



# Health & Safety Policy

Aperture Photography Group (APG) Health and Safety policy is as follows:-

## **Our Statement of General Policy is:-**

To provide adequate control of the health and safety risks arising from our club activities, as reasonably practicable.

## **Core Group responsibilities:-**

- To produce and follow the APG risk assessments.
- To discuss health and safety at Core Group meetings, and update risk assessments and policy if required.
- Ensuring that members and other attendees are briefed on any particular circumstances relating to the event.
- To maintain safe electrical equipment by checking for faults prior to use.
- The APG cannot accept liability for any member/guest participating in field trips; however, the APG does promote reducing risks to health and safety to as low a level as reasonably practicable through suitable pre-planning of such trips.
- To hold up-to-date emergency contact information.
- To collect an attendance list at each meeting, which can be used to ensure members have evacuated the building in the event of a fire.

## **Members' personal responsibilities:-**

- Act responsibly at APG events for the safety of themselves and others.
- To ensure they are fit to participate in club activities to which they choose to attend.
- Report any concerns to a Core Group member who will raise the matter with the Core Group, or take immediate action if necessary.
- To co-operate with the APG on matters of health and safety.
- Inform Core Group members or event organisers, in confidence, of any medical condition they have which may impinge upon a meeting or event. Members with such conditions are expected to carry with them any necessary medication and to be aware of how to use it.

## **Fire and Evacuation:-**

When meetings are held in a public venue (i.e. Pub meeting room), those in attendance should be made aware of the location of emergency exits and whether 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. In the event of a fire members must:-

- Activate the nearest fire alarm and ensure that the appropriate emergency services are summoned.
- Evacuate the building without endangering others in the process.
- Assemble at the designated assembly point.

**Accidents:-**


In the event of an accident, a member of the Core Group must be informed and they will decide on the appropriate course of action to take, which may involve summoning external help.

*Appendices*

- 1. Risk Assessment Outings & Workshops*
- 2. Risk Assessment Indoor Meetings*


# Appendix 1

Table 1

<b>Risk Assessment</b>		 <b>APERTURE PHOTOGRAPHY GROUP</b>				
<b>Outings &amp; Workshops</b>						
No.	Activity	Nature of Hazard	What could happen	Who is at risk	Risk Level Low, Medium, High	Countermeasure
1	Long periods in the open air	Environmental conditions.	Exposure to extremes of weather conditions.	Any members on an organised outing.	Low	The nature of the Outings will be advertised to allow members to dress appropriately and assess personal capabilities.
2	Outside in poor light.	Slips, trips and falls	Falls due to poor light.	Any members on an organised outing.	Low	The nature of the Outings will be advertised with advice to bring torches etc.
3	Walking or climbing on uneven ground.	Slips, trips and falls	Falls due to rough terrain or inappropriate footwear.	Any members on an organised outing.	Low	The nature of the Outings will be advertised to allow members to dress appropriately and assess personal capabilities.
4	Climbing steps or ladders,	Slips, trips and falls	Falls	Any members on an organised outing.	Medium	The nature of the Outings will be advertised to allow members to dress appropriately and assess personal capabilities.
5	Activities close to water.	Drowning	Hazards caused by deep water or high waves.	Any members on an organised outing.	High	The nature of the Outings will be advertised to allow members to assess personal capabilities.
6	Activities close to tidal water.	Drowning	Hazards caused by being cut off by high tides.	Any members on an organised outing.	High	Lead photographer to assess and advise at time of activity.
7	Travel and Driving	Road traffic incidents	Injury from accidents	Any members on an organised outing.	High	Consider the journey times, terrain and distances and advise accordingly.

Appendix 2

Table 1

Risk Assessment						 <b>APERTURE PHOTOGRAPHY GROUP</b>
Group Meetings (Indoors)						
No.	Activity	Nature of Hazard	What could happen	Who is at risk	Risk Level Low, Medium, High	Countermeasure
1	Setting out the chairs and tables	Manual Handling	Muscle or back strains due to weight of items or incorrect posture.	Members setting out the room prior to the meeting	Low	1. Tables to be moved by two persons. 2. Only two chairs to be carried at a time. 3. Only to be carried out by fit and able persons.
2	Setting out the chairs and tables	Fire Safety	Fire exits blocked by chairs, tables or other equipment.	All members	Medium	Fire exits to be kept clear of obstructions when setting out the room.
3	Housekeeping	Slips, Trips and Falls	Trailing leads could cause trips	Any members within area of the television	Low	Trailing leads always placed at the rear of the television and stand away from walkways.
4	Erecting Television and Stand	Manual Handling	Muscle or back strains due to weight of items or incorrect posture.	Members setting out the room prior to the meeting	Medium	Television to be lifted by two persons.
5	Erecting Television and Stand	Falling Objects	Television falls from stand	Any members within area of the television	Medium	Ensure locking screws are tightened when TV is attached to Stand.
6	Electrical equipment	Hazards due to faulty equipment.	Electrocution	All members	Medium	Equipment checked for faults prior to use.
7	General meetings	Fire Safety	Confusion if Fire Alarm sounds	All members	Low	1. Review venues Fire Policies. 2. Inform new members of emergency exits and assembly points.