

Risk Assessment – Weekly Meetings And Workshops

Society name: Solihull Photographic Society

Date of next review: May 2027

Assessment carried out by: Bob Breach

Date assessment was carried out: May 2026

Solihull Photographic Society (SPS) wishes to manage any of its meetings and workshops at the Solihull Methodist Hall in a safe manner. This is done through a risk assessment, based on one recommended by the HSE, which identifies the potential risks and documents the measures that need to be taken to mitigate that risk. Such an approach is also a requirement of the insurance policy we have in place.

The risk assessment for Weekly Meetings and Workshops is set out below. Officers of the Society, and any involved in organising events on behalf of the Society, will be responsible for ensuring that all participants are aware of these risks and the measures needed to be taken by them to mitigate these risks. Please read through them and make sure you follow the advice given. If you notice any new potential risks or see anyone not following the guidance, notify the event leader.

Main Hall – Solihull Methodist Hall

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?	Action Completed
Illness – Covid related or otherwise	Members or visitors participating in the meeting infecting other members or visitors	Members and visitors are requested not to attend the meeting if they are displaying any relevant symptoms	Take account of any updated official guidance on infection risk. Communicate these risks prior to meeting	All members or visitors attending the meeting	Prior to any meeting taking place	

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?	Action Completed
Fire on the premises	Members or visitors participating in the meeting may be injured as a result of panic during the evacuation of the building	- The evacuation procedure is explained at the start of every meeting by the host - A register is taken as members and visitors enter the hall so that a check can be made to ensure everyone is accounted for in the event of an evacuation due to fire - Members are requested to inform Management Leader (Karen Hughes) if leaving the meeting at any time prior to the end	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website	Members, visitors and Meeting Hosts	At the start of and during the meeting	

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?	Action Completed
Putting out equipment and returning it at the end of the meeting	Members or visitors helping to put out the equipment may suffer strains and injuries as a result of carrying the equipment	• Members are requested to carry only what they are able to • No more than 7 chairs to be stacked at a time and then a chair moving trolley is to be used to transport them to storage room • Members erecting and dismantling the print stands to appoint one person to ensure members and visitors entering the hall do not step in the way	• Communication of Risk Assessment to members at the start of each season • Publication of risk assessment on Society website • Committee members to monitor any setup or take down process and step in if necessary	Members attending the meeting	At the start and end of each meeting	

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?	Action Completed
Slips and trips	Members and visitors tripping over cables or other items in the walkways	- Electrical cables are laid down the centre walkway where few people walk and are covered with a cable cover - Members are requested not to leave bags or other items in the outside walkways - Signage to be used to warn members of wet floors	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website - Committee members to monitor any setup or take down process and step in if necessary	Members, Committee Members and visitors attending the meeting	During the duration of the meeting	
Electrical hazards	Members and visitors receiving an electric shock from touching the equipment	- Only the Technical Team to use the computer, projector, sound system and light box - An RCD device to be used whenever possible - Regular visual checks on the condition of plugs and wiring	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website - Technical team to monitor equipment during meeting	Technical team	During the duration of the meeting	

Ground Floor Kitchen – Solihull Methodist Hall

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?	Action Completed
Contamination of food	Members and visitors may: - Pick up germs from food handled incorrectly - Eat food which they have an allergy to e.g. nuts within biscuits	- Members on duty in the kitchen to wash their hands prior to handling food - Members with food allergies requested to inform the Management Leader (Karen Hughes) of any food allergies or eating restrictions they have	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website - Reminder when duty rota is circulated	Members and visitors attending the meeting	At the start of and during the refreshment break	
Hot Water	People being burnt by scalding water when filling the tea and coffee pots	- Members to be reminded of the danger when filling tea and coffee pots when the duty rota is circulated - Only members on duty to have access to the kitchen	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website	Meetings Manager and members who are on duty rota	Prior to the start of the refreshment break, during and after whilst clearing away the equipment	

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?	Action Completed
Slips	Members on duty slipping on split water or milk	Members on duty to be reminded of the danger of slipping and requested to wipe up anything split immediately it occurs.	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website - Reminder when duty rota is circulated	Meetings Manager and members who are on duty rota	Prior to the start of the refreshment break, during and after whilst clearing away the equipment	
Sharp implements	Members cutting themselves on a sharp implement when preparing refreshments	Members on duty to be reminded of the danger of sharp implements when the duty rota is circulated	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website	Meetings Manager and members who are on duty rota	Prior to the start of the refreshment break, during and after whilst clearing away the equipment	

Small Meeting Room – Solihull Methodist Hall

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?	Action Completed
Illness – Covid related or otherwise	Members or visitors participating in the meeting infecting other members or visitors	Members and visitors are requested not to attend the meeting if they are displaying any relevant symptoms	Take account of any updated official guidance on infection risk. Communicate these risks prior to photoshoot	All members or visitors attending the Workshop	Prior to any workshop taking place	
Fire on the premises	Members or visitors participating in the meeting may be injured as a result of panic during the evacuation of the building	- The evacuation procedure is explained at the start of every workshop by the host - A register is taken as members enter the room so that a check can be made to ensure everyone is accounted for in the event of an evacuation due to fire	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website	Members, workshop Host	At the start of and during the workshop	

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?	Action Completed
Putting out equipment and taking it down at the end of the session	Members helping to put out the equipment may suffer strains and injuries as a result of carrying the equipment	Members are requested to carry only what they are able to	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website - Workshop host to monitor any setup or take down process and step in if necessary	Workshop Host and members attending the workshop	At the start and end of the workshop	
Use of Stairs	Members using the stairs to the workshop room may: - Trip up the stairs - Fall down the stairs when leaving	Members are requested to: - Use the hand rail - Use the lift if they have issues with using a staircase The stairs to be checked by the workshop host prior to members arriving	- Communication of Risk Assessment to members at the start of each season - Publication of risk assessment on Society website	Workshop host and members attending the workshop	At the start and end of the workshop	

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?	Action Completed
Slips and trips	Members tripping over cables or other items in the walkways	Members are requested to put any bags under their table or at the back of the room Necessary electrical cables are laid down from the front sockets to the equipment where members do not walk	• Communication of Risk Assessment to members at the start of each season • Publication of risk assessment on Society website • Workshop host to remind members to place bags under tables at the start of the workshop	Workshop host and members attending the workshop	At the start of the workshop	
Electrical hazards	Members receiving an electric shock from the equipment	• Only the workshop host to use the computer and projector • An RCD device to be used whenever possible • Regular visual checks on the condition of plugs and wiring	• Communication of Risk Assessment to members at the start of each season • Publication of risk assessment on Society website	Workshop host	At the start and end of the workshop	

Date Risk Assessment Form reviewed: Committee Meeting 26 May 2026

Summary of changes to be made:

1. No changes to be made to the Risk Assessment Form. The committee felt the Risk Assessment Form to be appropriate for the weekly meetings and workshops held at the Solihull Methodist Hall.

Signed off by: Simon Hague, Chair – 2026-2027 Season