

Risk Assessment – Regular RCPS Meeting Nights

Organisation: Ripon City Photographic Society

Location: St Wilfrid's Community Hall, Ripon

Activity: Club meeting – talks, presentations and workshop sessions

Date/Time: Monday evenings 7.00pm – 9.30pm

Approx. Numbers: ~60 members plus occasional guests

Assessment completed by:

Review date:

January 2027

1. Description of Activities

- * Members and guests arriving at and leaving the church hall
- * Setting up and dismantling chairs, tables and AV equipment
- * Photography talks, presentations and workshop activities
- * Use of electrical and AV equipment
- * Refreshment break using the kitchen facilities (hot drinks and biscuits)

2. Persons at Risk

- * Club members
- * Visiting speakers
- * Guests and visitors

3. Hazard Identification, Risk and Control Measures

A. Car Park and External Areas (Poor Lighting)

Hazards: Slips, trips and falls; uneven surfaces; reduced visibility; vehicle movements

Controls:

- Members & guests advised to take extra care when entering or leaving the car park, particularly in low light conditions
- * Use of torches or mobile phone lights encouraged where necessary
- * Members encouraged to park considerately and watch for pedestrians and vehicles
- * Walking routes to and from the hall kept clear where possible
- * Members encouraged to arrive and leave in pairs, especially after dark

Residual risk: Low to Medium

B. Access, Egress and General Housekeeping

Hazards: Slips, trips and falls; overcrowding; blocked fire exits

Controls:

- * Floors kept clear, dry and free from trailing items
- * Walkways, entrances and emergency exits kept unobstructed at all times
- * Seating and tables arranged to allow safe movement
- * Adequate lighting maintained throughout the hall
- * Attendance kept within the maximum occupancy for the venue

Residual risk: Low

C. Manual Handling (Setting Up and Clearing Away)

Hazards: Musculoskeletal injuries from lifting or carrying equipment

Controls:

- * Manual handling kept to a minimum where possible
- * Members encouraged to use correct lifting techniques
- * Heavy or awkward items lifted by two people
- * Members advised not to lift items beyond their capability

Residual risk: Low to Medium

D. Electrical and AV Equipment

Hazards: Electric shock; fire; trips from cables

Controls:

- * Only serviceable equipment in good visual condition to be used
- * Portable electrical equipment to be PAT tested where required by the venue
- * Electrical sockets not overloaded
- * Cables positioned to avoid trip hazards and secured where possible
- * All equipment switched off and unplugged after use

Residual risk: Low

E. Talks and Workshop Activities

Hazards: Trips, collisions or minor injuries during practical activities

Controls:

- * Activities explained clearly before starting
- * Adequate space maintained between seating and work areas
- * Members encouraged to move carefully and be aware of others

Residual risk: Low

F. Kitchen Use and Refreshments

Hazards: Burns and scalds from hot water; slips from spillages; food-related issues

Controls:

- * Only designated members to prepare and serve hot drinks
- * Care taken when handling kettles and hot liquids
- * Spillages cleaned up immediately
- * Biscuits provided in original packaging where possible
- * Members advised to make organisers aware of any allergies

Residual risk: Low

G. Fire Safety and Emergency Arrangements

Hazards: Fire; injury during evacuation

Controls:

- * Fire exits clearly identified and kept clear
- * Fire procedures for the church hall followed at all times
- * No naked flames or hazardous substances used
- * In the event of an emergency, all attendees to evacuate calmly via the nearest exit and assemble at the designated point
- * Attendance register to be signed by all members on arrival

Residual risk: Low

H. End of Meeting and Lone Working

Hazards: Slips, trips or personal safety risks when leaving or locking up

Controls:

- * Lone working avoided where possible when clearing away or locking up
- * Members encouraged to leave the building in pairs, particularly in hours of darkness
- * External doors secured once the hall is vacated

Residual risk: Low

4. First Aid and Accident Reporting

- * A first aid kit to be available in accordance with church arrangements
- * Any accidents or near misses to be reported to the committee and recorded
- * Serious incidents to be reported to the venue management

5. Overall Risk Assessment Conclusion

With the above control measures in place, the overall risk level for the photography club meeting night is assessed as LOW.

6. Verbal Safety Announcement (Start or End of Meeting)

At the start or end of each meeting, the Chair or organiser should give a brief safety reminder, for example:

“Just a quick safety note: please be aware of fire exits, which should be kept clear at all times. Take care of any trailing cables or equipment around the hall. During the refreshment break, please be careful with hot drinks. When leaving tonight, please take extra care in the car park as it is not well lit, and consider using a torch or leaving in pairs.”

7. Review

This risk assessment should be reviewed annually, or sooner if there are changes to activities, attendance levels or the venue.