

Risk Assessment – External Events And Photoshoots

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 whether in the hall or on external trips, 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 external trips and events is set out below. Officers of the Society, and any involved in organising events on behalf of the Society, will be responsible for communicating to participants prior to the event/photoshoot the potential risks and the measures needed to be taken by them to mitigate these risks. Participants will be asked to read through them and follow the advice given. Participants will also be asked that if they notice any new potential risks or see anyone not following the guidance, notify the event leader.

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 event/photoshoot infecting other members	Members/visitors are advised not to attend if they have any symptoms of illness. Circulation of risk assessment prior to the Photoshoot	Take account of any updated official guidance on infection risk. Communicate these risks prior to event/photoshoot	All members or visitors attending the event/photoshoot	Prior to any event/photoshoot taking place	

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Slips, Trips or Falls	Members or visitors may: • Trip up on uneven surfaces • Slip on icy or wet surfaces • Fall over raised surfaces, raised tree roots, mooring ropes and pegs or objects hidden in undergrowth • Trip up or fall down steps or stairs	Members/visitors are advised to: • Wear appropriate footwear • Do not walk whilst taking photographs • Be aware of the nature of the surface they are walking on • Hold onto hand rails when provided	Communication of potential hazard through Risk Assessment prior to event/photoshoot All members/visitors on an event/photoshoot to identify points where these hazards apply and communicate to each other where care is needed	All members or visitors attending the event/photoshoot	Communication prior to and during the event/photoshoot	
Traffic	Members or visitors may be hit by vehicles or cyclists whilst crossing roads/lanes	Members/visitors are advised to: • Cross roads or lanes at points where there is clear visibility for both members/visitors and vehicle users • Use pedestrian crossing points where ever possible	Communication of potential hazard through Risk Assessment prior to event/photoshoot Group Leader to remind members/visitors to cross as per the controls at the start of each event/photoshoot	All members or visitors attending the event/photoshoot	Communication prior to and at the start of the event/photoshoot	

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Falling into water	Members or visitors may fall into the water: - From pathways or banks - Off fishing pegs - Off bridges	Members/visitors are advised to: - Walk in the middle of pathways/bridges - Watch out for obstacles on pathways/banks - Avoid slopes and ditches that may be on the side of a pathway/bank - Place a tripod a safe distance from the edge of the water	Communication of potential hazard through Risk Assessment prior to event/photoshoot All members/visitors on an event/photoshoot to identify points where these hazards apply and communicate to each other where care is needed	All members or visitors attending the event/photoshoot	Communication prior to and at the start of the event/photoshoot	
Injury to limb, head or body	Members or visitors may: - Hit their head whilst walking under low hanging branches or low bridges - Suffer cuts or abrasions from handling sharp objects - Suffer cuts/abrasions or broken or severed limbs from handling machinery	Members/visitors are advised to: - Be mindful of when they are walking under overhead obstacles - Do not touch sharp objects or machinery without the direct supervision of trained operators	Communication of potential hazard through Risk Assessment prior to event/photoshoot Group Leader to remind members/visitors of hazard prior to the start of the event/photoshoot	All members or visitors attending the event/photoshoot	Communication prior to and at the beginning of the event/photoshoot	

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Construction work or road repairs	Members or visitors may be injured as a result of: - Not following change of direction notices - Not keeping within cordoned off areas - Walking under scaffolding	Members/visitors are advised to adhere to construction or road repair directives	Communication of potential hazard through Risk Assessment prior to event/photoshoot Group Leader to raise awareness of such works at the beginning of the event/photoshoot	All members or visitors attending the event/photoshoot	Communication prior to and at the beginning of the event/photoshoot	
Insect bites or plant stings	Members or visitors may suffer a reaction to being bitten or stung	Members/visitors are advised to use appropriate insect repellent or clothing and bring appropriate cream to apply if bitten	Communication of potential hazard through Risk Assessment prior to event/photoshoot	All members or visitors attending the event/photoshoot	Communication prior to the event/photoshoot	

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Lone Photography	Members or visitors may: • Get lost • Sustain an injury that requires medical attention • Be robbed or mugged • Have camera equipment stolen	Members/visitors are advised to: • Keep in groups where possible • Inform the group leader when leaving the group with details of if and when they will be returning to the main party • Be aware of what is happening around them • Minimise the camera equipment they are using and if possible, carry a non-intrusive bag • Ensure their equipment is insured	Communication of potential hazard through Risk Assessment prior to event/photoshoot	All members or visitors attending the event/photoshoot	Communication prior to the event/photoshoot	

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Specific to photoshoot	Members and visitors harmed in a way not identified above	Group Leader to communicate risk of potential hazard and request identified hazard to be communicated to the group as soon as it is identified during the photoshoot	Communication of unforeseen hazard being present through Risk Assessment prior to event/photoshoot Unforeseen hazard and actions to be added to the Risk Assessment Form on return from event/photoshoot	Group Leader, members and visitors	During the event/photoshoot and followed up afterward by recording on the Risk Assessment Form	

Date Risk Assessment Form reviewed: Committee Meeting 28 May 2026

Summary of changes to be made:

1. Risk Assessment form felt to be appropriate for the summer photo events planned for 2026 and that no changes to the hazards were necessary.
2. It was agreed that the Risk Assessment Form would be sent out by Group Leaders prior to any future event/photoshoot with clear wording to indicate that anyone attending the photoshoot would be deemed to have read the Risk Assessment Form through prior to attending.
3. Prior to the event/photoshoot Group Leaders would be instructed to emphasise the need to be aware of potential risks that may have arisen recently and not be included in the Risk Assessment. In such an event all attendees would be asked to take responsibility to make others aware of the potential risk.

Signed off by: Simon Hague – Chair, 2026-27 Season