

GODALMING PHOTOGRAPHIC CLUB – HEALTH AND SAFETY POLICY

Although camera clubs do not fall under current Health and Safety legislation, the Club Committee has carried out a risk assessment of the types of activities generally undertaken, maintains Public Liability Insurance and has adopted the following Health and Safety Policy. For the purposes of the Club's public liability insurance, Guests (including speakers and judges) are considered to be temporary Club members for the evening. The Committee ensures every Member and Guest (including speakers and judges) has access to a copy of the Health and Safety policy via the Members' Area of the Club's website.

Members' and Guests' personal responsibilities

Members and Guests are responsible for taking all reasonable care for their own health and safety whilst attending club meetings or activities. Members and Guests must:

- Act responsibly for the safety of themselves and others;
- Report any concerns to a Committee member who will raise the matter with the Committee, or take immediate action if necessary; and
- Inform the Chair of the meeting or activity leader, in confidence, of any medical condition they have which may impinge upon a meeting or activity. Members with such conditions are expected to carry with them any necessary medication and to be aware of how to use it.

Meetings in Shackleford Village Hall

1. Fire and Evacuation

- Members and Guests in attendance should make themselves aware of the location of all emergency exits, of any fire alarm points and of the location of the assembly point, should evacuation of the building be required. The emergency exits include the double doors at the back of the main hall. There are two notices in the hall setting out what to do in case of a fire - one in the entrance hall and another by the double doors in the main hall. The assembly point is the social club side car park. There are fire extinguishers in the entrance hall and in the main hall and a defibrillator outside the main door.
- The Chair of the meeting will advise at the start of the meeting if any fire alarm tests are scheduled to be carried out during the meeting.
- In the event of a fire, Members (or Guests) must activate the nearest fire alarm, ensure that the emergency services are summoned and evacuate the building without endangering others in the process. The Chair of the meeting will take a role call at the evacuation point as soon as practicable and ensure the hall is cleared.

2. Equipment

- Portable Appliance Testing (PAT) is not required for camera clubs, but electrical equipment belonging to the Club or a visiting speaker should be visually inspected before use.
- Anyone using the Club's equipment must ensure they are competent to do so without placing themselves, other Members or Guests at risk. Trip hazards from trailing wires must be reduced by using the cable covers. Care should be taken when helping to set out and put away chairs and tables, or when moving any other equipment in the hall. Two people should always be present when boxes are lifted onto the shelves in the storage room.
- Members using the hall kitchen must follow all normal safety procedures and ensure all electrical equipment is made safe prior to locking up. Further information on kitchen procedures is included on the laminated instructions in the tea and coffee box.

Activities held outside the hall

The Club cannot accept liability for any Member participating in activities outside the hall. The activity leader is not responsible for Members' safety, welfare or attendant medical conditions. Members are responsible for their own health and safety and must appraise their own strength, fitness and mobility, and be prepared for the terrain and weather conditions, amongst other things. Members are responsible for their own equipment and belongings at all times. Car-sharing lifts with fellow participants, or with the activity leader, is at Members' own risk. Those offering car-sharing lifts may only do so if they have suitable insurance cover.

Accidents

In the event of an accident, whether in the hall or on an activity held outside the hall, relevant details must be reported to a committee member or the activity leader, who will record it in the Club Accident Report Log, which is held electronically by the Chair. Further appropriate action is dependent on the nature of the accident.

