

Hampton Hill Photographic Society – Health and Safety Policy

The Society's Health and Safety policy is as follows:

Society and Committee responsibilities:

It is the responsibility of the Society and Committee Members and organisers of Society events to provide a safe environment for the activities undertaken including:

1. Reviewing the activities being organised and undertaken to ensure that any risks are identified in advance and any necessary mitigations are implemented.
2. Ensuring that Members and other attendees are briefed on any particular circumstances relating to the event.
3. Providing a Committee Member or other responsible person to lead the event and be the point of contact for any health and safety issues which may arise.

Members' personal responsibilities:

Members have the personal responsibility to:

1. Take reasonable care for their own health and safety whilst attending Society meetings or events organised by the Society.
2. Report any concerns to a committee member who will raise the matter with the committee, or take immediate action if necessary.
3. 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 are expected to carry with them any necessary medication and to be aware of how to use it.

Fire and Evacuation:

At the beginning of each meeting, those in attendance should be made aware of the location of emergency exits and whether any fire alarm tests are scheduled to be carried out during the progress of the meeting. Members should also be made aware of the location of the assembly point should evacuation of the building be required.

In the event of a fire members must: -

1. Activate the nearest fire alarm and ensure that the appropriate emergency services are summoned.
2. Evacuate the building without endangering others in the process.
3. Only tackle the fire using the appropriate equipment on the premises if they feel confident of their ability to do so.

Equipment:

1. Anyone using the Society's equipment must be competent to do so without placing themselves or the Society or Members at risk.
2. Trip hazards from trailing wires will be mitigated by the use of cable covers.
3. Those who help with refreshments in the kitchen must note any safety notices posted in the area and abide by that guidance.

Accidents:

In the event of an accident, a member of the Committee must be informed and they will decide on the appropriate course of action to take, which may involve summoning external help.