

Chelmsford Camera Club

Health and Safety Policy

This policy covers Health and Safety for the Club's meetings at Broomfield Football Club. It should be brought to the attention of Members through announcement and notice board and referenced from the job descriptions of Committee Members where appropriate.

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 (one via the main entrance and one onto the football field) and request that members assemble in the car park. In the event of an alarm they should take the signing-in sheet and check that all members present have left the building.
- Fire extinguishers are available by the emergency exits and in the kitchen and Committee Members should familiarise themselves with their location and operation. First aid equipment is available in the kitchen cupboard so labelled.
- Details of the location of the premises are to be found on any Club programme to aid Committee Members in calling the emergency services if required.
- Emergency exits should be kept unlocked and should not be blocked by chairs or equipment.
- If any Health & Safety issues arise, they should be recorded in the Health & Safety Log, held by the Chairman.

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 Residual Current Device (RCD). The RCD should be tested each time it is used by pressing the Test button.
- Cables and other trip hazards should not be placed in walkways but if this is unavoidable they should be protected with mats or tape before the audience arrives.
- The hot water urn should be emptied after use by draining it using the tap rather than moving it while it contains hot water.

Building

- Lighting in the car park is adequate but care should be taken when manoeuvring in the dark.
- When helping to set out and put away chairs and tables care should be taken to avoid lifting more than one item of furniture as some items may be heavy.

Updated August 2021