

OLDHAM PHOTOGRAPHIC SOCIETY RISK ASSESSMENT

1	RA Ref:	DATE: 14/11/2022			
Part A – The potential to cause harm					
2	Location of Activity: The Blue Club				
3	Hazards (number each) 1 Use of water boiler 2 Slips and trips 3 Manual handling 4 Fire 5 Electrical 6 Display screen equipment 7 Working at height 8 9 10				
4	People involved, Leader: Council members Attendees: Members, visiting judges / lecturers				
5	Risk				
	Hazard No.	Description of significant hazards	High	Medium	Low
	1	Scalds and burns from hot water boiler.		X	
	2	Injury due to trip hazards where there are trailing cables/wires. Injury due to slip hazards where there maybe water on floor (kitchen or backroom refreshment area) or uneven surfaces (dance floor).		X	
	3	Injury due to moving/handling heavy equipment or furniture.		X	
	4	Injury as a result of Fire in building.			X
	5	Injury due to faulty electrical wiring / equipment.			X
	6	Injury due to use of display screen equipment (laptops)			X
	7	Fall from height when working on large ceiling mounted screens.			X
	8				
	9				
	10				
Part B – Control Measures					
6	Hazard No.	Control measure	High	Medium	Low
	1	Limited movement of boiler when hot and to be carried with spout away from body.			X
	2	Trailing cables to be secured to floor and restricted access to 'technical area'. Limited access to kitchen and spillages to be cleaned up as they occur. Make members and visitors aware of flooring change around the dance floor.			X

3	Ensure members moving equipment are aware of heavy items and that good moving and handling techniques are used.		X	
4	Fire safety equipment is supplied and maintained by The Blue Club. Variety of fire extinguishers are available. The rear fire escape is checked annually by The Blue Club. Ensure new members and visitors are aware of the fire procedures.			X
5	Safety of electrical wiring is the responsibility of The Blue Club. Any equipment bought by OPS will meet current safety regulations and visual checks will be performed when setting up equipment for use.			X
6	Chairs are provided for members using laptops and duration of use is relatively short (length of meeting).			X
7	Ladders belonging to The Blue Club are available and must be used correctly if working at ceiling level (rarely needed).			X
8				
9				
10				

7	Actions Required	By whom	By when
8	Has any remaining risk been reduced as far as is reasonably practicable?	Yes	No
	Assessed by: Secretary and Treasurer		
	Name: Gill Brett and Andrea Wilson	Date: 14/11/2022	
	Review date: As things change or by 14/11/2024		