

# Risk assessment 1 – Weekly Club Meetings

Company name: Musselburgh Camera Club

Assessment carried out by: George Todd

Date of next review: 31-5-2026

Date assessment was carried out: 31-5-2025

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	Club members and visitors. Electric shock	Users must understand the electrical safety requirements Carry out a visual inspection of the equipment before use	No further action at this time	Club members who have been designated operators	April 24 <sup>th</sup> 2025	
Trailing electric leads/cables	Club members and visitors Trips and falls	Cables have the appropriate covers fitted	No further action at this time	Club members who have been designated operators	April 24 <sup>th</sup> 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
Fire	Club members and visitors. Burns, smoke inhalation	All club members to familiarise themselves with the venue and the fire safety procedures including fire exits and muster points	No further action at this time		April 24 <sup>th</sup> 2025	
		Attendance at each meeting is recorded in a sign-in sheet.	No further action at this time		April 24 <sup>th</sup> 2025	
Loss and damage to equipment	All persons attending	Members to be informed that they have a responsibility for all equipment which they bring and should ensure that it is adequately insured	No further action at this time		April 24 <sup>th</sup> 2025	