



## Lymington Camera Club - Risk Assessment for Indoor Club Meetings

Applies to regular meeting locations, e.g. Brockenhurst Village Hall, and committee member's home residence. Provided to Members and Visitors via the club website

Hazards	Who might be harmed?	Risk control
Use of electrical equipment	Members/ Visitors - Electrical shock	<ul style="list-style-type: none"> <li>All electrical equipment including visitors' equipment plugged into RCD protected socket</li> <li>Visual inspection of plugs and equipment before use to ensure no loose or exposed wires</li> </ul>
Use of electrical equipment - Trailing electrical cables	Members/ Visitors - Trips or falls	<ul style="list-style-type: none"> <li>All cables routed, covered with mats or secured with Hi Vis safety tape</li> </ul>
Use of equipment – Placed at height	Members/ Visitors - Risk of falling equipment	<ul style="list-style-type: none"> <li>All equipment placed on secure stand</li> </ul>
Manual Handling – Moving of chairs and tables	Members/ Visitors - Trips, falls, sprains	<ul style="list-style-type: none"> <li>Use appropriate manual handling techniques</li> <li>Heavy items moved by more than one person or by using trolleys provided by venue</li> </ul>
Fire	Members/ Visitors - Burns/ Smoke Inhalation/ Death	<ul style="list-style-type: none"> <li>Chairperson / Host advise all present of fire exits, fire alarm activators, assembly point and actions to be taken in the event of an emergency</li> <li>Fire exits are not obstructed at any time</li> <li>Number of attendees do not exceed the limit of the venue</li> <li>Seating layout ensures sufficient space to move freely if necessary</li> <li>Count of attendees maintained and checked at assembly point in case of evacuation</li> </ul>
Catering – Use of kitchen	Members - Burns, Scalds, Slips, Trips and Falls	<ul style="list-style-type: none"> <li>Only members shown correct operation of kitchen facilities allowed to use kitchen equipment</li> <li>Caution when handling hot liquids (e.g. preparation of teas &amp; coffees)</li> <li>Spillages cleaned up immediately, preventing slips and falls</li> </ul>
Personal equipment	Members/ Visitors – damage/loss	<ul style="list-style-type: none"> <li>Store personal equipment and belongings securely to prevent damage as well as trips or falls to other members / visitors</li> <li>Members and visitors are responsible for their personal equipment and belongings</li> </ul>
Medical problems	Members/ Visitors	<ul style="list-style-type: none"> <li>Do not attend an activity if unwell</li> <li>Inform organiser if leaving the event</li> <li>Inform the organiser of relevant medical issues as needed</li> <li>Contact emergency services if needed</li> </ul>

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Also refer to

Brockenhurst Village Hall, General Facility Risk Assessment <https://brockenhurstvillage.org.uk/wp-content/uploads/2022/04/General-Hall-risk-assessment.pdf>