

## **Fordingbridge Camera Club Health and Safety Policy**

This document has been prepared using the advice provided by the PAGB concerning Health & Safety Issue 1 – 17th February 2015.

- At the beginning of each meeting, those in attendance should be made aware of the location of emergency exits and whether or not 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. Members sign in as they arrive at the meeting so that a roll call can be carried out at the designated assembly point. In the event of the alarm sounding the booking in sheet should be taken to the assembly point. Members should be told that if the alarm sounds they must leave the building. The signing in sheet should be removed by any member if it seen to still be there once the alarm is sounded and taken to the assembly area. The roll call will be conducted by the chair of the meeting. The results will be available for the attending Fire Officer.
- Club officials should be aware of the location of firefighting equipment such as fire extinguishers. In the event of a fire, anyone who decides to use the installed firefighting equipment should be fully conversant with the operation and use of such equipment. Leaving the building is the priority.
- Club officials must be aware of the location of any first aid equipment available within the building. These officials must also be aware of how to contact emergency services and be aware of the complete address and postcode of the premises in case emergency services are required. *(Print address & Post Code on back of signing in sheets)*
- Club members having First Aid skills should be known to the committee. *(Names on back of signing in sheets)*
- PAT Testing is not necessary. However equipment should be taken out of service and possibly replaced if any signs of damage are seen at any time. No repairs of an electrical nature are to take place without correct supervision and arrangements being made. RCDs should be used on our leads where they plug into Avonway or other venue. This should be tested each time they are used by pressing the TEST button. Electrical equipment must be purchased from a reputable supplier.
- Leads for electrical equipment should not present a trip hazard.
- The kitchen should not have more than 6 members present. No member under 16 is allowed in the kitchen.
- Ladders should be checked for suitability and condition before use. The ladder should be “guarded” and supported by one person whilst climbed by another. Steps and ladder should not be climbed beyond the third top most rung.
- Risk assessment at other venues should be considered to identify special risks.

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