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

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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