

Southend on Sea Photographic Society



Health and Safety Policy

This policy covers Health and Safety for the Society's meetings at the Guild Hall, Hill Road, Prittlewell. While camera clubs do not fall under Health & Safety legislation, it is appropriate to have a policy to identify risks and point out measures to minimise them. This policy is based on the advice from the PAGB. (Issue 1 - February 2015)

All members are responsible for their own Health & Safety while attending the Society's meetings. The carer should ensure any vulnerable people in their care are safe.

Emergency Procedures

At the beginning of each meeting the Committee Member chairing the meeting should make members aware of the location of the emergency exits.

In the event of evacuation, members will assemble in Hill Road on the opposite side of the road to the Hall. In the event of an alarm, the Treasurer, or their replacement, should take the signing-in book to ensure all members present have left the building and committee members must check that the building is empty.

Fire extinguishers are located by the emergency exit and in the kitchen. There is also a fire blanket in the kitchen. Fire equipment should only be used by those who are trained to use it and are confident to do so.

The First aid box is located in the Society's equipment box in the store room.

The postcode of the Hall is SS2 6JT, should the emergency services be required. The full address is Guild Hall, Hill Road, Prittlewell.

Exits must not be blocked by chairs or equipment.

Equipment

Portable Appliance Testing (PAT) is not required but electrical equipment belonging to the Club or a visiting speaker should be visually inspected before use and supplied via a surge protection device / RCD.

Care should be taken when setting up club equipment. Equipment such as print stands, projector etc should be positioned such that they do not block the routes to fire exits or to the store room etc. A ladder should be used for any work at height. Those using the ladder should make sure it is correctly set up before using it.

Care should be taken when using the water boiler. Vulnerable individuals should not use the boiler.

If any member has a concern about Health & Safety, they should speak to a Committee Member.

Southend-on-Sea Photographic Society has Public Liability Insurance and the details are displayed on the Society's noticeboard.

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