



Upminster Camera Club Risk Management Pack



Health and Safety legislation relates to persons employed in the workplace and requires all employers to Identify and reduce hazards likely to cause harm to their employees. (*Health and Safety at Work etc. Act 1974*)

Upminster Camera Club does not employ staff and as such is not legally obliged to comply with Health and Safety legislation. However, The Club and its members have a moral duty of care towards each other and those they interact with when engaged in club activities.

If an accident were to happen during a club activity, the club's insurers would certainly want reassurance that measures were in place to reduce the risk and mitigate the harm that such accidents could cause.

The following template has been copied from HSE, applicable to regular club meetings at the Cranham Community Centre and the attached Appendices is the Upminster Camera Club's best endeavour to detail all club activities and assess the associated risks involved by participants. (*As with all activities, Covid-19 remains a constant hazard which will continue to be addressed in accordance with Government health guidelines*).

Assessment Carried out by: Alf Ellis (Secretary) and Malcolm Hines (Member)

Date of Assessment: 28th January 2023

Date of next Review: AGM 11.4.2023, then at each future AGM

Upminster Camera Club Risk Assessment for Club meetings at Cranham Community Centre

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 Centre Car Park	Members/visitors. Vehicular collision, Personal injury, trips and falls	All members and visitors are asked to exercise vigilance whilst using car park, particularly on dark nights.	New members induction pack to include reference to car park safety	Club Secretary	Immediate	
Fire	Members/visitors. Burns, Smoke inhalation and Death	All members to be aware of Centre fire regs. Displayed on centre notice boards. Fire briefing at start of each meeting only if visitors present. If evacuation of centre necessary, the Treasurer or deputy is to ensure the attendance record to be taken to the designated assembly point and roll call taken.	New members to be made aware of fire regs	Club Secretary	New members to be made aware of fire regs	
Use of Electrical Equipment	Members/visitors Electric Shock, Burns	Specific members have been trained to set up and use equipment. A visual check is made to ensure that there is no damage to equipment, plugs or wires.	PAT testing of equipment under review	Club Secretary	By AGM 11.4.23	
Trailing Electrical wires	Members/visitors. Trips and Falls	Cables are routed around seating areas with exception of projector cables which are covered. Members are reminded to avoid cabled areas.	N/A	N/A	N/A	

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Low visibility during projection events	Members/ visitors. Collision with objects, trips and falls	Chairs are sufficiently spaced to allow freedom of movement. Ambient lighting outside of hall provides acceptable vision. Members with impaired night vision requested to take special care.	N/A	N/A	N/A	
Setting up hall for meetings and other club events. Moving equipment chairs and tables. Setting up studio lighting. Trailing cables	Members Bumps, bruises and strains. Trips and falls	Only members physically able are asked to assist in setting up hall. No more than two chairs should be carried by any one person at any one time. Heavy items such as tables should be moved by more than one person.	N/A	N/A	N/A	

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Using of kitchen and refreshments	Members/ visitors. Scalds slips, trips and falls Food allergies	The kitchen is a shared facility and therefore not under the absolute control of the Club. The following steps have been taken to ensure safety of club members: Hot beverages should only be prepared by members familiar with equipment. During use the kitchen is to be kept clear of obstructions and slip hazards dealt with. Members and visitors with food allergies should notify the Club secretary if appropriate. Any conflict with other centre users will be reported by the Secretary to the centre management for resolution	N/A	N/A	N/A	
Covid-19	Members/ visitors Risk of Infection	Club Committee monitors current health advice and will consult with centre management if necessary. Members and visitor should ensure their own safety consistent with their own perception of risk.	Further discussion at 2023 AGM	Club Committee	AGM 11/04/2023 or sooner if Government guidelines change	

N/A Not Applicable.

See Appendix 1. Activity Risk Assessment

Appendix 2. Risk Matrix (Likelihood x Impact)

Appendix 3. For Risk Acceptance Criteria

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

Appendix 1 — Upminster Camera Club Activity Risk Assessments

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
Visits/Outings	Trips, slips, falls and damage to equipment. Weather conditions.	Members	LOW	Members are reminded that participation is at their own risk and that they are responsible for their own safety at all times. In co-ordinator led activities a contact telephone number may be provided to enable participants to report their presence at the selected locations. Members participating in activities may find it useful to share their personal mobile phone numbers with other members as an aid to personal safety'. WHATSAPP should be considered as an additional means of communication.	Organiser/ leader	Prior to activity	LOW
Recommended places to photograph	Nothing specific	Members at own risk	LOW	Members making recommendations should include any risks known to them.	Individual members	N/A	LOW

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
Fully organised activities. Safari/Shoot live	Road Traffic collisions. Trips, slips and falls. Medical issues. Change in weather conditions	Members participating	MEDIUM	Activity co-ordinator will brief participants ahead of time. Drivers asked to exercise caution especially when driving in unfamiliar locations and should ensure that their mobile phones are fully charged. The co-ordinator will advise on any potential terrain and weather issues that may need special care or footwear/ clothing. Members with medical conditions should consider if the activity is suitable for them to participate. Food and water, if appropriate, should be carried. Care should be exercised when setting up equipment to ensure safety of public.	Activity co-ordinators	Prior to published event	LOW

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
On Location Workshops or Model shoot	Trips, slips, falls. Setting up equipment. (cables, lighting and tripods Site specific hazards such as deep water, overhead tree branches, uneven pathways, traffic and animals.	Members	LOW	All participants should be made aware of the scope of the workshop/model shoot and any equipment they need to bring. Participants will be expected to follow any safety guidelines issued prior to or during the activity. Social gatherings after the activity are at the members own risk.	Activity co-ordinator.	Prior to activity	LOW
Ad hoc meetings at members homes.	General hazards associated with normal human interactions. Trips, slips and falls. Scolds from hot drinks	Members	LOW	Hosts should endeavour to make their property safe for visitors consistent with their duty of care. Members should be aware of their surroundings and take care not to create any additional hazards.	N/A	N/A	LOW

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
Open Day at the Community Centre	General hazards identified with holding meetings at centre. Injury by interaction with equipment. Slips and trips etc.	Members and visitors viewing exhibits.	LOW	One overall safety officer is to be appointed. All rules regarding setting up of electrical equipment to be followed. Emergency exits to be kept clear. Trailing wires to be covered and kept away from public. All exhibits are to be presented in a safe and secure manner. Centre usage rules are to be followed.	Event Co-ordinator		LOW

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
Constructing and presenting exhibitions at external locations	Confusion due to unfamiliar surroundings, Electrical cables trip hazards. Electric shock.	Club members	LOW	<p>If necessary a club exhibition co-ordinator will be appointed to liaise with the event organisers regarding health and Safety matters pertinent to the premises used.</p> <p>The co-ordinator will then communicate relevant details to UCC volunteers.</p> <p>Unless specific instructions are issued by the organisers, the co-ordinator may make a site visit to note the provision of power points and access points for equipment and other materials.</p>	Nominated exhibition Co-ordinator	N/A	LOW
External Club Competitions	Travel accidents	Members	LOW	<p>Members attend at their own risk.</p> <p>Members are expected to comply with hosting clubs H&S requirements.</p>	Individual members	N/A	LOW

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
UCC Away Breaks. Social Occasion	Travel Accidents associated with driving and walking	Members and partners	LOW	<p>This is not a fully organised activity. All travel and accommodation arrangements are the responsibility of members who remain solely responsible for their own Health and safety.</p> <p>Members participating in activities may wish to share their personal mobile phone numbers with other members as an aid to personal safety'.</p> <p>The use of WHATSAPP may be put in place (if agreed). This would ensure all members are aware of any issues group members are experiencing.</p>	Individual members	N/A	LOW

Activity	Hazard Identified	Person at Risk	Risk Factor pre Mitigation Low/ Medium/ High	Risk Mitigation	Action Owner	Action by date	Risk Factor post Mitigation Low/Medium/High
Attending Events at the request of the organisers. e.g. photographic record of the event	Hazards will be specific to event and could include: Weather and topographical conditions such as rivers, lakes, mud, hills and valleys. People, vehicles and other moving objects could cause injury.	Members	LOW	A member of the Club committee will liaise with the organisers in respect of health and safety guidelines at the event and locations that may be reserved for photographers. This information will be communicated to members attending the event		N/A	LOW

Appendix 2 - Risk Factor Matrix - Likelihood and Impact

		Impact		
		Minor	Moderate	Major
Likelihood		1	2	3
Remote	1	1	2	3
Possible	2	2	4	6
Probable	3	3	6	9

Low 1 - 2	Medium 3 - 4	High 6 - 9
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Appendix 3 - Risk Acceptance Criteria

Risk acceptance criteria	
Level	Measure
High	Red is not acceptable and risk reducing measures must be taken immediately
Medium	Yellow indicates the need for the introduction of risk-reducing measures
Low	Green indicates acceptable risk. The introduction of measures should be considered if the effects will obviously be good.