

Oldham Photographic Society Health and Safety Policy (H&SP)

Oldham Photographic Society will also be referred to as "OPS" or "the society" in this document. The society's governing body is referred to as "The Council".

Oldham Photographic Society's weekly meetings are held at the North Chadderton Conservative Club (NCCC), upstairs rooms, which include the meeting room and annex, kitchen, storeroom and toilets.

General Statement of Health and Safety Policy

The policy of the society is:

1. To ensure that all members are aware of health and safety issues and their own responsibilities while at the meeting room at the North Chadderton Conservative Club, or at the society's events outside the normal meeting place;
2. To provide and maintain safe equipment;
3. To ensure the safe handling and use of equipment;
4. To ensure that all members are competent to do assigned tasks, and to give them adequate training for these as needed;
5. To review and revise this policy as necessary at regular intervals.

Responsibilities

Overall responsibility for Health and Safety matters is that of the Council.

All ordinary and council members must:

1. Co-operate with the Council on health and safety matters;
2. Take reasonable care of their own health and safety;
3. Refrain from causing any hazard to other members or visitors whilst on the premises;
4. Report all health and safety concerns to the Council.

The maintenance of the fabric of the building and the fire escapes are the responsibility of the North Chadderton Conservative Club.

Health and Safety Risks Arising from Oldham Photographic Society Activities

Risk assessments will be undertaken by delegated members of the OPS Council. Each risk assessment will include:

- Identifying the significant hazards that are present (a hazard is something that has the potential to cause someone harm or ill health).
- Deciding if safeguards in place are sufficient to reduce the risk of someone being harmed to an acceptable level, and if not;

- Deciding what further control measures must be taken to reduce the risk to an acceptable level.

The findings of risk assessments will be reported to a Council meeting.

Action required to remove/control risks will be agreed by the Council. A delegated council member will be responsible for ensuring that the action required is taken and will report back to the Council once the work is complete.

Risk assessments will be reviewed periodically, when any activity changes, or when new equipment is introduced, whichever is sooner. This will be undertaken by a delegated Council member.

Equipment Safety

The Council will be responsible for checking that new equipment meets appropriate health and safety standards before it is purchased.

Any problems with equipment should be reported to any available council member by the member discovering the problem and then escalated to the Health & Safety Officers.

Competency for Tasks

The Council will ensure that members are given training in using equipment, where required.

Accidents, First Aid and Health Issues

No specific health surveillance needs are known. All members must report health issues which might impact on themselves or other members during a meeting or during an emergency evacuation.

All accidents and injuries will be recorded by the MC of the night (usually, but not always, the President) in the Incident Book, which will be kept in a secure cupboard in the storeroom. The MC is responsible for ensuring that emergency services are called, if required, and for reporting accidents and dangerous occurrences to the Council.

The Council is responsible for the investigation of any accidents/dangerous occurrences.

A First Aid Box provided by NCCC is available in the Kitchen area.

Fire Extinguishers and Evacuation of the Building

A variety of fire extinguishers are provided and maintained by NCCC and are to be found in the kitchen, the main room and the corridor leading to the rear fire escape.

The Council is responsible for ensuring that members know where the fire exits are and the evacuation procedure. The MC on the night (usually, but not always, the President) will be responsible for indicating the fire exits on the night of a meeting when there are visitors to the meeting or new members in attendance.

The fire alarm is a loud siren and sounds both upstairs and downstairs at the NCCC. Fire evacuation procedure will follow the NCCC's official fire notices. The fire escape at the rear of the building (accessed from the corridor leading to the toilets), is maintained by the NCCC by way of an annual inspection by a contractor.

The car park opposite the meeting room is the muster point in the case of evacuation.

Publication

The Health and Safety Policy will be published on the society's website.

Insurance Policies

OPS maintains Public Liability and All Risks Insurance through the PAGB approved insurers, which is paid annually by the Treasurer.

Risk Assessment Secretaries: Andrea Wilson and Gill Brett

Date of Adoption: 14th November 2022

Review Date: November 2024