Alton Camera Club Risk Assessment

Assessment carried out by: Kelvin Perry/Paul Booker

Date of next review: February 2027 **Date assessment carried out: 28th October 2026**

- **This risk assessment is to be read in conjunction with the generic risk assessment for Holybourne Village Hall.**
- **The camera club meets on a Wednesday evening from 19:00 – 22:00 and has 38 Active Members**

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 (STF)	ALL – broken bones, cuts, bruises	Club members and any guests are made aware of any potential STF hazards. Trailing to equipment are covered with mats. Club members and any guests informed to keep personal equipment away from walkways	None identified			
Falls from height	ALL - Broken bones, cuts, bruises, concussion	Club members and guests are warned not to stand on chairs	None identified			

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Electricity	ALL - from electric shock	All electrical equipment is PAT tested by the Village Hall. RCD to be used when practicable Members warned not to use equipment if damaged	None Identified			
Manual Handling	ALL – sprains and strains	Appropriate manual handling techniques to be used	None identified			
Fire	ALL—from burns and smoke inhalation	All fire exits are clearly marked and should be used in the event of a fire. Provision of fire extinguishers and Fire blanket by hall management	None identified			
Erecting photographic equipment	ALL - Risk of trapped fingers causing breaks or bruising	Only club members proficient in erecting the equipment are used for this task. Particular care to be taken with print light box, all stabilising struts are to be used & ensured stable before use.	None identified			
Using the Village Hall kitchen equipment i.e. kettle/urn	ALL -Risk of scolding hot water and electric shock from kettle and urn	Club members using kitchen made aware of the controls of the urn and kettle. Extreme caution to be used when emptying urn.	None identified			
Medical Issues	ALL	First Aid kit and accident book in Kitchen (provided by hall) Defibrillator located at White Hart Public House	None identified			