

Risk Assessment For
AR Entertainment's
Mount Pleasant Way
Stokesley Business Park
Stokesley North Yorkshire
TS9 5NZ

ASSESSMENT UNDERTAKEN
Date: 29 Mar 2017
Signed: R D Booth
Equipment **Mirror Me**

ASSESSMENT REVIEW DATE:
1st: Sept 2017
2nd: Mar 2018
3rd: Sept 2018
4th: Mar 2019

LIST OF SIGNIFICANT HAZARDS

Electric shock

Tripping over cables

Mirror me box tipping over

The Frame being tipped over

GROUPS AT RISK

Operator/Participants

Participants

Operator/Participants

Operator/Participants

EXISTING CONTROLS covered by information held

Control unit is visually inspected for obvious faults and fused ext. cables are always used. Equipment is P.A.T tested once a year
All cables are neatly stowed out of the way and safely in position.

The unit to be safely set-up and no participants to touch the handles on the edges.

To not allow anyone to touch the frame when in use.

I am fully trained and confident in operating the **Mirror Me**, and understand the risk assessments, assembly instructions and operating instructions, and any other safety procedures related to the Vision Racers.

Signed:

Date:

Event Manager:

Print Name:

Print Name:

Mirror Me

Equipment required:

	No req	In van
Mirror Me Flightcase	1	
Mirror Frame	1	
Mitsubishi Printer	1	
Kettle Lead for Printer	2	
Flash	1	
Keyboard	1	
Media		
Table	1	
Remote Control	1	
Extention reel	1	
Prop box + props (if required)		
USB		
Guestbook		
Brass Posts + Red Rope		
Any additional items		

If you have any issues then ring a full time member of AR Ents Staff

Or if unable to:

Mike - skype - mhoikn, 07842 300 173, email mike@dreambooth.co.uk

Richard - skype - poddabob, Tel 07808191251, email richard@noonah.co.uk

Installation Procedure:

1. Wheel the Mirror Me frame into position.
2. When 1 man lay down in order to take the front cover off before standing it up. When 2 man tilt back whilst the other undoes the front before standing it up.
3. Unfold table next to the Mirror Me Box. Place the printer on the table.
4. Open the back door and thread the 2 cables through the top hole for the flash.
5. Place flash onto the top bolt and fasten using the screw on the RHS from behind and plug the two cables into the flash.
6. Take the two cables sat in the bottom of the box through the hole at the bottom and plug into the printer. Plug the kettle lead into the mirror me box and then into the mains.
7. Place the frame on the front.

Operating instructions

1. Press the black button on the flash to switch on. Also the black button on the box inside the box to switch the computer on and then turn the printer on.
2. To test the flash press the green button on the back.
3. Load the media into the printer. Using the remote control switch the TV on from the front of the box through the glass.
4. Configure the screen pressing the + on the bottom bar RHS. Click configure, then the + as they appear before clicking ok.
5. EOS should be open or open this, have the camera on AF. Press the automatic shutter (the big round button) in the EOS box. Switch the camera to MF ON THE CAMERA.
6. Shut the back of the box up and close EOS.
7. Start Mirror Me, save a new event folder and chose the photo setting e.g. one shot portrait.
8. Check the backgrounds. If using sound check the level guests must reach.
9. Click Save and then Start.

10. When finished, always remove printer STRIPS, paper and media IMPORTANT

Loading checked by:

Return loading checked by:

Event Manager