

New Forest Camera Club Risk Assessment Indoor Club Meetings. (07/02/24)

Eg. Regular meeting locations, committee member's home residence. Members to be provided with risk assessment via the website as well as new members as part of the induction process.

Hazards	Who might be harmed?	Risk control
Use of electrical equipment	Members/ Visitors - Electrical shock	<ul style="list-style-type: none"> • Specific members have been trained in setting up electrical equipment. • All electrical equipment including visitors' equipment is plugged into RCD socket. • Visual inspection of plugs and equipment before use to ensure no loose or exposed wires
Use of electrical equipment - Trailing electrical cables	Members/ Visitors - Trips or falls.	<ul style="list-style-type: none"> • All cables covered with mats during setup.
Use of equipment - Placed at height	Members/ Visitors - Risk of falling equipment.	<ul style="list-style-type: none"> • All equipment is placed on secure stand.
Manual Handling - Moving of chairs and tables	Members/ Visitors - Trips, falls, sprains.	<ul style="list-style-type: none"> • Use appropriate manual handling techniques. • Heavy items moved by more than 1 member
Fire	Members/ Visitors - Burns/ Smoke Inhalation/ Death.	<ul style="list-style-type: none"> • President/Acting President/ Host reminds all present of fire exits
Catering - Use of kitchen	Members - Burns, Scalds, Slips, Trips and Falls.	<ul style="list-style-type: none"> • Only members who have been shown the correct operation of kitchen facilities allowed access to kitchen. • Members helping in the kitchen are recorded.
Personal equipment	Members/ Visitors – damage/loss	<ul style="list-style-type: none"> • Members to store personal equipment securely to prevent damage as well as trips or falls to other members/visitors. • Members are responsible for their personal equipment.
Medical problems	Members/ Visitors	<ul style="list-style-type: none"> • Members do not attend an activity if unwell. • Members to inform organiser if leaving the event. • Members to inform the organiser of relevant medical issues as needed. • Contact emergency services if needed.