

Name of activity, event and location	Nottingham Outlaws Photographic Society	Date of Risk Assessment	29/03/2026	Name of Person Doing This Risk Assessment Name: N Stewart	Assessment Agreed By Name: Lois Webb
	Outdoor Events	Date of Next Review	01/03/2027	Sign:	Sign:
	Ver 11.2				

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
<b>A Hazard</b> is something that may cause harm or damage. <b>The Risk</b> is the <b>Harm</b> 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 <b>STOP</b> 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 communication with Participants.	Club Members & third party hosts	Nomination of an Event Leader. Event Leader to brief the members on the task/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 event.
Slips Trips & Falls (uneven ground)	Club Members	Members to check/observe walkways/paths/ground for uneven surfaces, loose gravel, tree roots & walkway obstacles, loose or ill-fitting grate covers. To have an awareness of any nearby water courses. All members to ensure they are individually compliant with this Risk Assessment & take into account any mobility aids they use (walking sticks) and ensure they are in good condition and suitable for the task.	Members to support & care for each other's wellbeing by identifying uneven ground/slips and making other members aware. Awareness of water courses – stay at a safe distance to avoid slipping or falling in to water.
Personal Protective Equipment & Clothing (PPE)	Club Members	Members to wear clothing/footwear/equipment that is appropriate for the task being undertaken. Wear PPE if it is issued by a third-party event host for the duration of the event.	Wear a HI Visibility vest if requested or if it is beneficial to personal safety.

Roadways/cycle paths/traffic routes/environment	Club Members & general public	Maintain awareness of moving cars/vans/traffic/boats/cycle paths. Use designated walkways & pathways. Cross roads at designated crossing points. Maintain awareness of traffic movement. Use knowledge & experience for self and others. Assist other members to cross roads etc. Support other members & make them aware of any additional risks. Take into account any mobility issues that some members may have.	Consider deployment of traffic marshal. Wear a Hi visibility vest if requested or beneficial due to the surrounding environment.
Weather Conditions/Environment	Club Members	Event leader to check/review weather forecasts in advance of the event and if necessary, cancel or postpone the event	Cancel the event if necessary
Public Safety	Club members & members of the General Public	The members to be mindful when setting up their equipment (tripods or lighting) that it does not bring additional risk or disruption to the general public/any traffic or third parties. It is the responsibility of each individual member to ensure they are considerate of public safety and that of their fellow members and they do not endanger others.	Event leader to be observant and remind members of Duty Of Care to others.
Emergency Planning & Accident Reporting	Club Members	Designated Event leader to carry a mobile phone to be able to call the emergency services in the event of an accident. A list of the memberships nominated emergency contact numbers to be carried by the designated event leader & any other committee members attending. Record any accidents (photograph) and update the NOPS accident record book.	Mobile phone battery to be fully charged
Young & vulnerable & disabled members	Young people & disabled members	Young members (under 16yrs of age) to have direct parental guidance at all times. Members with disabilities/medical conditions to self-determine suitability of task with their medical condition. Prior consultation with event third party organisers to understand the suitability of the event for age & any disability.	Review on the day of the event & update partaking members.

<b>SPECIFIC EVENT HAZARDS</b>	Club Members	A dedicated & specific Risk Assessment is required if the event has risks that are not covered in this Risk Assessment. A Specific Risk Assessment, specialist knowledge, experience & training, method statements & appropriate PPE. To include environmental assessment. Obtain & assess third party Risk Assessments/Method Statements.	Take advice from event organiser or other specialist knowledge source. Communicate to the partaking members.
<b>Never be afraid to stop an activity if it is becoming unsafe</b>			