Rev. 2 (2024)

Camera Club Meeting Risk Assessment (inc. Young and vulnerable persons)

The purpose of this document is to review the activities of Maiden Camera Club and to identify any associated risk and its amelioration. It is the responsibility of the Club Committee in the person of its chairperson or their nominee to implement any actions associated with this assessment or to report the risk to the appropriate authority for action.

Nota*: the Kingston Council FM team = Kingston Council Facilities Management. **Help Desk Tel. 0208 547 5046** - Head of Operations at this time Mr. Vikram Bhatia

Activity/Area		Risk	Relief	Residual Risk	Further Action?	Remarks
Stairway	1	Falling	Assure reasonable condition			Responsibility of Kingston Council FM team*
Lift	2	Failure in use	Annual safety check/ certification			Responsibility of Kingston Council FM team
	3	Damage due to misuse or overload	Usage restrictions in place.			
Meeting Room	4	Fire Hazards	Two exits from meeting room, fire extinguishers, smoke alarms, trained persons.			Extinguishers, signage and smoke alarms responsibility of Kingston Council FM team
		Kitchen/Toilet - water heater	Annual PAT			Responsibility of Kingston Council FM team
		Condition of wall sockets	Report damage to building manager			Responsibility of Kingston Council FM team
		Built-up waste materials	Bins emptied at least weekly			Responsibility of Kingston Council FM team
		Computer equipment	Double isolated. Annual visual inspection			Club property
		Illuminated display screens	Annual visual inspection			Club property
		Studio lights	Annual visual inspection			Supplied occasionally by club members
		Projectors	Double isolated. Annual visual inspection			Club property
		Smoking	Not permitted on premises			
		Extension leads	visual inspection prior to each use			Club property
		Furniture	Not obstructing exits			Condition is the responsibility of Kingston Council FM team
	5	Trip Hazards				
		Power extension leads	Run underneath seating or tables where possible	Not always visible in darkened room	Assess case by case	
		Personal belongings (e.g. handbags)	Checks that passage ways are clear	Not always visible in darkened room	Assess case by case	

Meetings	6	Vulnerable persons				
		Partially sighted	Assistance with evacuation – Buddy system			
		Limited mobility	Assistance with evacuation – Buddy system			
		People working alone	Must be able to maintain contact (e.g. mobile phone)			Not permitted under normal circumstances.
		Young / Vulnerable Persons Children & Vulnerable Adults (CVA's)	Whilst the Club has a duty to take all reasonable steps to ensure the general welfare and protection of CVAs, the Club does not undertake the all-encompassing responsibilities of parents, guardians or carers.			
			Written permission from the parent or guardian or formal carer shall be obtained prior to a vulnerable individual attending the club. This written permission shall include the Nomination of the responsible adult to accompany the vulnerable individual if the parent/guardian does not wish to attend.			The parent or guardian should be made aware that images containing nudity and other adult content may be shown during Club evenings: these occasions cannot always be predicted. The Club does not sanction distasteful
			It is a Club requirement that CVAs are accompanied by a parent or guardian wherever possible during meetings and always if participating in photographic field trips, as safety cannot be assured by Club members.			
			Should the Club or any member wish to use a photographic image of a CVA, they will require completion of a model release form stating the date, model's name and type of photography (or shoot), and which must be signed by the parent or carer of the CVA.			
			If a Club member has concerns that any form of abuse may have taken place, he / she should report it to the club Chairman or Deputy and be prepared to inform the appropriate authorities such as the local authority referral agency, the police or NSPCC			