

# Viewfinders of Romsey Camera Club

## Health and Safety Policy

Amended - 21st Jan 2015.

Whilst we are advised by the PAGB that camera clubs do not come under relevant/current Health and Safety legislation, our Club does have a policy which is relevant to our location and methods of operation.

### 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.

### Club members personal responsibilities

Members have the personal responsibility to:

1. Take all reasonable care for their own health and safety whilst attending club meetings or events organised by the club committee.
2. Members have the responsibility to ensure they are aware of all alarm points, fire exits and the evacuation assembly point.
3. Report any concerns to a committee member who will raise the subject with the committee as necessary.
4. Inform committee members or event organisers, 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.
5. The club host for each event will have overall responsibility for the safe evacuation of those attending. The club committee will ensure all hosts have received training in the evacuation procedure.
6. Members and their guest must sign 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 a fruitless search of the hall.

### Fire and Evacuation

At the beginning of each meeting, those in attendance should be aware of the location of all emergency exits and any fire alarm points, the location of the assembly point should an evacuation be necessary.

In the event of a fire members must:

1. Activate the nearest fire alarm and ensure that the emergency services are alerted, the post code for the hall must be passed to the service controller. Post code - SO51 0NH.
2. Evacuate the building without endangering others in the process, the committee member responsible will take the register to the evacuation point and conduct a role call ASAP.

## **Raising the alarm**

The hall does not have a landline telephone.

To avoid confusion the 'host' will call the emergency service using a mobile telephone. We are alerted that at times the mobile signal in the area is weak or nonexistent, therefore in this event the host will go to the nearest house and ask them to use their landline. This procedure has been agreed by the hall committee and the local residents.

## **Assembly Point**

The designated assembly point is the farthest point on the right hand side of the car park from the main hall entrance; members exiting the building from any other point must make their way to the assembly point and ensure they are noted on the register. The vehicle entrance must be kept clear at all times to allow any emergency vehicles prompt access. Members and their guest must not move their cars/vehicles until the senior emergency officer has given permission to do so.

## **Equipment**

The clubs electrical equipment is to be tested annually and certificated, copies to be available to third parties if required.

Anyone using the clubs equipment must be competent to do so without endangering other members or the clubs guests. Tripping hazards are to be reduced using suitable guards/matting.

Members using the hall kitchen must follow all normal safe procedures and will ensure all electrical equipment is made safe prior to locking up.

Any potential hazard is to be noted in the hall notebook situated in the kitchen, using full name and the date.

## **Accidents**

In the event of an accident a member of the committee must be informed. That committee member will decide on appropriate actions which may involve calling for extra help.

Dated ...21<sup>st</sup> January 2015

## **Addenda to H & S policy**

### **Definitions**

There are many reasons that an evacuation may be instigated, by the nature of any emergency not every eventuality can be covered by instructions. The overriding factor is the safety of our members and guests.

This policy will be reviewed annually and if changed the updated policy will be circulated to all members.

#### **1) Duties of the 'Club host'.**

The person who is chairing the meeting is the designated host for the event; they have responsibility to conduct the event in a safe manner. To ensure that attendees are aware of the emergency exits points and the location of the evacuation assembly point. The host should ensure that they have a working mobile telephone and make any calls to the emergency services as is necessary. The host will be the liaison officer with the emergency services.

#### **2) Duties of the 'reception desk' member.**

That a current register is available for the attendees to register their attendance and that all visitors are noted on the register. In the event of an evacuation, that member will proceed to the designated assembly point with the register and make a roll call. The 'host' and the emergency services will need an accurate head count ASAP.

#### **3) Duties of the 'Lock up' member.**

On club evenings at the hall one member is designated to ensure the club equipment and hall is made secure. In the event of an evacuation being called that member becomes the deputy host and must check that the toilets and small club room are alerted about the evacuation. When this is completed they will report the status to the register & the club host, and if required raise the alarm to the local residents.

#### **4) Field trips and outings.**

Club events away from the club house will have special methods of operation. Due to the many different types of field trips, the event organiser will issue separate instructions.