

Risk Assessments - A very rough guide

Do we need risk assessments?

Unless your camera club employs staff you do not come under specific Health & Safety Legislation. However, the premises where you hold your meetings and more importantly your club insurers may insist on risk assessments being in place. This makes sense and is good practice.

Clubs, their members and officials do have a duty of care to look after each other and others they may come into contact with. If there is an accident that results in some form of claim against the club then it is very likely your insurers will look to see what actions you have taken as a club to mitigate any risks that could reasonably be predicted.

How do we complete a risk assessment?

The Health & Safety Executive (HSE) have numerous free guides and examples on completing Risk Assessments. Risk Assessments may sound like an onerous or daunting task but they can and should be very simple to complete. <https://www.hse.gov.uk/>

This guide "Brief Guide to Risk Assessment" can be downloaded free from the HSE website where you can also find example risk assessments. <https://www.hse.gov.uk/pubns/indg163.htm>

There are 5 steps to risk assessments

Step 1. Identify the Risks

what has the potential to cause harm?

Setting up electrical equipment, studio lights, making the tea, poorly lit access, trailing cables, moving tables and chairs, adverse weather conditions, slips or trips etc.

Step 2. Decide who may be harmed and how

who could be harmed?

Members, visitors, members of the public.

how could they be harmed?

death, electric shock, falling, slipping, strains, burns etc

Step 3. Evaluate the risk and what precautions can be taken

what are the dangers if nothing is done?

what can we do to eliminate or reduce the risk

can I get rid of hazard? If not what can I do to reduce the hazard?

Step 4. Record your findings and implement them

write down the identified risks and your control measures. Keep it simple.

Step 5. Review you risk assessment and update if required.

it is equally important to regularly review and update your risk assessments

There are numerous formats that risk assessments can take and they can become quite complicated but there is no need for them to be a huge document. A simple form can be downloaded from the HSE website which allows you to record and complete your risk assessment.



Risk assessment template

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

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

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

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You can download the form here -

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

It is important that you carry out your **OWN** risk assessment that is specific to your club, premises and outings.

All potential risks should be identified, noted and control measures put in place.

It would be good practice for clubs with darkroom or studio facilities to include specific risk assessments for these particular activities. Clubs that own their own premises should also complete a fire risk assessment. (See further reading)

A separate risk assessment and associated control measures should be completed when going on a club outing. This should be a dynamic risk assessment that can be adapted as the outing progresses. Examples would be changes in weather, or known paths or routes being closed.

As of February 2021 Covid-19 is still a factor and likely to be required to be a part of any risk assessments going forward with control measures like social distancing, hand sanitising etc needing to be recorded.

As a guide here is an example of a simple risk assessment for “A Camera Club”

Risk assessment template

Company name: **A Camera Club** Assessment carried out
by: **Mr I M. President**

Date of next review: **1st Sept 2021** Date
assessment was carried out: **1st Sept 2020**

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 - Electrical shock	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.	None	N/A	N/A	
Use of electrical equipment - Trailing electrical cables	Members/ Visitors - Trips or falls	All cables covered with mats during setup	Mats provide cover however proper cable protectors to be purchased	Club Committee	1st Oct 2020	

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 - Placed at height	Members/ Visitors - Risk of falling equipment	All equipment is placed on secure stand away from members. Very little traffic around area.	Area around stand to be cordoned off to direct members or visitors away from equipment	Equipment sub-committee	1st Sept 2020	1st Sept 2020
Manual Handling - Moving of chairs and tables	Members/ Visitors - Trips, falls, sprains	Use appropriate manual handling techniques. Heavy items moved by more than 1 member	New members to be reminded of proper manual handling techniques as part of induction process	Membership Secretary	Required for every new member	
Fire	Members/ Visitors - Burns/ Smoke Inhalation/ Death	President/Vice President/ Host reminds all present of fire exits and whether a test of fire alarm is expected and muster point	None	N/A	N/A	
Catering - Use of kitchen	Members - Burns, Scalds, Slips, Trips and Falls	Only members who have been shown the correct operation of kitchen facilities allowed access to kitchen. Register of members shown kitchen facilities kept on site.	None	N/A	N/A	

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
Club Outings	Members/ Visitors.	Only club outings arranged by club committee and documented in club minutes allowed to proceed under "A camera club" Dynamic risk assessment carried out on day by outing organiser and all present informed of risks.	Dynamic Risk Assessment carried out on day of outing by club organiser/ host using form RAxxxxxxx.	Outing organiser	On day of outing	

Further Information & reading

Health & Safety Executive
<https://www.hse.gov.uk>

How do civil law and health & safety law apply?
<https://www.hse.gov.uk/voluntary/when-it-applies.htm>

HSE - Health & Safety checklist for village and community halls
<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

HSE - Portable Electrical Testing
<https://www.hse.gov.uk/pubns/indg236.htm>

PAGB - Health & Safety at Club Meetings and Events
http://www.thepagb.org.uk/wp-content/uploads/health_safety.pdf

SPF/PAGB - Covid-19 Guidance
https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf-pagb_covid_19_guidance_august_2020_spf.pdf

Scottish Government - Fire Safety Risk Assessment
<https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/>