

Table 1

Royston Photographic Society Risk Assessment.						
What are the Hazards	Who might be harmed & 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 this action	When is the action needed by	Completed
Social group visit to any public venue.						
Where the meeting starts	N/A	Those who are coming on this visit have had the risk assessment available to them on the RPS website.	If other club members choose to join, the organiser will brief them with this risk assessmnt at the meeting point.	oganiser	visit start	all had the Risk Assessment available to them
Trips & falls in a new environment	Members &/or members of the public	Those members attending know where the venue is and the need to take all usual care as in any public location recognising that at certain times the location may be very busy.	All club members have been made aware of the environment and have been urged to dress accordingly.	Individuals have the responsibility to take this advice and dress accordingly.	Individuals as they prepare for the visit.	
Working around others during the visit	With courteous behaviour from members on the visit no one should be harmed.	As with any activity when members of the public may be at the Museum too, all RPS members will be expected to behave courteously to members of the public. No activity planned needs members to stay together and get in the way of others.	Members are used to working in environments when members of the public are there too.	Individuals have the responsibility to take this advice.	At the visit.	
Adverse weather	Members.	Each participant will be expected to dress in suitable clothing and be responsible for the clothing they deem appropriate for the weather on the day.	None - each member is individually responsible although the event organiser will contact all participants in case of extreme weather and possible cancellation.	Each member participating in the visit.		
In case of illness or accident	Members on the visit.	Organiser & at least one other to carry mobile phone and to check location of defibrillators	Members on the visit to know the organisers mobile #.	Organiser has sent out their mobile # with the Risk assessment.	Mobile # sent with emailed Risk assessment.	
In case of visitors or guests joining the visit	It will be noted to any non RPS members accompanying RPS members, at the start of the visit that they are NOT covered by RPS Personal Indemnity insurance.	Notifying any accompanying visitors at the start of the visit.	None.	Organiser at the start of the visit.		

