

Carnoustie Camera Club

Risk Assessment Template

This generic Risk Assessment should be downloaded and filled in for all events involving members of Carnoustie Camera Club. Whilst it is recognised that not every eventuality can be predicted, the most likely potential problems should be identified and addressed.

Risk Assessment for:	Normal Club Nights
Date and Time of event:	Fortnightly during the active season
Event Location:	Woodlands Primary School, Carnoustie
Risk Assessment Carried out by:	RICHARD SLATER
Signature:	
Date:	13 Oct 2018

Activities should be listed from arrival to departure.

Carnoustie Camera Club

Risk Assessment Template

ACTIVITY (What are you doing)	HAZARD (What might cause danger or injury)	RISK (What will be the potential effect of the Hazard) To Who? How?	EXISTING CONTROLS	Probability 1-5	Severity 1-5	Risk rating (PxS)	FURTHER CONTROLS
Slips, trips and falls	Wet floor, cables, litter	Injuries from minor to serious	Floor cleaning immediately on hazard being noticed, wet floors being dried and hazards removed or clearly marked.	2	3	6	Cabled areas in front of presenter desk is OOB to members.
Moving Equipment	Incorrect Lifting Techniques Back and other injuries to lifters	Back and other injuries to members	Members should be trained in the correct lifting techniques for large items. Weight assessment conducted. trolley available. Route cleared.	1	3	3	Manager to supervise movement of equipment
Electrocution	Number of electrical items and extension leads	Electrical burn to full electrocution	Isolate power before connecting items. Ensure all items are safe before use and members is trained on them.	1	4	4	Common sense and training in use of equipment
Burn/Scald	Burn or scold from hot water	Scold from holt water from kettle, tea pot or cup	General safety measures	2	3	6	Common Sense

Add Additional rows if required.

Carnoustie Camera Club

Risk Assessment Template

Guidance notes:

These hazards are likely to be applicable to the majority of shoots: Slips, trips & falls

Trailing cables

Manual handling

Crowd management, in particular if your shoot involves well-known individuals

These may be applicable in particular circumstances:

Noise

Hazardous substances

Working at height

Weather – extreme heat, extreme cold

Content of shoot – nudity, mock fights, inclusion of firearms

Please note, these suggestions are in no way intended to be exhaustive or constitute all of the hazards that may be associated with your shoot.

Risk Assessment rating Table Key:

Probability (P)	Severity (S)
1 Occasional	1 Minor injury
2 Unlikely	2 Injury requiring First Aid
3 Likely	3 Treatable injury
4 Very Likely	4 Major injury
5 Inevitable	5 Fatality / multiple injuries

See below for calculation of Risk:

Carnoustie Camera Club

Risk Assessment Template

Calculation of Risk (R)							Action level
Probability	1	1	2	3	4	5	HIGH – immediate action. Further controls needed. Further controls required to reduce level of risk
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	Medium - Justify or review each working day
	5	5	10	15	20	25	Low - No further controls required but keep under review
	1	2	3	4	5		
	Severity (S)						