



GENERIC RISK ASSESSMENT

Activity: EPC Face to Face Club Meetings

Date: 12 January 2023

Date for Review: January 2024, or when/if any significant changes occur

Authors: Phil Lenney, Club Secretary

Location Details: The Adelaide Hall, Ely College, Downham Road, Ely CB6 2SH

					Risk Level Evaluation 0 to 5 = Low, 6 to 15 = Med, over 15 = High Over 20 -too dangerous			
Hazards Identified	Persons affected	Existing control measures in place	Any additional control measures required	Further action required by (Name/date)	Potential Severity (1-5)	Likelihood of injury (1-5)	Result (SxL)	Low/Med/High
General safety	Participating Club Members	All members attending any organised club meeting to confirm their attendance by completing the written meeting register (normally held by Clive Chandler) at the start of every meeting. Register of members held by the Club Secretary, together with emergency contact names and phone numbers.	Any hazards specific to any particular meeting, e.g. a practical workshop, to be highlighted at the start of the meeting by the Meeting Organiser. Participants to be advised to take care and that they have a responsibility for their own health and safety and for the safety of others. Emergency contact details to be available at the meeting in	Organiser of any practical workshop. Club Secretary, Phil Lenney for emergency contact details.	2	1	2	L

Contracting Covid-19	Participating Club Members	Government advice, wear masks indoors if appropriate, wash hands regularly, avoid touching face or others, maintain 2m social distance when possible, vaccination programme.	Encourage anyone who has not had all vaccinations to do so. Anyone living with a person who is self-isolating should not attend a club meeting. Advise wearing of masks if appropriate, and to use the hand sanitizer provided. Monitor Government advice and amend procedures accordingly if necessary	Occasional reminders to be issued - Club Secretary, Phil Lenney	3	1	3	L
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Slips/trips/falls on trailing cables, camera bags, chairs or other hazards	Participating Club Members	Organiser to highlight any particular hazards when meeting. Keep tripods and camera bags in a safe position to avoid tripping hazards. Insurance cover for personal equipment	None	N/a	2	2	4	L
Physical shock from electrical equipment	Participating Club Members	Periodic PAT testing	PAT testing not done for some years, needs doing urgently	The Committee - Club Secretary, Phil Lenney has contacted the College to see if we can get this done via them	4	1	4	L
Scalds from boiling water or spilt drinks	Participating Club Members	Everyone to take reasonable care around the drinks station and elsewhere	None		3	1	2	L
Heart attacks or other medical emergency	Participating Club Members	Members will have mobile phones, and to call 999 in an emergency. Emergency contact details held by Club Secretary to be available	None	Club Secretary, Phil Lenney to have emergency contact details to hand at the College.	5	1	5	L