



# 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*



