

Risk assessment template

Company name: Storrington Camera Club

Assessment carried out by: NK and MT

Date of next review: Sep 2022

Date assessment was carried out: 10 Sep 21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Use of electrical equipment	Members/visitors electric shock	Users understand electrical safety requirements. Visual inspection of equipment before use. Assumption that venue electrical system conforms to regulations	None			
Trailing electric cable	Members/visitors trips or falls	Cables covered by mats during set up	None			

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Fire	Members/visitors burns, smoke inhalation, death	Familiarise with venue fire safety procedures including fire exits and muster points				
Catering	Members burns, scalds, trips and falls	All users to be familiar with operation of kitchen equipment. Duty personnel to ensure limited access to kitchen	Avoid congestion when equipment is being used	Duty personnel	During use	
Covid 19	Members/visitors risk of infection	Follow venue requirements as regards mask wearing and cleaning	Advise members to take lateral flow test on day of meeting. Advise members not to attend if test positive or member is otherwise unwell or displaying Covid 19 symptoms as advised from time to time.	In notice convening meeting In notice convening meeting	Before and during all meetings	

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			<p>Cleaning of used surfaces to be arranged at end of meeting.</p> <p>Hands to be sanitised/washed before entry</p>	<p>Committee members</p> <p>All members/visitors</p>		
Tripping on stairs	Members/visitors with mobility problems	Lift is available	<p>Advise members/visitors affected to use lift.</p> <p>Ensure familiarity with lift operation</p>	In notice convening meeting Committee members	<p>Before meetings</p> <p>At start of season and on appointment mid-season</p>	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/