

Risk assessment

Health and Safety Executive

Company name: Bath Photographic Society **Assessment carried out by:** Philip Dean
Date of next review: July 2026 **Date assessment was carried out:** 17th June 2025

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/ Visitors - Electrical shock	Specific members have been trained in setting up electrical equipment. All electrical equipment is plugged into RCD breakers. Visual inspection of plugs and equipment before use to ensure no loose or exposed wires. All electrical equipment is PAT tested annually as organised by St. Stephen's.	None	N/A	N/A	
Use of electrical equipment - Trailing electrical cables	Members/ Visitors - Trips or falls	All cables taped down or covered with cable protectors. Cables slung out the way as appropriate.	N/A	N/A	N/A	

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Fire	Members/ Visitors - Burns/ Smoke Inhalation/ Death	Members are reminded of fire exits and muster point. All Council members have specific knowledge of the fire exits. See notes below	None	N/A	N/A	
Catering - Use of kitchen	Members - Burns, Scalds, Slips, Trips and Falls	Our use is limited to kettles, tea urn, fridge and sink. Other equipment should not be used.	Ensure the kitchen users are aware of the restrictions.	Existing kitchen users.	Ongoing	
Manual handling	Members – Strain injuries, trips and falls.	Chairs must not be stacked more than 4 high. Heavy items to be shared when moving.	None	N/A	N/A	
Storage	Members – Falling items, blocked passage ways.	A safe area has been allocated for our use. Items not stored where they could fall.	None	N/A	N/A	

ASSEMBLY POINT The green behind the Church. Access is from Richmond Road, not Lansdown Road.

FIRE EXITS - The main entry / exit doors onto Lansdown Road. The door is always open during meetings.

The emergency exit towards Richmond Road. Go past the disabled toilet, the office and the toilets. Then open the door directly in front of you to access the emergency 'PUSH BAR' door.

The emergency exit to the rear of the Church. From the stage, go through the door to the vaults. Then go through the door directly in front of you. Go up the stairs and the emergency door, with THUMB SCREW BOLT, is directly in front of you across the room. St Stephen's have been asked if the lighting arrangements for this rear exit could be improved.

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Club Outings	Members/ Visitors - Various unspecified risks.	At club outings, such as a photowalk, the outings organiser must inform those attending of any unusual risks.	None	Outing organiser to assess any unusual hazards on the day.	Day of outing	
Club events	Members/ Visitors Various unspecified risks.	Remind those attending that enthusiasm for taking photos should not reduce their awareness of potential hazards.	None	Shared general awareness by all those attending.	Day of event	