



Chet Valley Photography Club

A friendly photography club

Health And Safety Policy

Statement of Intent

Chet Valley Photography Club (CVPC) committee members will take reasonable measures to ensure that the premises and equipment where meetings are held are maintained to a standard that provides a safe environment for its members.

Accidents

An accident book is available with the committee members attending the meeting. The accident book should be used to record the details of any accidents at the time they occur. A member of the CVPC committee will check this after each meeting and remove any written notes for confidentiality. These are then kept securely for 3 years or until the member reaches 21 years of age (whichever is greater) from the date of the accident.

Committee of the CVPC ensures that a working mobile phone will be available at all times in case of emergencies and the club aims to have a first aider in attendance.

Fire

Smoking is not permitted in the building or grounds.

Members using the building are requested to familiarise themselves with the fire exits/routes. A CVPC member should maintain a register and in the event of a fire a designated person should be responsible for taking it out of the building. The designated person should ensure everyone on the register is accounted for.

Anyone discovering a fire should raise the alarm verbally. The building should be evacuated and members assemble in the carpark. A member of the committee shall call the emergency services. Evacuated people should remain together, at your group's assembly point. Under no circumstances should anyone return to the building, until it is deemed safe to do so by the fire service.

Fire extinguishers are provided and maintained. Chet Valley Photography Club does not recommend these are used, any person using the fire extinguishers, does so at their own risk.

Do not obstruct fire exits/routes with furniture or equipment, or leave any flammable items within the meeting room/building.

Security

The premises are unlocked and locked by a Chet Valley Photography Club Committee member.

Insurance

Chet Valley Photography Club has public liability insurance for its own activities, but members are advised that they need to ensure that they have adequate insurance cover for their own activities and property.

Chet Valley Photography Club accepts no responsibility for the property of club members used in the meeting room/building. It is suggested that you obtain your own insurance for your own belongings if appropriate.

Electrical Equipment

Electrical items supplied by Chet Valley Photography Club have had portable appliance safety testing conducted. Each appliance will be labelled stating the date of the check and expiry date.