

# Focus-Ryde Imaging Group Risk Assessment Indoor Club Meetings. (1<sup>st</sup> March 2024)

Eg. Regular meeting locations, temporary locations, committee member's home residence. Members to be provided with risk assessment via email or the website as well as new members as part of the induction process.

Hazards	Who might be harmed?	Risk control
Use of electrical equipment	Members/ Visitors - Electrical shock	<ul style="list-style-type: none"> <li>• Specific members have been trained in setting up electrical equipment.</li> <li>• All electrical equipment including visitors' equipment is plugged into RCD 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 covered/protected during setup.</li> </ul>
Use of equipment - Placed at height	Members/ Visitors - Risk of falling equipment.	<ul style="list-style-type: none"> <li>• All equipment is 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 1 member</li> </ul>
Fire	Members/ Visitors - Burns/ Smoke Inhalation/ Death.	<ul style="list-style-type: none"> <li>• Chairperson/Acting Chairperson/ Host reminds all present of fire exits</li> </ul>
Catering - Use of kitchen	Members - Burns, Scalds, Slips, Trips and Falls.	<ul style="list-style-type: none"> <li>• Only members who have been shown the correct operation of kitchen facilities allowed access to kitchen.</li> <li>• Members helping in the kitchen are recorded.</li> </ul>
Personal equipment	Members/ Visitors – damage/loss	<ul style="list-style-type: none"> <li>• Members to store personal equipment securely to prevent damage as well as trips or falls to other members/visitors.</li> <li>• Members are responsible for their personal equipment.</li> </ul>
Medical problems	Members/ Visitors	<ul style="list-style-type: none"> <li>• Members do not attend an activity if unwell.</li> <li>• Members to inform organiser if leaving the event.</li> <li>• Members to inform the organiser of relevant medical issues as needed.</li> <li>• Contact emergency services if needed.</li> </ul>

# Focus-Ryde Imaging Group Risk Assessment Outdoor Club Meetings. (1<sup>st</sup> March 2024)

Eg. Indoor and outdoor field trips away from the usual meeting place. Members to be provided with risk assessment via the website as well as new members as part of the induction process.

Hazards	Who might be harmed?	Risk control
Slips, trips & falls	Members/ Visitors	<ul style="list-style-type: none"> <li>Look out for trip hazards especially when in the process of taking images.</li> <li>Be especially careful in less well-lit areas or areas that are wet and could be slippery.</li> </ul>
Exposure to adverse weather	Members/ Visitors	<ul style="list-style-type: none"> <li>Bring suitable clothing, sun cream, etc to cater for full range of likely weather conditions.</li> <li>Cancel event if weather conditions are extreme.</li> </ul>
Medical problems	Members/ Visitors	<ul style="list-style-type: none"> <li>Do not attend an activity if you feel unwell.</li> <li>Take regular breaks or stop if needed. (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> <li>After outdoor activities in grassland, check yourself for tick, remove and contact GP as required.</li> </ul>
Being distracted whilst taking photographs	Members/ Visitors	<ul style="list-style-type: none"> <li>Traffic: use road awareness and use traffic crossings.</li> <li>River: keep at a safe distance.</li> <li>Equipment: ensure your equipment does not cause a trip hazard for others. (eg bags and tripods).</li> <li>Be vigilant of pickpockets and people that may wish to cause you harm.</li> </ul>
Personal safety	Members/ Visitors	<ul style="list-style-type: none"> <li>Stay with other members of your group.</li> <li>Familiarise yourself with the planned route/details of activity</li> <li>Wear appropriate clothing / footwear for the activity</li> </ul>
Separation from group	Members/ Visitors	<ul style="list-style-type: none"> <li>Contact organiser of the event/member of the committee.</li> </ul>
Loss of property	Members/ Visitors	<ul style="list-style-type: none"> <li>Keep personal items with you at all times.</li> <li>Store equipment and belongings in secure bags (and out of sight when possible) when not used.</li> </ul>
Personal injury arising from whilst in another member's vehicle	All those accepting lifts from other members	<ul style="list-style-type: none"> <li>Advise participants that they accept lifts at their own risk.</li> <li>Advise participants not to offer lifts unless they have suitable insurance cover.</li> </ul>
Temporary Indoor activities	Members / Visitors	<ul style="list-style-type: none"> <li>See Indoor Activities Risk Assessment.</li> </ul>