

Haddington Camera Club Risk Assessment

Date of Assessment: 26th November 2025

Assessor:David Youles

This document is our guide to keeping everyone safe. It identifies and manages risks for all club activities. It's written in simple language so it's easy to follow but it's up to every member to be aware of and follow these guidelines. This document is updated annually

Member's Safety Guide when attending our photographic events

The single most important rule is to look after yourself and others.

- ☐ **Get Ready:** Check the weather forecast and pack accordingly. Bring waterproof layers, plenty of water, and any personal medication you might need
- ☐ **Inform the organiser:** You must check in with the organiser when you arrive and when you leave the event. Whats App can be used when you are not able to tell them in person.
- ☐ **Assess the Scene:** Before you set up for a shot, take a moment to look for any hidden hazards like uneven ground, loose rocks, or slippery surfaces.
- ☐ **Buddy Up:** Do not go off on your own. Stick with the group and look out for each other.
- ☐ **Mind Your Gear:** Be mindful of where you place your camera bags and tripods to avoid tripping yourself or others
- ☐ **Speak Up:** If you see something unsafe, tell the organiser, or another person in the group right away. Your voice helps keep everyone safe.

Organising Photographic Missions in the Local Area

Activity/Hazard	Who is at Risk?	Risk Level	Organiser Actions	Member Responsibilities
Personal Security	All members	Low	Encourage group members to look out for one another. Establish a designated contact person for the outing and share their details. Take note of those attending	Tell the Organiser when you have arrived and when you leave to ensure all are accounted for. Do not leave personal belongings or equipment unattended. Stay with the group and do not wander off alone, especially in unfamiliar areas.
Slips, Trips, & Falls	All members.	Medium	Select safe and accessible locations for outings. Brief members on potential hazards, such as uneven terrain or slippery surfaces.	Wear appropriate footwear with good grip. Pay close attention to your footing, especially near water or on rocky ground. Be aware of your surroundings and avoid distractions.
Weather Conditions	All members.	Medium	Check the forecast before the outing. Have a contingency plan to move to a safer, covered location if the weather changes unexpectedly.	Dress appropriately for the weather, including waterproof layers. Bring extra clothing and be prepared for sudden changes.
Roadside and Traffic Hazards	All Members	Medium	Choose locations away from busy roads. Brief members on the importance of staying aware of traffic and potential parking issues.	Be mindful of traffic when getting out of a vehicle. Do not stand on or near roads to take photos. Use high-visibility clothing if working near traffic in low light.
Hazards from Wildlife or Nature	All members.	Low	Research and brief members on any local wildlife (e.g., ticks, midges) or specific plants to be aware of.	Do not approach or feed wildlife. Be aware of your surroundings, including stinging nettles or thorns. Follow the Countryside Code.

Attending Meetings at the Club Premises

Activity/Hazard	Who is at Risk?	Risk Level	Control Measures. What we do	Member Responsibilities. What you do
Emergency evacuation	All members and visitors	Low	Provide a register for all members and visitors to add their names to This ensures everyone is accounted for during an emergency evacuation	Add your name to the register in the meeting area on arrival and sign out if you leave before the end of the event. If you are entering the building at other times there is a register at the bottom of the stairs which you must sign.
Slips, Trips & Falls	All members and visitors.	Low	Ensure floor areas are clear of bags and cables. Use warning signs for wet floors. All electrical cables are securely taped down.	Walk carefully, especially in dimly lit areas. Report any spills or trip hazards immediately. Be aware of your own and others' equipment.
Electrical Issues	All members and visitors.	Low	All club equipment is PAT tested annually. Members are encouraged to use fully-functional equipment.	Do not use equipment with frayed cables. Do not overload power sockets. Report any electrical faults to a committee member.
Fire	All members and visitors	Low	A fire risk assessment is conducted annually. Fire extinguishers are visible and regularly checked. Clear fire escape routes are marked.	Familiarize yourself with the fire escape routes and the location of fire extinguishers. Do not block fire exits