

Dorchester Camera Club

Health and Safety Policy

Introduction

Dorchester Camera Club is committed to ensuring that all its activities are safe. It will endeavour to ensure the health, safety and welfare of members and visitors at all times.

Club Committee's Responsibilities

The Club Committee has overall responsibility for health and safety and for ensuring that it fulfils all its legal responsibilities. The Committee:

- recognises that it is their duty to uphold this policy.
- provide the necessary funds and resources to put this policy into practice.
- review this policy annually.

Club Chair's Responsibilities

The Chair is responsible for:

- assessing the risk to the health and safety of members and visitors and identifying what measures are needed to comply with the Club's health and safety obligations.
- the implementation and monitoring of health and safety policies and recommending changes where necessary.
- investigating all accidents or unsafe incidents on behalf of the Committee as soon as possible and then reporting to the Committee at the next available Committee meeting or sooner at a special meeting in the case of a serious incident.
- ensuring all 'club hosts' (see below) are aware of the Meeting Checklist (Appendix A) and are fully cognisant of the Hall's evacuation procedure as outlined in the Brownsword Hall Trustees' 'Emergency Briefing', a copy of which is attached at Appendix B.

Hall Meeting Host's Responsibilities

The person who is chairing a club meeting in the Brownsword Hall is the designated 'club host' and they are responsible for ensuring:

- the meeting is conducted in a safe manner. This includes the safe and proper use of projection equipment and computers, routing of cables, positioning of chairs, tables and walkways and use of the kitchen and its equipment. Special attention should be given to ensure emergency exits are not blocked by chairs, tables or equipment. A checklist is attached at Appendix A
- all club equipment (particularly print stands) is safely stored in the hall cupboard after the meeting.
- the names of any visitors or guests have been added to the attendance register.
- attendees are aware of the location of emergency exits and the evacuation assembly point.

- they have a working mobile telephone to make any calls to the emergency services if necessary and acting as liaison with the emergency services. They should be aware of the 'what3words' location identifier for the Brownsword Hall which is *lectured.today.whimpered*.
- the safe evacuation of those attending as outlined in the Brownsword Hall Trustees' 'Emergency Briefing', a copy of which is attached at Appendix B. Special note should be made of the emergency evacuation equipment provided by the Hall for individuals who cannot use the stairs. The attendance list should be taken to the evacuation point.
- any incidents in the hall are recorded in the Accident Book located in the store cupboard and reported to the Chair.
- any potential hazard in the kitchen or the hall generally, is noted and shared with the Caretaker or other responsible person.

Member Responsibilities

Members have the personal responsibility to take all reasonable care for their own health and safety while attending club meetings or events organised by the club. Members should:

- be aware of all alarm points, fire exits and the evacuation assembly point.
- tick the attendance register when entering the hall and add the names of any guests.
- tell another member if they leave the meeting prior to the normal finishing time and circle the tick against their name in the attendance list. This is to avoid the emergency services having to search the hall.
- not move chairs or tables so as to obstruct walkways or emergency exits.
- report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) or general health and safety concerns to the club host, Chair or another Committee member as soon as possible.
- take care of others who may be affected by their actions or omissions.
- ensure they are aware of and comply with the contents of this safety policy.
- Members with any significant or relevant health issues attending events or field trips, should advise the leader in confidence of these and place a note in their camera bag or on their mobile phone (under 'ICE') in case of emergency. Members with such conditions must carry with them all necessary medication and be aware of how to use it.

Equipment

- The club's electrical equipment should be subject to regular user checks and visual inspections.
- Anyone using the club's equipment must be competent to do so without endangering other members or the club's guests.
- Trip hazards should be mitigated by ensuring any cables are kept secured and covered if necessary.
- Care must be taken when using lighting, print display stands, tripods and any heavy equipment. All equipment must be stored safely in the hall cupboard.
- Members using the hall kitchen must follow all normal safety procedures and will ensure all electrical equipment is switched off prior to vacating the hall.

Field trips and outings

- Risk assessments should be carried out for all Club events, including Special Interest Group (SIG) trips or meet-ups, by the leader of these events.
- If specific risks are identified at the location by the leader which he/she feels should be drawn to the attention of participants, these should be recorded and participants briefed accordingly. A form for recording these risks is available from the Club Secretary. 'Specific risks' may be dangers such as rocks, tides, waves, slip hazards etc. In all cases, the leader should ensure that the risk assessment process is proportionate to the activity and the risks involved.
- The leader should be aware of the 'what3words' location identifier at the meeting point in case of emergency.
- The leader should remind attendees that if they have any significant or relevant health issues, they should advise them in confidence of these and place a note in their camera bag or on their mobile phone (under 'ICE') in case of emergency. Members with such conditions must carry with them all necessary medication and be aware of how to use it.

Club Insurance

The club maintains Public Liability and All Risks Insurance. A copy of the All Risks insurance policy is available for inspection from the Treasurer, if required.

END

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Meeting Checklist

To be used by the club host before the start of a regular club meeting at the Brownsword Hall

The host should be aware of the location of:

- Fire exits
- Fire extinguishers
- First Aid kit
- Emergency evacuation equipment
- Toilets, including disabled facilities

The host should ensure the correct use and safe storage of:

- Projector stand
- Print stands
- Laptop
- Extension leads, including use of cable protector if necessary

The host should ensure:

- Fire exits are not blocked by tables or chairs
- There is clear working space around projector stand and laptop
- The main hall door is locked before the meeting starts and after the break
- The Club mobile phone is switched on and is being monitored for late attendees
- In the event of an emergency, the Brownsword Hall's Emergency Briefing is followed and the attendance list taken to the evacuation point. If the emergency services need to be contacted, the 'what3words' location identifier is *lectured.today.whimpered*.

When the meeting starts, the host should announce:

- The location of fire exits
- The location of the meeting point in the event of an evacuation
- The location of gents, ladies and disabled toilets
- All gangways should be kept clear of chairs or tables
- Care to be taken when carrying hot drinks and using the kitchen
- Members to keep clear of projector stand, laptop, electrical equipment and cables
- All members and visitors should be ticked in on the attendance list and they should tell another member if they are leaving early and circle the tick against their name in the attendance list.
- All mobile phones to be turned off or turned to 'silent' except for the club mobile phone

At the end of the meeting the host or Chair should agree with the Caretaker *for the next meeting*:

- The layout of the hall i.e. forward facing or side facing (for prints)
- The number of chairs and tables required
- Whether the projection screen is required
- Whether the lectern is required

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Emergency Briefing

1. The Brownsword Hall and Undercroft are no smoking areas.
2. In the event of discovering a fire, that person should shout Fire, Fire, Fire and:
 - Activate the hall fire alarm
 - Call the Fire Services on 999 (mobile 112) giving the address as “The Brownsword Hall, Pummery Square, Poundbury DT1 3GW”
 - Then, if it is safe to do so, attempt to extinguish the fire.
3. When hearing the fire warning, everyone must leave the hall by the signed escape routes. These are through the doors at either end of the hall, down the stairs and exit via the fire doors. THE LIFT MUST NOT BE USED.
4. The hirer must arrange for individuals who cannot use the stairs to be evacuated using the emergency evacuation equipment provided.
5. Assemble on the far side of the square outside The Poet Laureate Public House and await instructions.
6. Do not re-enter the Hall until the fire is out.
7. Advise the Caretaker on 07966 800880 or call a trustee. Telephone numbers of local trustees are listed on the hall notice board to the left of the main doors.

The Brownsword Hall
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Supplementary Information

The ‘what3words’ location for the Brownsword Hall is *lectured.today.whimpered*.