Risk assessment: Meetings at Joseph Stone Centre

Company name: Westfield Photographic Club **Assessment carried out by: Gail Moss**

Date assessment was carried out: 05 04 2025 **Date of next review: April 2026**

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 electrical equipment	Members and visitors. Electrical shock.	1. Annual PAT test. 2. Visual inspection of plugs and equipment before use to ensure no loose or exposed wires.	1. Continue to PAT test annually 2.Visual check before each use of equipment	Committee	1.Next PAT test by February 2026	
Trailing electrical wires	Members and visitors. Trips and falls.	1. Position electrical wires out of way of members and visitors as far as possible.	Check whenever equipment is used Make sure tape is available and in place at each meeting	Competition secretary or deputy	Check at each meeting	

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
		2. Tape down any trailing wires.				
Projector screen	Members and visitors Falling and hitting someone	Ensuring proper installation and tying screen securely to fixed point	Check whenever in use	Committee	Check at each meeting	
Manual handling of chairs and tables	Members, injury due to inappropriate handling or lifting of heavy objects	Members should use proper manual handling techniques and to avoid lifting items alone where weight or awkwardness may cause strain. Use 2 people if item too heavy or bulky for 1 person – eg tables All manual handling is at member's own risk.	Circulate RA document to members	Secretary to circulate RA	Ongoing	

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
Slips, trips and falls	Members and visitors	Ensure placement of chairs enables a walkway through the room and for passage of drinks trolley. Advice to members to make sure as needed that bags/coats are stored safely away from 'walkway' though the chairs to access back of meeting room, refreshments etc.	Visual inspection of placement of chairs and ensuring clear walkway at meetings	Secretary to circulate RA advice. Committee	Ongoing	
Fire	Members and visitors Injury from smoke inhalation and/or burns or injury in attempting to exit the building	Secretary reminds all present of fire exits and whether a test of fire alarm is expected and muster point at meetings where visitors are present.	Secretary has attended training held at Joseph Stone re:fire extinguishers – April 25, Requirement from Joseph Stone to hold an annual fire drill.	Secretary to remind members of fire escape routes and muster point. Treasurer to take register to muster point – or other	Ongoing	

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
		Register held weekly of attendees to aid check of members at muster point if evacuation needed.	Secretary to liaise with Jospeh Stone management regarding improving exits/access to fire extinguishers within meeting room	committee member if not present.		
Catering – use of kitchen	Committee and Members. Electrical hazards, scalds and burns from electrical equipment and hot fluid	Overall electrical and other safety of equipment is responsibility of venue. However, members should check for obvious hazards (eg hot surfaces and liquids, wet floors, steam from kettles etc, frayed or loose electrical wiring, damaged or faulty equipment) Report any relevant accidents or faults to	1.Circulation of RA to members 2.Check by committee members using the kitchen	Secretary to circulate RA, committee members who are main users of kitchen	Ongoing checks whenever kitchen is used.	

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
		Joseph Stone management. Use of kitchen and equipment is at members' own risk.				
First Aid	Members and visitors by accidents	First aid box provision by venue – in kitchen. Members reminded of site of defibrillator, attached to community centre, and first aid box	Reminder by secretary at meetings the location of defibrillator and first aid box		Ongoing	

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

Published by the Health and Safety Executive 10/19