

# Wimborne Camera Club

## Health and Safety Policy

Although the PAGB advises that camera clubs do not come under current Health and Safety legislation, they do also recommend that it is good practice to have a policy in place to highlight and minimise any risks that may be identified.

### The Policy Document

The current club committee have overall responsibility for implementation and enforcing the policy.

The committee will ensure every member has access to a copy of the document; hard copies will be given to members without access to the internet.

The policy has been written with due regard to the rental terms of St Michael's Church Centre (hereinafter referred to as the Centre), and advice from the PAGB.

### Club Members' Personal Responsibilities

Members have the personal responsibility to:

- Take all reasonable care for their own health and safety whilst attending club meetings or events organised by the club committee.
- Ensure they are aware of the Centre's Fire Regulation Sheet which is on the entrance noticeboard, including the whereabouts of all alarm points, fire exits and the evacuation assembly point.
- Report any concerns to a committee member who will raise the subject with the committee as necessary.
- Inform a committee member of event organiser, in confidence, of any medical condition they have which may impinge upon a meeting or event. Members with such conditions MUST carry with them all necessary medication and be aware of how to use it.
- The club host (Chairman, vice Chairman or other nominated member) for each meeting will have overall responsibility for the safe evacuation of those attending. The club committee will ensure all hosts are fully aware of the evacuation procedure.
- Members and any guests must ensure that they have been signed in in the attendance register when entering the building. If they leave the meeting prior to the normal finishing time they are required to sign the register as OUT, to avoid the emergency services having to make an unnecessary search of the Centre.

### Fire and Evacuation

- At the beginning of each meeting the host should ensure that any guests are made aware of the location of all emergency exits, fire alarm points and the location of the assembly point should an evacuation be necessary.

In the event of a fire members must:

- Activate the nearest fire alarm and ensure the emergency services are alerted. The post code for the Centre must be passed to the service controller. Post code – **BH21 7AB**
- Evacuate the building without endangering others in the process. The club Secretary (or other member nominated for the meeting) will take the register to the assembly point and conduct a roll call as soon as possible.
- Anyone with mobility difficulties, including wheelchair users, should have organised a designated person to assist them if necessary.
- Provided they can do so without subjecting themselves to any risk, the host will have the responsibility for checking the toilets and kitchen before leaving the premises.

## **Raising The Alarm**

To avoid confusion the designated host will be the person expected to call the emergency services using a mobile phone, if for any reason there is no signal, use the public phone box (turn right out of car park and it's just down the road) or go to the nearest house. Should this be difficult for any reason another member of the committee will make the call.

## **Assembly Point**

The designated assembly point is at the main gate to the car park. All members and guests must make their way to the assembly point as quickly as possible and ensure that they are noted on the register. Should anyone be missing, the emergency services should be advised as soon as possible. The entrance to the car park must be kept clear at all times to allow any emergency vehicles immediate access. Members and guests must not move their vehicles until the senior emergency services officer has given permission.

## **Equipment**

- The club's electrical equipment, including extension cables, must have a current Portable Appliance Test (PAT) certificate and therefore be tested annually.
- Where visiting speakers wish to use their own equipment this should either be PAT tested or should be used via a Residual Current Device (RCD)
- Anyone using the club's equipment must be competent to do so without endangering other members or guests.
- Tripping hazards (which will mainly be trailing electrical cables) should be reduced by taping down or protecting matting/guards.
- Members using the hall kitchen must follow all normal safe procedures and ensure all electrical equipment is made safe prior to locking up.
- Any potential hazard is to be reported to the Centre admin.
- Only cleaning materials, including washing up liquid, provided by the Centre may be used.
- Care should be taken when moving any furniture to ensure no injury occurs to the person moving the furniture or to anyone else in the vicinity.

## **Accidents**

- Any accident or incident occurring while the club is occupying the hall which did, or could, give rise to injury should be reported to a committee member and must be recorded in the Accident Record Book which is kept in the First Aid box in the kitchen. First Aid boxes are located in the kitchen, the main hall and the Alec Moore Room.

## **Access**

- The Centre is fully accessible to wheelchair users. Normal care should be taken to ensure the safety of all members/guests.
- Should anyone with specific needs wish to join the club appropriate measures will be put in place if practical and reasonable to do so.

## **Field trips and outings**

These vary considerably, the event organiser will make any apparent risks known to attendees, but responsibility for their safety rests solely with each individual member.