

Name of activity, event and location	Nottingham Outlaws Photographic Society Indoor Events Church Hall Kitchen Area	Date of Risk Assessment	29/03/2026	Name of Person Doing This Risk Assessment Name: N Stewart Signed:	Assessment Agreed By Name: Lois Webb Signed:
		Date of Next Review	29/03/2027		

What Could Go Wrong? What hazard have you identified? What are the risks from it.	Who is at risk	What are you going to do about it	Possible additional measures where appropriate
A Hazard is something that may cause harm or damage. The Risk is the Harm that may occur from the Hazard	For example: young people, adult members, members with disabilities	Controls are ways of making the activity safer by removing or reducing the risk from it. For example: you may use a different piece of equipment or you might change the way you do the activity/event.	Keep Checking throughout the activity in case you need to change what you are doing or even STOP the activity This is a great place to add comments which will be used as part of the review.
Nomination of Event Leader to ensure good organisation and communication with members & third party event suppliers	Club members & third party hosts	Nomination of event leader. Event leader to brief the members on the tasks/activity to be undertaken, the risks involved and any safety or other information that will help the event run smoothly	Event leader to be nominated prior to the evnt.
Manual Handling – setting up of tables/chairs/projector screen/light box for printed photos and wooden display stands for the meeting. Other items may apply	Club Members	Do not carry more chairs than you can comfortably manage. Expansion/collapse of tables to be undertaken in a careful manner. Previous experiences of setting up the hall, advice/education from others, awareness of own limitations/disabilities Always ask for assistance from others when setting up the hall. Stored energy from bungee cables to be released with caution. Moving print stand easels is a two person activity. Setting up print light box is a two person activity.	Members to ask for assistance when setting up equipment
Slips/Trips/Falls & trapping hazards	Club Members	Floors & walkways to be unobstructed. Electrical trailing cables to be in protective sleeves. Cables to be run away from walkways where possible. Spillage of liquids, clean up any spillage immediately. Keep walkways clear & dry. Barrier off area if necessary whilst cleaning in progress.	
Entry/Exits/access & egress & emergency exits.	Club Members	All entry/exit/emergency exit doors to be kept un-obstructed. There is no planned fire alarm testing on club meeting nights. Fire alarm testing and emergency exits is covered by the Church Hall RA. Visually check all access & egress routes including emergency exits prior to each meeting. The meeting leader to brief the attendees if there is to be a planned fire alarm test.	

Electrical equipment owned by NOPS	Club Members	NOPS electrical equipment to be Portable Appliance Tested (PATs) according to its classification annually and be identified with a club registration number and date last tested. A register shall be kept where electrical appliances are recorded, dates of testing listed and next test date due. The electrical equipment shall have an identification label attached with item number & date of last test.	
Church Hall fixed lighting	Club Members	Hall fixed lighting is covered by Church Hall risk assessment. Any defective lighting that presents a risk to the membership to be briefed at the meeting.	Report defects to church hall representative.
Studio Lighting which is not owned by NOPS but by others	Club Members	Lighting that has trailing cables shall be routed so as to keep walkways clear and free from tripping hazards. Power cables & lighting shall be visually checked by a nominated person for obvious electrical defects prior to powering up. Hot surfaces from lamps allow sufficient cooling time before disassembly.	Use LED battery lighting if possible
Unfamiliar/inexperienced persons	Club Members, Photographic Models, Young persons	Such Persons to be chaperoned & assisted Parents of Young Persons to be advised to supervise their offspring at all times and that the kitchen area is out of bounds unless Personal parental supervision is given. Young persons without parental guidance/adult responsibility - No access to kitchen allowed.	
Kitchen Area Hot surfaces/boiling liquids/sharp objects Potential for Hot surfaces, hot liquids, spillage of liquids, personal hygiene.	Photographic models Non members Unfamiliar persons Young persons (under 16 years of age)	Common sense approach to kitchen environment. Sharp implements to be stored & placed in a safe manner. Young Persons/models/to be accompanied in this kitchen by Parent or Responsible adult otherwise admittance is not allowed.	Members have a Duty of Care to young members/models
Never be afraid to stop an activity if it is becoming unsafe			