

Risk Assessment of Display of Amersham Photographic Society (APS) members' Photography in the Chiltern Lifestyle Centre Library.

APS - Use of the Chiltern Lifestyle Centre Library for Photographic Display Risk Assessment					
Summary of Risks					
Category	Risks/Hazards	Probability of harm (Unlikely/Possible/Likely)	Severity of harm (Minor/Moderate/Severe)	Risk rating (High/Medium/Low)	Risk mitigation for high and medium risks
Handling	Personal injury from handling display boards.	Possible	Moderate	Medium	Handling by at least two people
	Injury from changing images.	Possible	Minor	Low	
Display stability	Display boards could fall injuring person nearby.	Possible	Moderate	Medium	Display boards to be fastened to posts and formed in stable "L" shape
Trips	Tripping due to display unlikely since there are no trailing wires or similar.	Unlikely	Moderate	Low	
	While changing images.	Possible	Moderate	Medium	Avoid creating trip hazard while changing images.
Emergency Escape	Blocking of escape routes in the event of fire alarm.	Unlikely	Severe	Medium	The display will be located as not to block escape routes

KEY	Severity of Harm		
Probability of Harm	Minor	Moderate	Severe
Unlikely	LOW	LOW	MEDIUM
Possible	LOW	MEDIUM	HIGH
Likely	MEDIUM	HIGH	HIGH

Assessed by: John Allport

Date of Assessment 16th January 2024

A site visit to the library was made by Brian Ridgley (event organiser) and other APS Committee members and a test of the display stand made. The final layout was shown to and discussed with the Library Manager.

Date of Event: Semi permanent display, start date not yet decided.

People at Risk

APS members in the process of assembling/disassembling the display boards and when, on a regular basis, changing the images. Between 2-4 people are expected to be involved.

Library Staff if they need to move the display. Probably 2-3 people.

Members of the public: library users who approach the display boards to view the photographs or for other reasons. Probably a maximum of 6 people. Members of the public will at times be children. It was noted that the area where the display will be is sometimes used as a buggy park.

At any one time, the maximum number of people close to the display is expected to be less than 6.

Potential Hazards Identified and Methods of Mitigation

1) Due to the weight and size of the display boards, injury could occur if mishandled by APS members or Library staff.

In line with good handling practice, assembly and disassembly of the display boards by APS will be done by a minimum of two people to avoid injury.

If the boards need to be moved to facilitate changing the photographs, then two people will be required.

Normally the Library staff will not need to move the display but we will advise them that two people are required if they do want to move the display boards. **The Library will be given contact details of two APS members who can move the boards when required.**

2) Display boards falling and hurting employee/ visitor.

There is a small chance that they could cause injury if they fell and struck a person.

The risk is greater for young children who might duck under the boards.

Two reasons why the boards could fall:

a) Boards becoming detached from the supports.

Boards are fastened to the supports by hidden hooks to allow for ease of assembly/ disassembly.

To stop the board becoming detached from the support pole the boards when in use, they will be held in place by straps Velcroed to the boards. This method has been successfully used in the Annual APS Exhibition for many years.

b) Board and stand toppling.

The boards will be constructed on a stable "L" shape to stop the exhibition boards/ supports from falling.

Further mitigation

The boards will be located close to the windows/ wall to reduce the temptation of children to duck under the display.

3) Tripping Hazards

Normally the display will not have any tripping hazards such as trailing power cables.

While changing images, avoid creating a tripping hazard by thoughtful stacking of new/old images.

4) Blocking of Exit Routes

The boards will be mounted close to the opening windows. These are normally closed, except in the summer months, and are not used as emergency exits. The location will be reviewed with Library management if they want to open them in the summer.

Summary of Mitigations

- To avoid injury, handling of boards to be carried out by a minimum of two people at all times.
- Securely attach boards to support poles to stop them becoming “unhooked”.
- The two boards will be set up in a stable “L” shape to prevent toppling.
- The boards will be positioned close to the windows/ wall to discourage children from ducking under the boards.
- The boards will be positioned away from any emergency exit routes.
- While changing images, avoid creating a tripping hazard by thoughtful stacking of new/old images.

Distribution

APS Website

APS Committee members

Library management

Review date

The site will be visited and the assessment further reviewed as the exhibition is put in place.

Document History			
Date	Version	Summary of changes	Author
2 nd February 2024	Draft	First draft	JWA
3 rd February 2024	Draft rev1	The need to give the library contact details of two APS members added	JWA
8 th February 2024	Final rev 0	Additional comments relating to image handling. Distribution added.	JWA