

ANNUAL RISK ASSESSMENT – PUBLIC EVENTS

Company Name: STUDIO 66 PHOTOGRAPHY

Date of Assessment: 1 April 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by whom?	Action by when?	Done
Trips and falls	Members of the general public and visitors to the event may be injured if they trip over or fall against equipment.	General good housekeeping is carried out ensuring adequate space is provided before setting up. Internal area of set up is kept clear of hazards and away from emergency exits. All internal areas well lit. All leads or cables are secured with tape where necessary, or placed out of reach. All visitors are informed to take care.	No	Teresa Whyte	Ongoing	At each event
Electrical Safety	Members of the general public and visitors to the event may be injured if they come into contact with portable electrical equipment.	All portable appliances have a valid PAT Certificate. All leads or cables are secured with tape where necessary, or placed out of reach.	Ensure that visitors do not place drinks on or near the electrical equipment.	Teresa Whyte	Ongoing	At each event
Structures	Members of the general public and visitors to the event may be injured if the Gazebo were to be caught up in high winds.	The gazebo is held with weights in each of the four corners, and is open-sided on three sides to allow wind to pass through the structure to eliminate or reduce the risk to an acceptable level.	Dismantle the gazebo where the risk is High.	Teresa Whyte	Ongoing	At each event