

## **Health & Safety Policy**

### **Overview**

The following policy is based on guidance issued by the Photographic Alliance of Great Britain. Photographic clubs run by volunteers do not come under the scope of Health and Safety legislation and so there is no legal requirement to have a policy and procedures in place. However, the Llantwit Major Photographic Club may hold meetings in premises where the owners or administrators of the premises require that clubs meeting on their premises have a health and safety policy in place. Additionally, it is possible that litigation may be initiated in the event of a serious incident or accident, and evidence of such a policy may be requested.

### **Policy**

1. 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.
2. There will be a record of the names of all present, so that a roll call can be carried out at the designated assembly point in the event of evacuation due to fire.
3. Club officials should be aware of the location of fire-fighting equipment such as fire extinguishers. In the event of a fire, anyone who decides to use the installed fire-fighting equipment should be fully conversant with the operation and use of such equipment.
4. 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 (see above) in case emergency services are required.
5. Members should be made aware of any specific restrictions or requirements placed on the club and club members by the operators of the building where the club meets.
6. With regard to electrical equipment, there is no legal requirement that the club's electrical equipment must be subject to Portable Appliance Testing (PAT).
7. Trailing cables on the floor should be protected by rubber covers.
8. The handling of kitchen equipment and hot liquids, and the disposal of waste, should be delegated to competent persons who have expressed confidence in these tasks.
9. Temporary health and safety requirements for community halls may be introduced from time to time by Government (e.g. to contain an infectious pandemic) and these must be assessed for their applicability to the Club.
10. The Club will be covered for Public Liability Insurance.