Severity framework. Initial scores assess the raw hazard, while Residual scores define the remaining risk after the Method Statement protocols are executed.

Scoring Reference: Likelihood (1-5) × Severity (1-5).
Ratings: 1–4 **Low Risk** | 5–9 **Medium Risk** | 10–15 **High Risk** (Immediate Control Required).

Hazard / Activity	Who is Harmed?	Initial Risk	Specific Control Measures & Action Plans	Residual Risk
Vehicle Arrival & Loading Zones	Staff, Venue Crew, Public	12 (3×4)	Deploy vehicles only in designated loading bays. Ensure maximum rear visibility before backing up. Keep pedestrian walkways clear of temporary equipment drops.	6 (2×3)
Manual Handling of Flight Cases	Operations Staff	12 (4×3)	Mandatory use of structural multi-wheel trolleys. Enforce a strict two-person team lift rule for awkward or heavy modules.	4 (2×2)
Slips, Trips, & Falls (Cabling)	All Persons in Area	9 (3×3)	Lay all power lines flush against wall boundaries. Dress any intersecting pedestrian walkways with high-visibility rubber cable tracks.	3 (1×3)
Mains Electrical Connection	Staff, Guests, Venue	12 (3×4)	All items carry verified, current PAT labeling. No daisy-chaining of extensions. Immediate separation of electrical cords from liquid staging areas.	4 (1×4)
Egress / Blocked Fire Exits	Guests, Fire Crews	15 (3×5)	Layout verification before build. Equipment must keep a zero-infringement boundary from fire doors, extinguishers, and alarms.	5 (1×5)
360 Booth Mechanical Rotation	Guests, Crew	16 (4×4)	Enforce a strict, visible safety perimeter around the rotating sweep arm. Continuous on-site operator presence during activation.	4 (1×4)
Magic Mirror / Structural Topple	Guests, Staff	12 (3×4)	Install mirror units only on firm, flat, unyielding ground. Do not erect heavy frames on thick, plush rugs or uneven makeshift stages.	4 (1×4)
Illuminated LOVE Letters Topple	Guests, Children	12 (3×4)	Level floor deployment. Continuous tracking of guest behavior. Stop guests	4 (1×4)

Hazard / Activity	Who is Harmed?	Initial Risk	Specific Control Measures & Action Plans	Residual Risk
			from climbing, sitting on, or trying to move the units.	
Drink Wall Stability & Glass Shock	Guests, Staff	12 (3×4)	Tight weight-tolerances on shelves. Immediate cleanup protocol for structural breakages. Keep the unit away from heavy dance-floor crossover zones.	4 (1×4)
Adverse Weather (Marquees/Outdoors)	All Persons	16 (4×4)	Outdoor use requires pre-approved structures, heavy ground anchoring, and IP-rated RCD circuit protection. Shut down instantly if rain or high winds breach safety thresholds.	6 (2×3)

PART 3: EMERGENCY ARRANGEMENTS & STOP-WORK POLICIES

1. First-Response Contingency Action Plan

- **Fire & Evacuation:** If the venue alarm sounds, operations cease instantly. Guests are cleared from the booth zone immediately. Operators isolate major power feeds only if safe and instantly achievable, leaving all equipment behind to exit via designated fire routes. Life safety overrides asset protection.
- **Suspected Electrical Fault / Shock:** If a component fails or exhibits a thermal/burning scent, power is cut immediately at the main venue wall socket. The device is mechanically quarantined, labeled as out of service, and isolated for certified engineering inspection.
- **Structural Collapse or Impact:** If an installation is struck or tipped, the activation area is closed off immediately. Check all surrounding persons for physical impacts and coordinate with venue first-aiders or emergency medical services if necessary.

2. Absolute Stop-Work Triggers

Our operators hold definitive on-site authority to suspend operations or deny service activation if any of the following non-negotiable environments develop:

1. The layout chosen by the client or venue blocks a primary structural fire exit, safety corridor, or emergency asset.
2. Mains electrical sockets provided by the venue appear scorched, cracked, ungrounded, or show water ingress.
3. The physical space footprint is too cramped to maintain a certified, clear safety perimeter around the mechanical sweep of the 360 Video Booth.
4. Guests display advanced intoxication, verbal or physical aggression, or repeatedly ignore safety warnings.
5. Outdoor or marquee weather conditions introduce active water exposure, heavy dampness, high crosswinds, or unstable ground shifting.

PART 4: PRINCIPAL DECLARATION & SIGN-OFF

We operate in strict accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all supporting UK safety legislation.

> ***Director Declaration:***
> *"I confirm that this Master Risk Assessment and Method Statement sets out the defined safe system of work for all active services deployed by The Luxe 360 Booths. Commercial pressures or event scheduling deadlines will never supersede the execution of these safety control measures."*

Signed: R Sabbarwal
Position: Managing Director, Booth Station Ltd t/a The Luxe 360 Booths

Date: January 2026
Status: Approved Control Copy

Venue Floor & Cable Management Requirements

CLIENT NOTICE FOR VENUES AND EVENT ORGANISERS

To keep the installation tidy and professional, our team may need to secure, cover or route cables around the booth area. Please share this notice with your venue before the event and confirm what cable-management methods are permitted.

The venue and event organiser must approve the floor area, cable route and any permitted adhesive or non-adhesive cable-management method before our team arrives.

1	**Venue permission must be confirmed:** Before the event, check the flooring type and venue rules, especially for polished, wooden, parquet, marble, vinyl, carpeted, temporary, heritage or recently treated floors.
2	**Cable routes and booth placement:** The booth requires a clear installation area with practical access to power. Cables must be routed in a way that keeps the area tidy, avoids unnecessary obstruction and does not compromise the overall presentation.
3	**Tape and adhesive use:** We only use temporary event tape where the floor surface and venue rules allow it. No adhesive product is completely risk-free; some surfaces may mark, lift, discolour or retain residue.
4	**Alternatives where tape is not permitted:** Where tape cannot be used, the venue or organiser must allow a suitable alternative such as cable covers, mats, rerouting, a revised booth position, or a closer power supply. These changes may affect layout or set-up time.
5	**Decision on the day:** If our team cannot manage cables properly because of venue restrictions, floor sensitivity, layout, overcrowding or access problems, we may refuse to tape, move the booth, alter the installation or decline set-up.
6	**Responsibility for flooring:** The organiser and venue are responsible for providing a suitable operating area and approving the cable-management method. The Luxe 360 Booths will not be responsible for residue, cleaning costs, floor marks, venue charges, delays, cancellation or reduced service caused by unsuitable flooring, venue restrictions or lack of approval, except where caused by proven negligence.
7	**Pack-down and final check:** After the event, our team will remove cable-management materials with reasonable care and clean visible residue where reasonably possible. The venue or organiser should inspect the floor before our team leaves and arrange any specialist cleaning or maintenance required.

Please do not leave flooring approval until the set-up window. Venue restrictions discovered on arrival usually create delays, layout compromises and avoidable disputes.

Electrical Supply Requirements

CLIENT NOTICE FOR VENUES AND EVENT ORGANISERS

Thank you for booking The Luxe 360 Booths. To install and operate our equipment properly, we need reliable access to a suitable electrical supply at the venue. Please send this notice to your venue before the event so any issues are dealt with before our team arrives.

This notice sets out our operational requirements only. The venue remains responsible for the condition, maintenance and suitability of its own electrical installation.

1	**Venue responsibility:** The event organiser must ensure the venue provides socket(s) that are in good working order, stable, free from visible damage, not overloaded, and positioned close enough to the agreed booth area for a tidy cable route.
2	**Suitable supply for the booked equipment:** Power must be available for set-up, the full hire period and pack-down. The supply must be sufficient for the equipment booked and must not be shared with high-load items unless agreed in advance.
3	**Pre-event confirmation:** Please confirm with the venue that the socket(s) are available at the agreed location, switched on, accessible, and not controlled by timers, isolators or venue systems that could interrupt the service.
4	**Issues found on arrival:** If our team finds damaged sockets, intermittent power, poor access, exposed cabling, overloaded adaptors, or any condition that could affect our equipment, staff, guests or venue property, we may pause set-up and request an alternative supply.
5	**Alternative arrangements:** Where practical, we will work with you and the venue to find another socket, adjust the booth position or use a different cable route. These changes may affect set-up time or the final layout.
6	**Failure to provide suitable power:** If suitable power cannot be provided and the booth cannot be operated, the booking will be handled under our booking terms. The Luxe 360 Booths will not be responsible for delays, reduced operating time, cancellation, refunds, venue charges or guest complaints caused by the venue electrical supply or restrictions.

Please raise any power concerns before the event date. Leaving electrical issues until the set-up window creates unnecessary risk to the service and the experience you have paid for.