

Risk assessment template

Company name: Storrington Camera Club

Assessment carried out by: NK and MT

Date of next review: Sep 2024

Date assessment was carried out: Aug 2022

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 are appropriately	None			

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		covered during set up				
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 not to attend if unwell or displaying Covid 19 symptoms as advised from time to time.	Common Practice, no need for action		

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

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