

**Stafford Camera Club – Health & Safety Risk Assessments (Revised: November 2017)**

<b>Hazard</b>	<b>Location</b>	<b>Control Measures</b>	<b>Action Required</b>
Fire	Premises Generally	The Club's premises fire control measures apply – e.g. fire evacuation procedures and notices, fire extinguishers provided, etc.	The need for members to follow the premises fire evacuation notices in the event of a fire to be included in H&S section of the camera club's website.
Slips Trips and Falls	Premises Generally	The club's premises control measures apply.	The need for members to report spilt liquids (if not wiped up immediately) or floor defects or any accidents that occur to the RBL club's bar staff to be included in H&S section of the camera club's website.
Trip Hazard – electrical cable running from wall socket to equipment such as laptop, digital projector and light box.	Club Room	A cable cover is available to cover cables running across areas most likely to be subject to person use.	The need to use cable cover and for members to avoid areas where there are trailing cables to be included in H&S section of the camera club's website.
Electrocution/Fire – use of electrical equipment such as laptop, digital projector and light box.  Visiting lecturers bring their own portable electrical equipment from time-to-time.	Function Room	See PAGB advise 17.02.15 which states, there is absolutely no legal requirement that Club's electrical equipment must be subject to PAT testing. However, the building administration may insist on it. If so, it will only be required to test earthed electrical equipment.  Non-earthed electrical equipment is double insulated and it is not possible to carry out meaningful tests on such equipment. Further details are available on the HSE Executive website	PAT Testing is not legally required ( See PAGB advise – 17 Feb 2015). Equipment should be visually checked for safety  Visiting lecturers should be asked to use Equipment, via a Residual Current Device ( RCD) ( see PAGB advice 17.02.15)
Manual Handling – Lifting light box onto stand.	Function Room.	Only lift equipment with your own health imitations	The need to avoid lifting the lightbox onto the stand on own to be included in H&S section of the camera club's website.

<b>Hazard</b>	<b>Location</b>	<b>Control Measures</b>	<b>Action Required</b>
Manual Handling – moving lightbox, chairs and tables prior to the start of a club evening.	Function room.	Only lift equipment with your own health limitations	See Control Measures
Collapse of Chair whilst seated.	Function room.	The Premises owner is responsible for providing safe chairs.	The need to take faulty chairs out of use and Report it to the premises staff to be included in the H&S section of the camera club's website.
Club Trips/Exhibitions – the hazards will vary according to the location.	Various external locations.	The hazards will vary according to the location. Members participating in external activities are advised to wear suitable footwear and clothing where appropriate and have access to a mobile phone	A club trips manager shall notify members beforehand, of any venues which are likely to be significantly hazardous.  The Exhibition Secretary shall assess exhibition venues for health and safety issues before use.

The Camera Club meets once a week between September and May. Exposure to the above Hazards is therefore approximately 36 times a year. Up to 50 people attend each session.

**Revised Assessment:** November 2017

**Agreed by Camera Club Committee:** November 2017